

A note from your Producer

Please find below the details you will need for show week. If you have any queries on times/days please contact me ASAP on 07734 256973 or contact Jeanette on 07974 299028. Stage Door Code XXXX

Sunday 4th October

Changing Room

The Changing rooms will all be named. Please find the room with your name on the door. They are very small and very cramped, so please keep your things tidy. Please bring a small box or storage tub with your name on, this will help YOU to keep your odd costume bits/shoes safely in one place. You must bring all your costumes up to the Corn Exchange at some point on Sunday afternoon from 12 noon, and leave them, organized, for Monday's rehearsal. Any costumes still with Trevor, will be placed in your changing room ready. Ann Harris and the rest of the wardrobe team will be there from Monday night to assist you with any queries. All costumes must be left in dressing rooms from Sunday and no costumes are to be taken home again. If costumes need mending at any time during the show, Ann will be there to assist you. Trevor Dobson will also be available regarding costume queries Monday and Tuesday evening.

Band Call 10am - 5.30pm New Greenham Arts, Greenham Common, RG19 6HN

Nic Cope has a full band call all day, which you are all welcome to attend *from 2pm*. You can go along and sing through any musical numbers you are in. The rehearsal will be taking place at New Greenham Arts. You can find a map on the corn exchange website. This is a band rehearsal, so you need to make sure YOU are around when YOUR song is being played, they will not wait for you! They always play through the score in performance order. Speak to Nic for further details.

Technical Rehearsal 7.30pm in the theatre

Only Principals are required. Please be in the Auditorium at 7.30pm SHARP. John Horton the Stage Manager (SM) will begin the technical rehearsal. This will run until 10.45pm and everyone must be out of the auditorium by 11.00pm. This rehearsal will not involve any costumes or make-up. Any chorus wishing to stay for the evening may do so, but you must remain quiet. This technical rehearsal is for the sound, lighting, audio/visual effects, props and scenery and therefore scenes/songs will not be run in their entirety. We will be top and tailing the show for the Stage Crew. You may find that you spend a fair amount of time hanging around and that you spend only a little time on stage. This is the only chances for John (SM) and his team to get it right so please be patient. All we ask is that you stay alert and listen carefully at all times so you know what is going on. You can bring food and drink into the auditorium, but remove all rubbish.

Monday 5th October

Tech, Props and dress rehearsal 7.30 in the theatre Ready to start (SHARP)

Full Cast required. **No Make up** will be required for this rehearsal. I suggest that everyone aims to arrive about 6.45 so that we are all ready for curtain up at 7.30pm. A technical rehearsal is for the

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sound, lighting, audio visual effects, props and scenery and therefore scenes/songs may not be run completely or smoothly. You may be asked to stop and start again - we may even cut a particular song and move on to the next scene. This rehearsal is vital to sort out the running of the show. You may find that you spend a fair amount of time hanging around. The technical rehearsals are the only chance for John (SM) and his team to get it right, so please be patient, stay alert and listen carefully at all times so you know what is going on. There will be a lot of communication going on between Jet, Nic and the stage crew, so please remain as quiet as possible. The Corn Exchange does not like having refreshments in the auditorium, so be discreet and ensure **YOU TAKE YOUR RUBBISH HOME WITH YOU**.

This rehearsal will provide **you** all with an opportunity to check your costumes and props and where your props will be (see Mandy Maskell in the Dock for Props). All the props will be held in the Dock. Please do not touch, move or sit on anything in the props allocated area it will have been placed in certain positions for a certain reason or person. The tech rehearsal will run until 10.45 and everyone must be out of the Corn exchange by 11.00pm.

Tuesday 6th October

Dress Rehearsal Ready to start at 7.30pm

Full cast required. You will be required to wear full costume **and make up** for this rehearsal therefore allow yourself enough time to get ready (6.45 arrival). Makeup artists will be available. Please be in the auditorium in costume and make up at 7.30pm. John will begin the dress rehearsal at 7.30pm and there will be no watching from the auditorium. The dress rehearsal will run as a proper performance and we will finish at 10.45pm and everyone must be out of the Corn exchange by 11.00pm.

Wednesday 7th October

First Performance - Please be at the Corn Exchange by 6.45pm at the LATEST.

The performance starts at 7.30pm. You will be able to get into your dressing rooms from 5.30pm onwards. If anyone needs access to back stage earlier please speak to me. The performance should end at approximately 10.15pm however we have been known to overrun, please make sure that all costumes are returned to your dressing rooms and **all make up is removed** before popping out to see your friends and families. Going home with stage makeup on is not professional and you will be asked to remove it.

Thursday 8th & Friday 9th October

Same as above

Saturday 10th October

Saturday Matinee 2.30pm

You will need to be at the Corn Exchange no later than 1.45pm. During the Matinee and evening performances you must remove all your costumes and make up if you choose to go out of the venue between shows.

Evening - Get out night

Same as above, but if you can be sympathetic to the poor stage crew and keep out of their way as they need to strike the entire stage and load scenery onto transport after the show. There are costumes to fold and pack and props to pack in cars so help may be needed. I realize that friends, family and the Party are calling, however we all are trying to get to the same destination so all hands on deck would be appreciated. Please speak to Jet, Trevor, or Ann to find out what you can do to help them. Please take all your rubbish home with you tonight. The dressing rooms must be left as they are found at the end of the performance. Do NOT take your supplied costumes home with you - they are Nomads property.

IMPORTANT INFORMATION

- Please do not park in the corn exchange car park at the rear of the building at any time. Please be aware of the parking rules in the council car parks.
- Please enter the corn exchange by the stage door (round the side of the building) at all times.
- **The key code for the stage door is XXXX.** This code must not be given out to **anyone**, and no access should be given to anyone other than the stage crew and the cast. Anyone entering the stage door should know the code! Please ask all family and friends to wait for you in the bar area after the show. They are not allowed backstage.
- There will be **NO SMOKING** in the Corn Exchange at all.
- All Mobile phones must be turned off at all times during performances as they can interfere with the sound. **NO SILENT RINGTONES OR VIBRATION SETTINGS** are permitted.
- You will be allocated dressing rooms on arrival. The dressing rooms are secure so you can leave your costume and belongings over night. Valuable belongings are left at your own risk.

Just enough space on the page to say 'break a leg' and although we must all be diligent, focussed etc etc etc - ENJOY YOURSELVES! Paula

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Maps to New Greenham Arts, Greenham Common RG19 6HN



Show Week Schedule

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Day	Date	Venue	Time Arrive	Time Finish	What are we doing?	Who is needed?	Who can come and watch?
Sunday	04-10-2009	New Greenham Arts	10am	5.30pm	Band Call	Orchestra	The cast can come and join in from 2pm
Sunday	04-10-2009	Corn Exchange	12.00pm	2.00pm	Drop off Costumes	Everyone	N/A
Sunday	04-10-2009	Corn Exchange	7.15pm	10.45pm	Tech Rehearsal	Main Characters	The cast can watch
Monday	05-10-2009	Corn Exchange	6.45pm	10.45pm	Tech Rehearsal	Everyone in costume	Sorry - noone
Tuesday	06-10-2009	Corn Exchange	6.45pm	10.45pm	Dress Rehearsal	Everyone in costume & makeup	Sorry - noone
Wednesday	07-10-2009	Corn Exchange	6.45pm	10.45pm	Performance	Everyone	The paying public :o)
Thursday	08-10-2009	Corn Exchange	6.45pm	10.45pm	Performance	Everyone	The paying public :o)
Friday	09-10-2009	Corn Exchange	6.45pm	10.45pm	Performance	Everyone	The paying public :o)
Saturday	10-10-2009	Corn Exchange	1.45pm	5pm ish	Performance	Everyone	The paying public :o)
Saturday	10-10-2009	Corn Exchange	6.45pm	10.45pm	Performance	Everyone	The paying public :o)