



However large or small your role, you are an essential part of the Production, and we ask that you adhere to the following guidelines to ensure OUR Production runs smoothly. Anyone who breaches our guidelines will be warned, and if they continue to ignore the guidelines, we will have NO hesitation in removing them from the production

All cast and crew are requested to treat each other with kindness, respect, and consideration. We embrace diversity in all its forms and foster an inclusive environment free from discrimination, harassment, or bullying.

Let the Director or Producer know at the earliest opportunity if you have any concerns or worries during the performances, all concerns will be taken seriously and acted upon.

If you have any issues in respect of safeguarding, please let the safeguarding lead or one of the chaperones know.

Health and Safety All cast, and crew will adhere to venue safety protocols and report any hazards or concerns promptly. Look out for one another.

Property and Shared Resources Props, costumes, and equipment must be treated with care. Cast and crew should help maintain shared spaces and return all borrowed items in good condition.

Could we ask that everyone is ready 30 mins before the show starts as there will be a warmup everyone will need to attend to ensure everyone is ready both physically and mentally

Changing rooms will be open from 6pm for evening performances or 1pm for afternoon performances, please can you ensure you are in costume and have had your makeup applied no later than 10 minutes before the show opens

Let the Director or Producer know at the earliest opportunity if you are unable to attend through emergency or illness. (See below for contact numbers)

On arrival we strongly suggest you check your costume is all there, (including shoes) and that you know where any personal props are.

Please look after your script / song words – put them into a binder or bind them together.

Be respectful of the production and other cast members by:

- As our changing rooms are small, please ensure you hang your clothes up and keep the floors clear
- Tidying up after yourselves, rubbish in the bin, cups washed up, chairs away at the end etc.
- Not eating any smelly food in the changing room area, fish and chips, kebab etc.
- Not wandering off during the show, as you never know when you will be needed. It is your responsibility to be ready when you are due on stage.
- Keeping the noise down in the back room whilst the show is on, keep conversations at a reasonable volume.
- The green room/dressing room area is a relatively small space that performers must share together. Some people need alone time to focus before a show, and others like to chat.
- Performance Etiquette, Be fully present, prepared, and focused during performances. Respect others' space and time by avoiding distractions and following the creative team's guidance.

- While most performers are open, conversations should be kept to topics which will not make any of the cast/crew/younger members of the cast uncomfortable, please be mindful of language being used. Keep the space safe.
- Treating everyone as you would wish to be treated.

Changing rooms

Due to limited changing room space, we all need to follow some simple rules:

1. Respect others' privacy. Ask if you can join them and always wait for a response before entering.
2. Only enter the changing room if necessary.
3. Always check before entering to ensure it's okay to enter
4. Be prepared to wait your turn to get changed.
5. If you need to change quickly, let others know so they can allow you first access.
6. Please ensure you close the curtain when entering and exiting the changing room.
7. We will set up a changing buddy system before the performances.

Costume

Please do not eat in your costume

No one must go front of house or home with costume or make up on

If you damage your costume, spill anything on it or need any alterations make the wardrobe mistress aware as soon as possible.

Please be prepared if asked to take your costume home to be washed.

At the end of the evening ensure your costume is hung up or placed in your named bag,

We will be having hot and cold drink, however for safety reasons we would ask you to supply your own cup (With a lid) that can be used during the run – I would suggest you ensure your name is on it for identification purposes.

No mobile phones to be used backstage.

No photographs to be taken backstage, we will have an official photographer who will take photos during one of the performance's

If you are meeting someone after the show, please ask them to wait in the hall for you

Producer - Steve – 01508 502275 / 07446532865

Director - Jackie – 01508 548222 or 07942184881