



# Show Week - Important Information

Now in our final week of rehearsals, I am so excited and proud of what we have all achieved and looking forward to performing our fantastic show!

Please take time to read through the following important information...

## Set-Up Weekend (Sat 25<sup>th</sup> / Sun 26<sup>th</sup> Jan)

There are **no scheduled rehearsals** over set-up weekend. But if you wish to make your own arrangements for small groups feel free to do so, however please remember that this time is for our crew to rig our scenery / special effects and make final preparations for the week ahead. We may also require a few of our principal characters to "pop in" and test stuff out, but we will contact you if you are required.

## Show Week

We anticipate running time to be approximately **2h 15m** ... depending on the audience!

**Monday 27th Jan**                      7:30pm start                      **(arrive by 7:00pm latest, with costumes!)**

Technical Rehearsal - this rehearsal is for the crew to test scenery, props, special effects, lighting & sound, there may be stops during the performance which is normal, so please be patient.

**Tuesday 28th Jan**                      7:30pm start                      **(arrive by 6:30pm)**

Dress Rehearsal - this will be a full run of the show with an invited audience.

**Wednesday 29th Jan**                      **6:30pm** start                      **(arrive by 5:30pm)**

**Thursday 30th Jan**                      7:30pm start                      **(arrive by 6:30pm)**

**Friday 31st Jan**                      7:30pm start                      **(arrive by 6:30pm)**

**Saturday 1st Feb**                      10:30am start                      **(arrive by 9:30am)**

2:00pm start                      **(arrive by 1:00pm)**

7:30pm start                      **(arrive by 6:30pm)**

## Rules/Warnings/Procedures

- **Punctuality** - please arrive at the times stated above, we have a large cast to get ready and ask that you arrive promptly
- **Costumes** - please ensure you bring your costumes with you next week pressed & show ready, including any socks/tights, shoes & accessories. Once they have been given to you, they are your responsibility
- **Props** - if you are provided with a prop, collect and return it after use, and please look after it

- **Dressing Room** - please respect the dressing room and other people; keep your area clean and tidy, hang your costumes up and put any rubbish in the bin. We will provide some baby wipes for the removal of make-up, but would ask that you try to bring your own make-up removing wipes if you can
- **Alcohol** - alcohol must not be brought into the Community Centre, but you can purchase drinks at the bar
- **Personal Hygiene** - performing on stage can be very hot! Top-up on deodorant before you arrive and do not use aerosol cans in the dressing room
- **Restricted Access** - backstage access is restricted to Cast & Crew only. Once in make-up & costume, you must not leave the backstage area
- **Adults** - (cast & crew) please ensure you sign in and out of the building on the forms provided at the stage door (parents/carers - see below)
- **Safety** - please familiarise yourself with fire exits, and in case of fire, evacuate to the assembly point at the end of the car park (a signing in sheet will be used to ensure everyone has evacuated). Please do not touch scenery or props unless you are supposed to. Please listen carefully to safety announcements before the Technical and Dress Rehearsals; as with previous productions we will be using flashes, smoke and other effects in the show under controlled conditions, it is imperative that everyone is aware of when these will be used, and the safety requirements involved
- **Noise** - please keep the noise levels to a minimum in the dressing rooms, you are very close to the main hall and will be heard. It is also essential that you move silently and quickly to and from the stage, and remain silent until you are on stage or back in the dressing rooms
- **Behaviour** - throughout show week you are representing the Panto Group, so we ask that you behave in an appropriate manner when entering and leaving the Community Centre, before and after a show

## Children / Chaperones

- **Drop Off/Pick Up** - children must be dropped off at the stage door and signed in and out (*the stage door is far left as you enter the Community Centre from the main foyer entrance*). Collection time should be calculated as 2h 30min after the start time! Any questions, speak to a Producer
- **Chaperones** - a Chaperone will be at the stage door to meet the children and escort them to their designated area in the changing room, and will be displaying their 'chaperone badge' at all times
- **Dressing Room** - children have a designated area in the dressing room and must stay in this area under Chaperone supervision at all times

## Saturday Shows!

Our Saturday morning show will finish at approximately 12:45pm (possibly a little later!), with our next performance starting at **2pm**. We therefore suggest that Cast & Crew stay on the premises, have a small lunch and a rest in between these shows. We will supply a buffet lunch for those who would like it (sandwiches, fruit, veg, crisps), at a cost of approximately £3.50 per person. A list will be at rehearsals and performances - please add your name by opening night (Wed 29th Jan) so we can order the necessary food.

**... and finally! After all that official stuff, the most important thing I ask of you is to thoroughly enjoy yourselves, smile and give the audience a fabulous show!**

*Carrie xxx*