



## Notes for Director

Thank you for directing a Marlborough Dramatic Club production. The committee look forward to assisting you with your responsibilities in producing your show. We hope the following notes will be helpful to new directors and a useful reminder of Marlborough specifics to those with experience, and are intended to aid the smooth running of auditions, rehearsals and the production itself.

- The Director is ultimately responsible for all matters and arrangements affecting the production but may delegate responsibility providing the individuals fully understand for what they are responsible.
- The Director must attend all production meetings and must discuss the set with the committee, set designer/builder and the stage manager. If there are aspects of the show which need help from the house manager, the director should invite them to relevant meetings.

### **Auditions**

- Liaise with the committee to decide on date / venue for audition(s). An audition notice will be issued by the committee, firstly to all acting members, but the director can also send the notice to others who may be interested.
- Liaise with committee to decide on rehearsal schedule and venue. Usual venue is a classroom in Brentwood School Sports Centre. The Marlborough usually rehearses on Monday and Wednesday evenings beginning about eight weeks before show week and, adds Fridays in the last few weeks.
- The Director is responsible for advising those auditioning about the rehearsal and production schedule, cast joining instructions and fees. (The committee will provide the latest cast joining instructions to the director).
- During the audition, ensure all actors have the chance to read for the part(s) of their choosing.
- The Director is responsible for advising the crew about the rehearsal and production schedule and crew joining instructions. (The committee will provide the latest crew joining instructions to the director). If a prompt is being used, ensure they attend most rehearsals.

### **Rehearsals**

- At each rehearsal, the director is to provide a sign-in sheet for all attendees to complete, for health and safety purposes.
- Advise the cast of any ad-hoc changes or cancellations to the rehearsal schedule.
- Ensure cast costume measurements or prop requirements are gathered and provided to the relevant crew members in good time for sourcing.
- Provide details of cast, setting, acknowledgments, incidental music featured in the production, to the committee for representation in the production's programme, four weeks before show week and review draft programme for approval.

- If any cast member needs an official acting portrait taken, the director is to advise the committee so this can be arranged with the club's photographer at least two weeks before show week.

**Show Week**

- You will be able to park just outside the Memorial Hall during show week. (See map on last page). 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 director is required to guide the backstage crew with creating the set on stage on the first Saturday and then every evening that week.

<b>Saturday get-in</b>	A full day collecting the set from the barn, building the set and beginning to set up lighting, etc.
<b>Sunday</b>	School unavailable – if a rehearsal is required an alternative location is needed.
<b>Monday Rehearsal</b>	Technical only – unless otherwise decided. Time TBC
<b>Tuesday Rehearsal</b>	Full Dress – on stage at 7:30 p.m.
<b>Wednesday Rehearsal</b>	Full Dress and makeup. Curtain up at 7:30 p.m.
<b>Thursday/Friday</b>	Director hands over the play to the stage manager. Curtain up at 7:30 p.m.
<b>Saturday Matinee</b>	Curtain up at 2:30 p.m.

- Official photography of the production will be arranged by the committee and will take place on the Wednesday dress rehearsal. This will include a stage line-up of all cast in full dress & make-up and a line-up of all cast and crew.
- Any other requests for sound or video recording should be made to the Chairman for consideration by the Committee in order that any necessary permissions can be obtained.
- Decide on curtain drawing requirements and advise the stage manager and the order of appearance for the cast's curtain call.
- On show days, arrive at the hall at least one hour before curtain up.
- 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. Please be very quiet when standing or working backstage.
- Handbags / wallets, money or other valuables should not be left unattended in the dressing rooms.
- No alcohol to be taken into the dressing rooms. No smoking on school premises.

**Stage Party:** A party will be held on stage after the Saturday performance at Brentwood School. Everyone connected with the production is invited and 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.

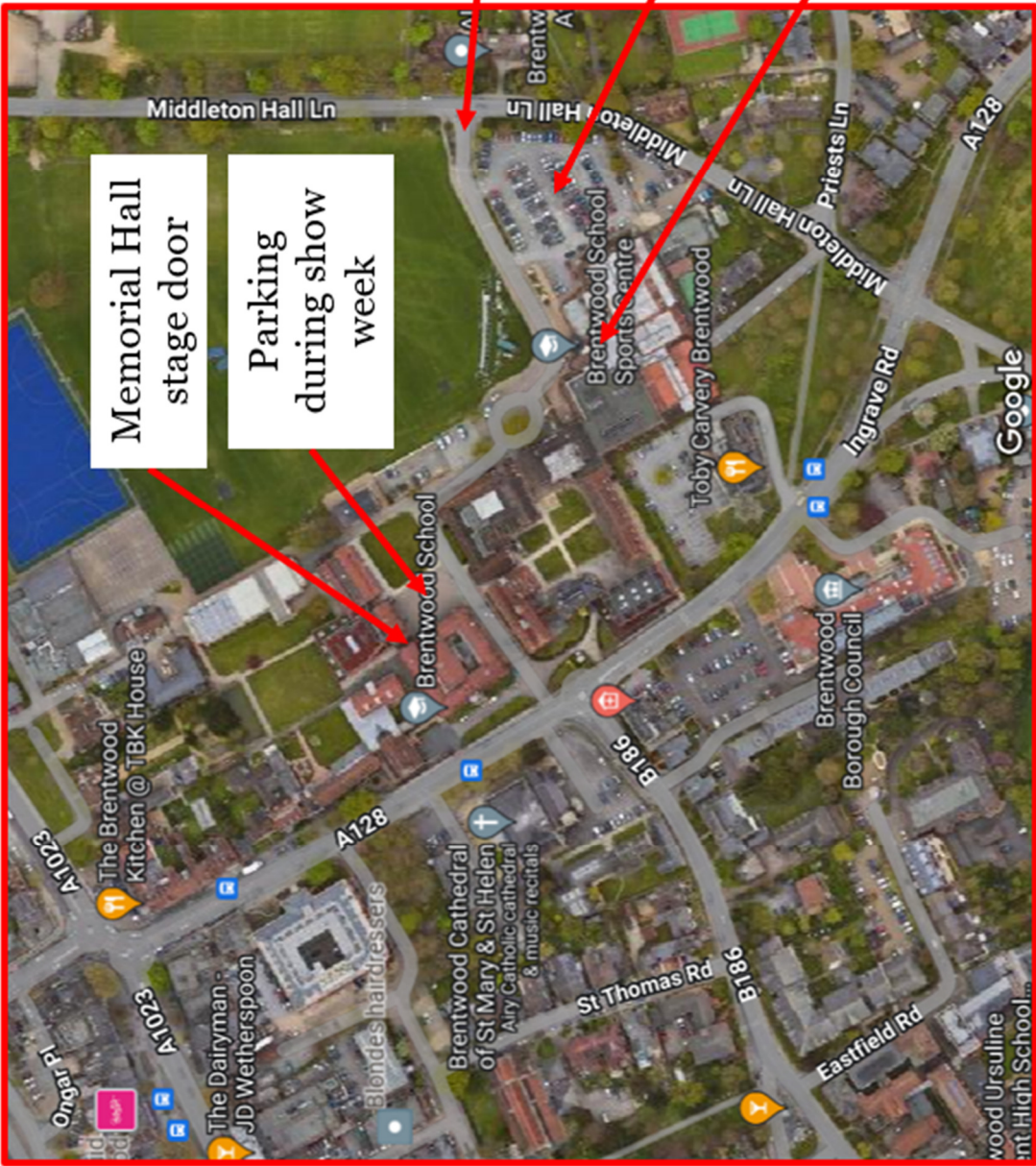


**Brentwood School,  
CM15 8EE**

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

Parking for  
rehearsals

Entrance to Sports  
Centre – rehearsal  
room



Memorial Hall  
stage door

Parking  
during show  
week