

## Social Media

**legiontheatreproject** Rehearsals are underway for Break, Break, and we are so honored to be working with this amazing team! Keep an eye out for ticket information coming soon— we can't wait for you to join us in September! 📅 🎟

**legiontheatreproject** Please join us for the workshop reading of Erin Lerch's new Legion Cycle play Break, Break at the [@boscenterforarts](#) on Saturday, June 3rd at 7pm. Directed by [@joshglennkayden](#). Snag a free ticket at the link in our bio! 📅 🎟

**cakesbyrachelbakeshop** Can you say epic? We made over 1,000 white sugar flowers for this towering 6 layer cake— one of the most challenging and rewarding projects we've ever taken on. Thank you to [@magnumopusevents](#) for trusting us with this one. 💕

Big shout out to [@favoritecakeskathy](#) and Dolly Grice for lending a hand in crafting these sugar blooms with us — we are so grateful.

Photographer: [@perryvaile](#)  
 Design: [@magnumopusevents](#)  
 Venue: [@trumpwinery](#)  
 Florals: [@sophiefelts](#)  
 Catering: [@occasionscaterers](#)



**Cakes by Rachel is at Cakes by Rachel.**

Jan 27, 2023 · 🌐

Love is in the air, February 14th is just around the corner, and we're getting so excited about our Valentine's Day treats! Looking for classic and elegant? Our macarons have got you covered. Decadent and romantic? Check out the mini cake options. Simply can't decide? With the Best of the Bakeshop Box you won't have to. Pre-order at the link below! 💕 Gorgeous photo by [Michael & Laura Photography](#)

**legiontheatreproject** We ❤️ our design team! Absolutely blown away by the detail, humor, and care they've put into creating the world of Break, Break. Check out all of the fun Easter eggs and details on Ben Lieber's incredible set, dressed with an UNREAL assortment of props by [@kellso](#) 📅 And come see the show so you can experience the amazing sound design of [@annatdrummond](#), [@andrea\\_sofia2010](#)'s gorgeous lighting design, [@\\_made\\_by\\_eric](#)'s ingenious costumes, and [@beccacottrell](#)'s SFX wizardry. First preview TONIGHT and we open tomorrow!! ✨ 📅 🎟

Internal Communications *Slack/Messaging App*

GOOD MORNING, TODAY IS THE DAY: Our 📅 x 🍷 Swag n' Sides Swap 📅 x 🍷 kicks off in the cafeteria!

📅 Our free swag "store" will be running til Friday (as supplies last)— come grab branded apparel and accessories from days of yore, bring your own pieces from home to pass along, and get nostalgic! Clothes are organized and labeled by size, so if you do bring in something to share please hang it on the appropriate rack 🗑️

📅 Join us from 12-1 TODAY to try out some tasty holiday side dishes as well! (edited)

👋 Good afternoon! 🌞

This is your gentle but *final* reminder to RSVP for the ✨ 2024 Holiday Party ✨ - we need to pass along numbers for ordering purposes by 9am tomorrow. Please 📧 RSVP 📧 via your personal invite on Paperless Post (check your spam folder) even if you cannot attend! We appreciate you, and hope to see you there! 🎉

🍷🍔🍷 Hello there! Do you have a Café gift card from 2023 gathering dusk on your desk? 🍷🍔🍷

We have officially entered the month long "use it or lose it" period for all gift cards issued in 2023— now is the time to treat yourself!

## Internal Communications *Email*

Hi all,

I hope everyone is having a great week! I wanted to pass along answers to frequently asked moving questions as Friday (and the upcoming reshuffle) approaches. If you are receiving this email, you are on one of the teams impacted by the move, and a box for your personal items has been placed on or by your desk.

### **FAQ**

#### **When is the move actually happening?**

The office operations will be moving everything this Friday, February 14th.

#### **Will the snow cause a delay?**

As of now, we still plan to execute the move on Friday, but if that changes but we will let you know ASAP.

#### **I love my monitor/chair/file caddy- can I bring it with me to my new desk?**

Sure! Everyone's new desks will be equipped with a chair, monitor, and rolling file cabinet, but if you are attached to anything in your current set up, please put a sticky note with your name on the items (the print rooms have been restocked), and we will make sure they are relocated as well.

#### **I know which area I'm moving to, but not which desk I'll be sitting at. Can you help?**

We are still waiting on seating chart edits from a few teams, but most folks should have already received an assignment (especially if you are not moving with a big group). As always, if you would prefer to switch seats with a teammate after the move you are more than welcome to, just let the office team know!

#### **I won't be in the office this week to pack up my items, what should I do?**

If weather or other circumstances prevent you from coming to the office this week, please let us know and we will be happy to pack for you.

#### **We have team decor in our space, can that be moved as well?**

Yes! We will put a large box in each impacted space to stow any team decor you would like moved with you to your new area (wall decorations, etc). If there are items that are too large to fit in the provided box, please put a sticky on the item and we will do our best to move it.

#### **When do I need to have my items packed?**

Ideally, you will have your items packed (or ask us to pack them for you) by EOD Thursday, 2/13.

#### **Who is responsible for moving my items?**

The office operations team will be moving your boxed personal items to your new desk on Friday.

#### **I'm already packed and would like to move early, is that possible?**

If the desk you are moving to is currently unoccupied, you are more than welcome to move any time this week, we just ask that you give us a heads up! If your new desk is assigned to an employee, we ask that

Once again, thank you for your patience as we coordinate this massive undertaking, and please feel free to reach out if you have any questions!