

JEKYLL & HYDE – SHOW WEEK SCHEDULE

Code of Conduct for Society Members.

STC wants all members of the Society to have a wonderful time at the theatre, and enjoy an exciting culmination to months of rehearsal. To make sure this happens for everybody there are some simple but essential rules that all members of the Society must follow.

Back Stage at the theatre is a working environment and can be a dangerous place if not treated as such. Some of the rules below are designed specifically for your own safety.

1. All cast members must arrive at theatre at the designated time, and sign in on the door. It is essential that ALL members, guests or persons acting on behalf of the Society sign in at the stage door on arrival, and sign out when leaving the theatre
2. Members of the Society do not have access to the back stage area prior to 6pm during week of the show.
3. All personal belongings should be kept in your allocated dressing room. Please avoid bringing anything of value to the theatre and never leave valuables in the theatre over-night.
4. Please only use your allocated dressing room unless advised otherwise by one of the costume team.
5. If cast members have quick changes in the scene-dock or back stage area, please allow them appropriate privacy.
6. Do not leave the theatre in costume at any time.
7. Do not enter the auditorium during the course of the show.
8. Do not stand in the wings unless you have been called, or are due on stage.
9. When in the wings of the theatre please respect the work of the stage crew and make sure you do not impede scene changes.
10. Do not run. Walk at all times. Be aware of trip hazards on the floor.
11. Do not talk on the side of the stage. Even whispers can be heard on occasion from the auditorium
12. Do not lean on, stand on, or tamper with any items of scenery. They can and will fall over.
13. No alcohol is to be brought into the backstage area, nor consumed before or during the performance by anyone involved with the show. The Society is liable for a substantial fine if this rule is broken.
14. Do not smoke anywhere in the arts complex building.
15. No food is to be brought to the side of the stage. Water bottles with sports caps may be kept on the side of the stage. Please make sure your bottle is clearly labelled and not left in the way of the back stage crew.
16. If you have to take a prop' on stage please ask the prop's manager for it or wait to be given it. Do not take prop's yourself.

17. When in the wings remember that if you can see the audience they can see you. Stay back from the side of the stage until you are about to go on.

18. **THE STAGE MANAGER IS IN CHARGE OF THE STAGE. PLEASE DO AS HE ASKS AT ALL TIMES.**

If you have any questions please ask the Stage Manager. Your Stage Manager for *Jekyll & Hyde* is **Ian Broadbridge**. The Assistant Stage Manager is **Chris Underwood**.

Anybody who is not familiar with the Arts Complex Theatre can be given a tour of the backstage area either before the Technical Rehearsal, or before the Dress Rehearsal for under 18's. Tours will be arranged by the Stage Manager.

Show Week Diary

Please familiarise yourself with the show week diary, and if you have difficulty with any of the times advise a member of the Committee.

Please note that refreshments are not provided during the week of the show.

<p>Sunday 9th May</p> <p>Due to license restrictions please can all under 18's discuss the Sunday rehearsal with Jon Sheridan to check whether you are able to attend.</p>	10am	<p>Band Call in the exhibition hall adjacent to the theatre lobby.</p> <p>Please remember that the band call is for the benefit of the orchestra, so be patient and quiet at all times.</p> <p>Please bring drinks with you, but no crisps or noisy sweet wrappers!</p>
	3:30pm	<p>Cast called to theatre. Please do try to go back stage before this time. Remember to sign in at the stage door.</p> <p>Hang your costumes in your allocated dressing room. Costumes are then to be left in theatre for the remainder of the week.</p> <p>Please bring your costumes to the theatre in the gold bags they were provided in. The gold bags are to be kept safely in the dressing room during show week.</p>
	3:45pm	<p>Tour of theatre for new members. Please assemble by the Stage Door.</p>
	4pm	<p>Cast to be on-stage for Technical rehearsal briefing. After the briefing cast should only enter the main stage area if called by the Stage Manager.</p>
	3:30-5:30pm	<p>Cast may sit in the auditorium to watch the rehearsal if they desire.</p> <p>Bring sandwiches and something to do. Time can move slowly whilst technical issues are resolved.</p> <p>Pay any outstanding ticket monies to DAL</p> <p>Return all Lib's & Scores with pencil marks erased.</p>
	6pm	<p>Technical Run Through of the show – Costume and make-up as advised.</p>
	10pm	<p>Finish</p>
<p>Remember – You have been rehearsing for 9 months, the technical rehearsal is the first chance the Stage Crew have to get know the show. The show is now in the hands of the Stage Manager.</p>		

Monday 10 th May	6-6:30pm	Cast called to theatre. Please do not arrive at the theatre before 6pm. Arrive by the Stage door and sign in. Individual sound checks from 6:30pm.
	7:30pm	Full Dress Run Through. Please make sure you are in your correct costume and have make-up on in time for the start of the show. The dress rehearsal is to be treated as a performance in every respect.
	10pm	Finish

Tuesday 11 th May – Friday 14 th May 7:00pm Murders rehearsal in scene dock. Early birds on stage for 7:10pm as per the agreed diary.	6-6:30pm	Cast called to theatre. Please do not arrive at the theatre before 6pm. Arrive by the Stage door and sign in. Individual sound checks from 6:30pm.
	7:30pm	Show Opens. Please make sure you are in your correct costume and have make-up on in time for the start of the show. Singing warm-up at 7:15pm After the show make sure all costumes are correctly hung. Do not leave the back stage area in your costume. Do not invite guests into the dressing room area. Cast will be advised on the evenings when the NODA representative and the Mayor are attending. On Friday 14th May cast are to remain on stage after the final curtain for presentations.
	10pm	Finish

Saturday 15 th May 7:00pm Murders rehearsal in scene dock. Early birds on stage for 7:10pm as per the agreed diary.	6-6:30pm	Cast called to theatre. Please do not arrive at the theatre before 6pm. Arrive by the Stage door and sign in. Individual sound checks from 6:30pm.
	7:30pm	Show Opens. Please make sure you are in your correct costume and have make-up on in time for the start of the show. Singing warm-up at 7:15pm Do not invite guests into the dressing room area. Be aware that during the course of the show the stage crew may begin disassembling parts of the set that have been finished with. After the show costumes must be packed in gold bags and returned to the auditorium. Dressing rooms must be left clean and tidy before anyone leaves the backstage area.
	10:30pm	Finish
	11:15pm Till late	After show party at the Town House, Warwick Road Attendance strictly by ticket only. (Available from nominated rep's in the dressing room - £3)