

Notes for Cast

Welcome to rehearsals for the forthcoming production. We hope the following notes will be helpful to new members and a useful reminder to the rest of the cast. These general rules are intended to aid the smooth running of rehearsals and the production itself.

Joining the Club and fees

Firstly, please see below for information about the acting / script fees that are payable to the Club. Actors will need to become members so that they are covered by the Club’s insurance. You can decide whether to become full members (thereby getting a discounted ticket for each of our two annual productions which can be passed on to a friend or family member) or subscription members, a cheaper option but no tickets included. (Tickets usually cost £15.)

Membership Fees from 2022			
	Cost	Type	Description
M1	£25	Full Membership for one including subscription	Includes a discounted ticket for each of our two shows, and the benefits of the Subscription Membership.
M2	£45	Full Membership for two including subscription	Two Full Memberships at the same address. Two discounted tickets for for each of our two shows, and the benefits of the Subscription Membership.
M3	£5	Subscription Membership only.	Supports the running of club, and you will get Newsletters and notifications of all future shows, social evenings and AGM’s emailed to you (if you have an email address) or posted to you. You can also vote at the AGM and attend Social evenings. Does not include tickets.

Notes:

- Membership term runs 1st January to 31st December
- Each individual member will need to complete their own form, except in the case of joint membership where two names need to be captured on one form, against one address.
- It is expected that all Committee members will be Full members.

Acting Fees from 2022			
	Cost	Type	Description
A1	£25	Acting fee, non-member	Acting Fee for non-members, includes £5 Subscription Membership. Does not include script cost or show ticket.
A2	£20	Acting fee, Subscription member	Acting Fee for Subscription members. Does not include script cost or show ticket.
A3	£15	Acting fee for Full member	Acting Fee for a Full member. (The Full Membership provides a ticket for each of our two shows.) Does not include script cost.
	£10	Script cost	Purchased by Acting members if required.

Notes:

- An acting fee is for one show – but the Subscription Membership is for one year.
- Each individual Actor will need to complete their own form
- All who are involved in a show (including stage builders, back stage, technical etc.) must at least have a Subscription Membership (to ensure the insurance covers them). The committee may, at their discretion, waive the fee for certain back stage staff. A script will be provided FOC for certain backstage crew.

For acting and membership forms please visit: <https://www.marlboroughdramaticclub.uk> and click on the 'MEMBERS' section, then 'MEMBERS INFORMATION'. You will find links to membership *AND* acting forms to complete as well as details on how to pay your fees.

Rehearsals

The Director will inform you of the location, dates and times of rehearsals for which you are called. Rehearsals are normally in a classroom at Brentwood School Sports Centre. See map on last page for directions.

If you are unable to attend a rehearsal, please inform the Director in good time.

Show Week

You will be able to park just outside the Memorial Hall during show week. All cast members must be at Brentwood School's Memorial Hall theatre at least 45 minutes before curtain up, or earlier, if special makeup or costumes are required. You must access the Hall via our stage door and sign in and out when you arrive and leave. Please familiarise yourself with emergency exits, locations of fire extinguishers, etc. The set will be erected on the Saturday at the start of show week, and you are very welcome to attend - any help is gratefully received.

Monday Rehearsal:	Technical only – unless otherwise decided. Time TBC
Tuesday Rehearsal:	Full Dress – on stage at 7:30 p.m.
Wednesday Rehearsal:	Full Dress and makeup. Curtain up at 7:30 p.m.
Thursday/Friday:	Curtain up at 7:30 p.m.
Saturday Matinee:	Curtain up at 2:30 p.m.

After the erection of the backstage-only signs, no visitors are allowed in the dressing rooms. Sound carries from the dressing rooms to the stage/audience and voices must be kept down. Visits to the loo should not coincide with the arrival of the audience or in the interval.

Please be very quiet when standing or working backstage.

Members of the Cast are asked not to go front of house during the interval or after the performance until costumes have been changed and stage makeup removed.

Handbags / wallets, money or other valuables should not be left unattended in the dressing rooms.

Any request for sound or video recording should be made to the Director for consideration by the Committee in order that any permissions may be sought.

No alcohol to be taken into the dressing rooms.

No smoking on school premises or outside the buildings when wearing costume.

Stage Party: A party will be held on stage after the Saturday performance at Brentwood School. Everyone connected with the production is invited and you may bring one guest. Cost will be advised. Other guests may be invited at the discretion of the Director. Wine, soft drinks and snacks will be served.



**Brentwood School,
CM15 8EE**

Entrance to
Brentwood School
site via Bayman
Gate, Middleton
Hall Lane

Parking for
rehearsals

Entrance to Sports
Centre – rehearsal
room

