



PO Box 607, New York NY 10031 • www.unitedsolo.org • questions@unitedsolo.org

PRESENTS

The 12th Annual United Solo Theatre Festival

October 26 – November 21, 2021 at Theatre Row on 42nd Street, New York City

Omar Sangare, Founder & Artistic Director
Pat McAndrew, Associate Artistic Director
Will Titus, Director of Operations
Kasey Phillips, Festival Coordinator
Chris Szczepanski, International Projects Coordinator
Wendy Lane Bailey, Marketing Coordinator
Robert Monegan, Festival Administrator
Donald Molosi, Project Advisor

Participant's Packet

Read everything in this Packet.
Most of your questions are answered within.
This Packet is an electronic document
and may be updated or amended as needed.
Additional resources are available at
<http://unitedsolo.org/usolopanel>

UNITED SOLO™

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Dear participant,

Congratulations! After carefully reviewing your application form, we are pleased to let you know that your show “«Show_Title»” is invited to join our selection at the 12th Annual United Solo Theatre Festival.

I am thrilled to invite you to join us as we return to our home in the heart of New York City's legendary theatre district after this trying year. Now more than ever before, we are united in our commitment to one another. I look forward to seeing your work as part of a unique, hand-picked selection of performances from all around the world. This is a truly unique opportunity to showcase your talents to the wider solo theatre community.

Upon completing the required participation confirmation steps and turning in all required documents and materials, you will be officially considered a participant at United Solo. I hope that participating will be an exciting and pleasant journey for you, just like it has been for the performers in the over 1,200 solo productions that have been presented on our stage in the past.

Enclosed, you will find your Participant's Packet, which will serve as a guide with important information about participating. Please be sure to go through all details and check the festival website for more updates. We rely on the commitment of our participants, and we thank you in advance for contributing your work and talent.

See you soon at Theatre Row!

Sincerely,



Omar Sangare, Ph.D.
Artistic Director
UNITED SOLO

omarsangare@unitedsolo.org
www.unitedsolo.org

General Show Information

Rehearsal

The entrance for rehearsals is located at **407 West 41st St, New York NY 10036**.

Additional Show Dates

This opportunity was created to allow best-selling shows to be seen by a wider audience. Depending on advance ticket sales, several shows that sell all their tickets early will be offered an additional slot at this year's Festival. This additional slot may be scheduled before or after the originally assigned date. If the additional performance sells quickly as well, the Festival participant may be offered a third slot or more, up to **eight performances total**. All extra slots will be spread throughout the Festival period to accommodate the participant with convenient dates and times (availability, as provided in the original application form, and travel plans of out-of-the-area performers are always considered). However, the Festival reserves the right to offer only the slots that fit into the Festival schedule. Available slots will be discussed with the participants directly. The sooner a show sells out, the more flexibility there is within the schedule. Additional slots will be assigned for as long as there are remaining open slots in the schedule.

United Solo Panel

United Solo Panel is a website available exclusively to the Participants of United Solo. Participants will receive a login to this page and **must not share it with anyone**. While some of the materials at the Panel can be useful to your team members, you should send them specific information instead of giving any team member full access to the Panel.

The Festival will periodically post important information and useful updates, some of which will not be e-mailed to you. Here is a short list of resources that are already available or will be posted at the Panel soon:

- guidelines for how to promote your show most efficiently,
- advertising options, with special discounted pricing only for the Participants,
- number of tickets sold for best-selling shows,
- contacts to the press in New York,
- instructions for the day of your rehearsal and the day of your show(s),
- a list of hotels nearby Theatre Row,
- technical information about the venue, list of equipment, and rep light plot,
- referral list for board operators and other technical staff you may need to hire,
- a list of theatre equipment rental companies in New York City.

Before You E-mail Us

Answers to most of your questions can be found in this Participant's Packet or online at United Solo Panel. Please, double check these two sources of information before contacting the Festival. For your convenience, see below for a list of keywords along with their associated page numbers:

Address for mailing: 1	Equipment rental: PANEL	Props availability: 8
Advertising: PANEL	Filming: 12	Rehearsal time: EMAIL
AEA members: 11, 12	Hotels nearby: PANEL	Set-up/strike time: 8
Board operator: 8, PANEL	Late seating: 6	Show time: EMAIL
Box office: 11	Lighting: 8	Sound: 8
Candle use: 9	Merchandise: 7	Storage: 8
CD Player: 8	Parking: PANEL	Tracking sales: PANEL
Chairs to use: 8, PANEL	Photography: 12	Theatre location: 3, PANEL
Comps: 11	Playbills/Programs: 7, 13	Venue contact: 6
Deadlines: 5	Postcards, flyers: 4, 6, 13	Venue floor plan: PANEL
Entrance for actors: 3	Press: 4, 12	Weapon use: 9

The Deadlines

Now	Carefully read the Participant's Packet and Mandatory Forms, consider all information at the United Solo Panel, and start to prepare your promotional materials.
July 30, 2021	Last day to complete the mandatory Four-Step Confirmation Procedure. <u>Neglecting to complete this step may result in cancellation of your show!</u>
by August 31, 2021	Tickets will become available for sale. Notify your friends and fans to visit www.unitedsolo.org for more information. Post about your show on social media frequently. Share information posted in social media by United Solo and encourage your audiences to follow the Festival. First additional performance slots can be assigned as early as day 1 of ticket sales (and were assigned this early in the past).
August 31, 2021	Optional: Deadline to order Ad Space in the digital Festival Guide. Ads in our Newsletter and on the Festival's website will be available on an ongoing basis. Follow the guidelines provided online at the United Solo Panel.
August 31, 2021	Register your team members through the online form at the United Solo Panel. Collect and mail their signed Mandatory Forms #2. Also: deadline to request permission from the Festival on filming your show.
Mid-September	Ensure that performers and entire team is fully vaccinated (more info in Health Rules Protocol). Contact information to selected press in New York will be available for the Participants online at the United Solo Panel. You should contact the press at 4 weeks before your first show date.
October 15, 2021	Send publicity postcards with good, clear graphics and mandatory information about the Festival (see the last page of this Packet) to everyone you know in New York area. Give postcards to your collaborators, family and friends and ask them to spread the word. Feel free to mail the Festival Office (address shown on the first page of your Mandatory Forms) up to 50 postcards so we can promote your show as well. Make sure you include mandatory information about the festival in all your promotional materials!
October 18, 2021	Your promotional efforts should be at full speed, even if you perform later in the festival. Contact your family and friends to tell them that your opening night is coming soon. Continue to hand out postcards through the Festival period.
October 26, 2021	The United Solo Theatre Festival officially begins. Shows are presented every day! If you are around, support your fellow participants by coming to see them on stage.
before reh./show	Make sure to know all protocols for the day of. Follow the guidelines from the Panel posted under: "Directions to the Theatre." Pass that information to all your team members. <u>Everyone must arrive precisely 15 minutes prior to the rehearsal time, and know where the Stage Door entrance is located.</u>
November 21, 2021	SAVE THE DATE! Closing night, party TBA. Mark your calendar to be there! (More info in an additional e-mail in November).
December 31, 2021	Box Office payout checks mailed to address on your Show Profile Sheet. If you don't get your check by January 31, 2022 contact us at questions@unitedsolo.org .

The Festival General Rules

These are the general rules for your participation at United Solo Theatre Festival. Violation of the rules below may cause cancellation of your show, with no refunds from United Solo. As the Festival Participant, you are required to inform all your Team Members about all applicable Festival rules.

1. You are responsible for reading everything in this Packet and follow updates at the United Solo Panel online. Most major questions about the Festival are answered within.
2. E-mail the Festival at questions@unitedsolo.org if you have questions, but first read rule 1. To receive an answer, always include your show number and show title in your correspondence. The Festival will respond only to e-mails from the Participant or the contact person authorized in your Mandatory Forms. ONLY in case of emergency call us at: (929) 274-4090.
3. DO NOT contact Theatre Row directly. Direct all questions to questions@unitedsolo.org. Do not come to the theatre without an appointment scheduled with United Solo, unless with a ticket to see a show.
4. Keep your login information for the United Solo Panel private. You are responsible for any data submitted to the Panel.
5. Within the deadline listed in your invitation email, complete your Participation Confirmation Procedure through United Solo Panel. This includes mailing all completed Mandatory Forms and submitting the \$895 participation fee online at <http://unitedsolo.org/pay>. This participation fee covers Festival organizational costs and is non-refundable under any circumstances, even if you have to withdraw from the Festival, or if your show is cancelled due to violation of any of the Festival Rules, Technical Rules, or other policies, except in the event the theatre must be closed due to COVID. Participation cannot be deferred to another year.
6. The participant will be considered producer of the show and is required to satisfy all copyright requirements, including royalties for the use of text, sound effects, music, still images, video, or any other copyrighted element of the show, and will be solely liable for any violations. The Festival, being merely the presenter, will direct anyone claiming copyright infringement directly to the Participant. The Festival reserves the right to cancel a show that infringes anyone's intellectual property.
7. The participant is responsible for satisfying any visa and/or tax obligations, both federal and local, in order to be included and present the show at United Solo. This may incur additional fees charged by the government, consulates, and other agencies. As the presenter, the Festival is obliged to verify that all participants have the right to perform in the United States.
8. Although some questions in the Mandatory Forms or on the Panel may be repeated from previous submissions, please respond in detail nonetheless. Answers in the Mandatory Forms are considered final and will be used moving forward. Specifically: changing show title, running time, etc. may not be possible after the confirmation procedure is complete.
9. If you fail to submit any required forms for each of your team members, you will be asked to sign them on top of your tech rehearsal. The rehearsal will not begin until everyone's forms are on file. If this causes delay in beginning your rehearsal, you will not receive additional time.
10. Obey the Technical Guidelines (included in this Packet) and follow instructions from our staff. It is the Participant's responsibility to adjust any aspects of the show to comply with the laws, local regulations, the Festival rules, and/or technical limitations.
11. Respect the schedule. If your rehearsal or show goes far beyond your given time slot, it will be interrupted, including turning on the house lights and informing the audience of the situation.
12. On all your publicity materials use the United Solo Theatre Festival logo, Theatre Row and Telecharge logos, and other required information, listed at the United Solo Panel. Your advertising should be done responsibly and cannot violate public law. United Solo is not responsible for any such

violations.

13. Tickets for United Solo will be distributed only by the Theatre Row Box Office and Telecharge. No other websites or companies can make any offers to distribute United Solo tickets, unless with a special permission from the Festival.

14. During the ticket sale period, participants will be informed periodically about the progress of sale through the United Solo Panel. Starting at 21 days before any show date, if there are 10 or fewer tickets sold, the Festival reserves the right to cancel your show and charge the cancellation fee.

15. All shows at the Festival begin on time. There is no late seating and no re-entry. When promoting your show, make sure that your patrons have been advised to arrive at the venue ahead of time and are informed that their tickets cannot be refunded or exchanged.

16. There will be both a pre-show and a post-show announcement from the Festival. No announcements are allowed from the performer or your team. There will be one Festival Guide distributed to all audience members before each show. You may choose to prepare program inserts to be included in the Festival Guides for your show (obligatory for AEA Showcases, more information about insert requirements will be posted at the United Solo Panel – insert contents must be approved by the Festival in advance). Nothing else can be distributed to the audience members, unless previously approved by the Festival. No merchandise can be sold on the premises of Theatre Row.

17. No food or beverages can be distributed to the audience before, during, or after the show. Any other audience participation requires prior approval from the Festival and is discouraged, for liability reasons (proof of additional insurance coverage may be required, among other conditions).

18. The venue cannot be used for any pre-show or post-show meetings, talk backs, discussions, exhibitions, or similar events.

19. The Festival reserves the right to postpone or cancel your rehearsal and/or show in the event that the venue is rendered unsuitable or unavailable by reason of fire, natural or local calamity, emergency, or any unforeseen occurrence, e.g. technical problems. Should any of the previously mentioned circumstances arise, the Festival will not be liable for reimbursement of any costs or obliged to assign additional rehearsal/show time.

20. At all times remember that you are part of a larger event. Do not accept any offers, nor arrange to perform the same show elsewhere in the state of New York between October 1 and Nov. 30, 2021 unless you have an explicit approval from United Solo.

21. By signing Mandatory Form #1 you confirm your will and ability to participate in the 2021 United Solo Theatre Festival in New York. If you have to withdraw after August 20, 2021, you agree to be charged and pay a cancellation fee of \$250. Same applies if your show is cancelled at any time due to violations of the Festival rules or policies, or if you fail to appear for your rehearsal/show on time.

Health Rules Protocol

All participants are required to follow the following Health Rules Protocol for the duration of the Festival. Violation of the rules below may cause cancellation of your show, with no refunds from United Solo. As the Festival Participant, you are required to inform all your Team Members about all applicable Festival rules.

1. All individuals who enter Theatre Row for any reason must be **fully vaccinated at least two weeks prior** to the start of rehearsals. There are **absolutely no exceptions** to this rule.
2. To be considered fully vaccinated, individuals must meet **ALL** of the following conditions:
 - a. Received the Pfizer, Moderna, or Johnson & Johnson vaccine. No other vaccines will be accepted.
 - b. Completed the full vaccination course at least two weeks prior to the Festival start date.
 - c. Present a valid vaccination card every time upon entering Theatre Row.
3. All individuals must present proof-of-vaccination every time they enter Theatre Row. Individuals who fail to do so will be denied entry to the theatre.
4. The Health Rules Protocol is subject to change at any time. Participants are responsible for staying up-to-date with all changes.

Festival Tech Guidelines

General Information

1. Please listen to the venue coordinators and technicians—they are responsible for the safety of the venue, the audience, and you. Venue coordinators are given authority by the Festival to cancel or interrupt any show that breaks any of the rules or is not safe to be staged.
2. While in your venue during both technical rehearsal and your show, do not alter, paint, move or damage anything in the venue that is not yours.
3. The Festival provides all front-of-house staff (i.e. Box Office, usher & house manager).
4. All productions must have a board operator to run lights and sound for the show. This may be waived if your show does not have any light cues or sound effects (and must be requested before August 5, when you register your Show Team through the United Solo Panel). A list of references and contacts will be posted online at United Solo Panel, but there is no obligation to arrange anyone from that list as a board operator. If you don't provide a board operator and/or a Festival team member has to be involved in running your show, you will be charged an extra fee of \$200. This does not guarantee that the Festival staff will be available to run your show.
5. Lighting: You will be working with the Festival's rep lighting plot. Preexisting lighting and stage setup cannot be changed. The list of equipment and the lighting plot will be available online through the United Solo Panel in August.
6. Audio: The theatre venue is equipped with a basic sound system for sound effects, with one CD player and a 1/8th male connection for a computer or MP3 player. Bring a backup cable.
7. Audiovisual & others: United Solo does not supply audiovisual equipment (i.e. extension cords, video projectors, microphones, mic stands, keyboards, computers, etc.). If necessary, you must provide your own equipment for both your rehearsal and show.
8. Equipment at the theatre is checked periodically for its condition, however your tech rehearsal may be interrupted in the case of technical problem, e.g. a burnt lamp or broken speaker. Every effort will be made to accommodate you with 5-10 minutes of extra rehearsal time in such case, but this may not always be possible. The Festival cannot take responsibility for any unexpected equipment failure.
9. Staging: Please bear in mind that you will be working under considerable technical restraints. Keep your cues simple. Any set-up, backstage or load in/out assistance needed is your responsibility. Assume your set must fit through a standard-size door (30 inches by 80 inches) and that you must set-up and strike very quickly. You will have only fifteen minutes to set up and fifteen minutes to strike. Please, rehearse set-up and strike before your technical rehearsal. If you fail to return the venue to its previous state within the required time, or require assistance to restore the venue properly, you may be charged a penalty fee equivalent to necessary cleaning or restoration.
10. There is virtually no storage at the venue. If your tech rehearsal and show are on the same date, you will be allowed to store some of your items (e.g. a suitcase, a costume, a chair) in the dressing room, but you will have to strike immediately after the show. Nothing can be left in the venue overnight. Do not ask if you can pick it up the next morning.
11. The Festival will provide some basic furniture, such as a few chairs, a folding table, a stool – all available and shared by all participants (more details at the Panel). United Solo does not supply any other furniture or set elements, and is not responsible for any damaged, lost or stolen property. It is your responsibility to promptly remove everything you brought with you for the show. Disposal of set pieces, props, or trash in the building or on the street is strictly prohibited and will be fined.

(continued on next page)

12. Fire WARNING: The use of open flame and pyrotechnical devices (such as flash pots or sparkles) is strictly prohibited. Lighters, candles, matches, etc. must NOT be used, even for a second. No smoke, fog effects or dry ice is allowed. All sets, costumes and properties must comply with fire regulations; fireproofing and the use of fire-resistant materials are mandatory and are your responsibility. Kerosene or oil fires are strictly prohibited. Festival production staff reserves the right to disallow any special effects that may be hazardous. If you use anything listed above in the show, it will be stopped, the house lights will be turned on and the audience will be informed about the safety hazard as a reason of cancelling the remainder of your show. You will be responsible for full ticket refunds, if requested.

13. Participants are not allowed to use chalk, sand, salt, dust, broken glass (or broken fake glass), feathers, confetti, and/or spilling water or any other liquids (including stage blood) on the walls or on stage at the venue. The use of guns or riffles, or any props substituting or similar to this kind of weapons, will not be allowed.

14. Rigging options are extremely limited. You can hang a few posters on a string on stage, or mount a projector on a c-clamp, if it's secured by a safety cable, but anything heavier than that requires you to hire a licensed engineer, who will certify the project. See more details at the Panel.

14. Insurance: the Festival may provide you with a copy of General Liability and Volunteer Accident Insurance Certificates. For more info, visit the United Solo Panel. Any additional coverage, if required by the nature of the show, is Participant's responsibility.

15. If you have questions, do not panic. Go through the Packet and check the United Solo Panel. Do not contact the venue for any reason. Ask your show's contact person to e-mail any questions to questions@unitedsolo.org. We will respond as quickly as possible.

Festival Tech Guidelines

Rehearsal Information

Technical rehearsals are assigned in order to tech your show at a specific day and time. Once assigned, tech rehearsal time cannot be changed, so please do not ask. Slight adjustments in the schedule may occur upon all performers' confirmation or in special circumstances, in which case you will be contacted by the Festival. Check your rehearsal time and length as well as your show running time on your Show Profile Sheet—since these may differ from what you originally proposed!

The rehearsal time is used to:

1. set light and audio levels
2. perform a cue-to-cue
3. perform a full run-through, if necessary and if time permits

Bring the following to your tech rehearsal:

1. One unmarked copy of your script
2. Your sound cues on a preferred medium **and a backup** (e.g. an iPod and a CD, two CDs is NOT a backup). Our sound systems do not support playback from thumb drives, so do not bring one, unless you are using your own computer (with QLab or any other player).
3. About 10 minutes of pre-show music, if applicable
4. All of your team members registered through the United Solo Panel by August 31, including someone to operate lights and sound equipment
5. Any necessary equipment not provided by the Festival (extension cords, music instruments, etc.)
6. Program inserts, if you must or choose to prepare these (more information in a separate e-mail in August).

Briefly before your rehearsal time, you and your registered team members will be allowed into the venue. There will be one dressing-room shared by all performers presenting their shows on the same night.

There is a half-hour break between the Festival technical rehearsals. If you can be at your venue 15 minutes before the start of your tech, you can use that time to load in and set up. This means, however, that you must clear out immediately after your tech so that the next group can do the same.

Be on time! If you miss your tech rehearsal, you will not be provided with another slot. If you're late, your rehearsal will not be extended—it will have to finish as originally scheduled. Don't come too early. You will not be allowed into the venue until your rehearsal time. The waiting area at the Stage Door is very limited, and shared with other productions at Theatre Row.

Please check the United Solo Panel for detailed directions for your rehearsal and show.

Tickets & Your Money

None of us are here for the money. If you are here for the money, you are in the wrong place. This Festival is about the experience and celebration of the solo theatre arts. You have been given a chance to perform on 42nd Street and encourage new audiences, media, producers, directors, agents, and theatre community uniquely interested in solo performance to attend and see your work and talent. If your show is successful, you may be given an extra slot to perform this year and/or opportunity to come back for the ENCORE part of the Festival next year, as well as considered for other projects curated by United Solo, including United Solo LONDON festival.

The United Solo Festival is merely the presenter and handles online ticketing and Box Office. Considering ticket prices at comparable events in the area, we have designated the ticket price for all shows to be \$35, plus an additional venue "Theatre Restoration Charge" per each sold ticket. Online and phone ticket providers may also charge convenience, handling, and other fees, which are not included in the ticket price. This is in compliance with Actors' Equity Association rules for Basic Showcase Code (Equity members, please see below).

Tickets will be available at the Theatre Row Box Office and online through Telecharge (more details in a separate e-mail when tickets go on sale).

The United Solo Theatre Festival will pay the participant a fee of 25% of the total net ticket sales (gross sales minus Theatre Restoration Charges, credit card commissions, venue charges and ticket printing fees). Participants performing more than once will receive 25% of total net sales from all performances, and will NOT be charged another participation fee. The participants will be considered independent contractors for tax reporting purposes. By December 31, 2021, checks will be mailed to the applicant at the address shown on your Show Profile Sheet (unless you make other arrangements in advance with the Festival Office). If you do not receive your check by January 31, 2022, contact the Festival at questions@unitedsolo.org.

Your ticket revenue will vary depending on your attendance. Therefore, forecasting your revenue will definitely involve guesswork, but there are a few important things to consider and some averages you can use as a starting point. Keep in mind that there are some complimentary tickets at the Festival (including complimentary tickets for United Solo Academy, the press, and volunteers) – so do not assume all of your attendees will be paying. You may increase attendance (and revenue) by following the promotional guidelines at the United Solo Panel.

United Solo Theatre Festival, as the presenter, will not provide any comps on a regular basis, except for the press. Industry comps are the responsibility of Equity producers. If they perform/produce their show under the AEA Showcase Code, they must obey the AEA Showcase Code TICKETS/COMPS regulations. If you feel strongly that some of your guests should receive a comp, please contact Marcin Lipinski at questions@unitedsolo.org. All comps require approval from the Festival and also depend on seat availability. When requesting a comp for your guest, please provide: name, direct e-mail address of the guest, the position your guest holds (e.g. "reviewer for XYZ Weekly") and the reason for your request, the latest at 24 hours before curtain time. Requests missing any of this information or made later may not be considered at all.

Tickets for your guests: If you would like to secure seats for your family, friends or other guests, you can purchase will-call tickets under any name by phone through Telecharge, or in person at the Box Office. You can either reserve tickets under your guests' names, or you may arrange with the Festival to put will-call tickets reserved under your name in envelopes provided by the box office. You must not use your own envelopes for box office ticket distribution.

The box office will not distribute tickets printed at home. No one from your team will be allowed to hand out tickets in the theatre. Keep in mind that all ticket sales are final.

Filming and Photography

Still photography is allowed only during your rehearsal. No photos may be taken during any show at United Solo. Your show will be stopped if anyone from your team shoots photos.

Filming a rehearsal or show at the Festival requires prior arrangements by August 31. There is no filming of any Actors' Equity Association members during either performance or rehearsal, unless you have a special written permission from the Equity. It must be presented to the Festival at least 24 hours prior to your first scheduled rehearsal. If permitted, the rules described below apply.

Equity will be informed about all attempts to shoot photos or film any rehearsal and/or show presented under the AEA rules.

If your show is not an AEA Showcase, or if you obtain a permission from Equity, the Festival may allow filming of your show with one camera only and no other equipment. Additional rules will apply — available at the Panel. Your video crew will have to comply with these rules, or your show will be stopped and cancelled.

AEA Showcase Regulations

If your cast and/or stage manager are members of the Actors' Equity Association, you must obtain and sign the Equity Showcase Code, as producer of your show. The Festival is merely the presenter.

In your promotional materials, make sure to use any language required by the Equity, as outlined in the AEA Showcase Code documents.

Please note that there will be the same Festival Guide for all solo shows in the Festival. An asterisk (*) should be placed next to the name of each AEA member involved in the production (as you submit online at the United Solo Panel) with the following program note: "These Actors and Stage Manager(s) are appearing courtesy of Actors' Equity Association." Also, you will need to prepare 50 inserts per performance, with all the information required (such as bios, pictures, etc.) and a headshot to be displayed in front of the house. Inserts are subject to the Festival's approval and must be submitted to United Solo in advance. More details will be posted at the United Solo Panel in September.

As per AEA request: **do not contact the Equity until closer to your first rehearsal.** The deadline to file your Showcase Code application is two weeks prior to the first rehearsal, and you should not apply more than a month before your first rehearsal begins. All needed documents are available on AEA website at www.actorsequity.org – if you have questions, you should look for answers there. If you decide to contact the Equity, you should rather email than call.