

**WOODCOTE AMATEUR DRAMATIC SOCIETY
COMMITTEE & PRODUCTION GUIDELINES**



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COMMITTEE & PRODUCTION GUIDELINES

The objects of the Society are to encourage and promote amateur dramatic productions for the enjoyment of its members and the public in general. To this end the Society shall operate in accordance with the Constitution, and any matter not provided for therein shall be dealt with by the Committee, whose decision will be deemed as final.

In order to achieve a smooth hand-over between incoming and outgoing Committees, this document aims to set out the responsibilities of the Committee during their term of office, together with other members of the Society who may be asked to carry out specific duties for the duration of a production.

1. CHAIRMAN

1.1 The following certificates of inspection will be required:

1.1.1 **Annually** - an Institute of Electrical Engineers certificate, signed by an approved electrician covering all electrical equipment **wholly** owned by WADS. The inspection is normally carried out simultaneously with the Village Hall's electrical inspection and in conjunction with their appointed electrical contractors. Please liaise with the Chairman of the Village Hall.

1.1.2 **5 yearly** – a certificate or written confirmation signed by a qualified builder in respect of all lighting booms suspended from the Village Hall ceiling.

1.2 It is the Chairman's responsibility, on an annual basis, to:

1.2.1 liaise with the Secretary regarding both rehearsal and production dates for the coming year;

1.2.2 call an AGM, no later than 30 June each year, for which 21 days written notice shall be given to all members.

1.3 For each production, the Chairman is responsible for appointing a:

1.3.1 Society member to organise Box Office;

1.3.2 photographer;

1.3.3 responsible individual to organise the bar, not necessarily a WADS member, and arrange for the bar licence sheet to be signed and displayed in the bar area as well as arranging collection and return of the keys for this area.

2. SECRETARY

2.1 It is the Secretary's responsibility to ensure that:

2.1.1 minutes are taken of all committee meetings and AGM's;

2.1.2 all minutes are approved and signed by the Chairman;

2.1.3 approved minutes are kept on file.

2.2 The Secretary shall issue a New Members form (Schedule 3) to all prospective members for completion and return. The New Member should be added to the Address/E.Mail list and issued with all the relevant paperwork as befits a WADS member.

Productions

The Secretary shall:

2.3 Liaise with Producers to order scripts from the publishers.

2.4 Obtain a Licence to Perform from the relevant licensing body. (When applying for the licence quote "150 persons".)

2.5 Book the Hall for the relevant Production dates, including set build, technical rehearsals and dress rehearsals.

2.6 Ascertain who might be using the hall prior to Productions so that the chairs and/or tables can be put up by the Front of House personnel. Via the Village Hall Booking Clerk, or direct, inform other users of the Village Hall the hall usage dates, with regard to leaving the apron up.

2.7 At the commencement of a production, and to ensure that all parties are aware of their responsibilities, issue copies of Clause(s) 9 – 14 of the Committee & Production Guidelines to relevant individuals.

2.8 Ensure a Production Team & Cast List (Schedule 4) is completed by the Producer and returned to the committee member responsible for Printing and Advertising.

2.9 Ensure raffle prizes are purchased, remembering that **NO SPIRITS** should be purchased for matinee performances.

2.10 Ensure sufficient raffle tickets are available for each performance and that a float is requested from the Treasurer.

2.11 Appoint members to sell raffle tickets at each performance at a cost of £1 per strip.

2.12 Invite guests from local senior societies to attend suitable performance as follows:

2.12.1 by liaising with local societies/old people's homes to ascertain guests wishing to attend;

2.12.2 liaising with members of WADS to organise pick up and return transport for guests attending from each of the above groups; and

2.12.3 contacting Mrs Jo Rogers (01491 680350) to invite guests from Goring Heath Alms Houses (they do not require transport).

2.13 Purchase Producer's gift plus any other helper's gifts as decided by the Committee.

- 2.14 Ensure both Producers card and programme is available back stage for cast and crew to sign.
- 2.15 Ensure sweets are purchased for audience participation during Pantomime.
- 3. **ASSISTANT SECRETARY**
- 3.1 Update data for mailing lists and/or E-Mail lists in three categories as follows:
 - 3.1.1 postal addresses and/or E-Mail addresses – households outside Woodcote;
 - 3.1.2 postal addresses and/or E-Mail addresses – all Societies.
 - 3.1.3 Hand deliver to Woodcote households if flyer not in Correspondent
 - 3.1.4 Update the WADS Website accordingly.
- 3.2 For each production:
 - 3.2.1 liaise with Box Office to ascertain commencement date of ticket sales;
 - 3.2.2 liaise with Printing & Advertising to organise flyers of forthcoming production for WADS mailing list;
 - 3.2.3 print labels for envelopes, and arrange distribution/posting as appropriate to coincide with opening of Box Office.
- 3.3 Ensure refreshments available backstage for cast and backstage crew during Sunday and subsequent dress rehearsals and production evenings.
- 3.4 Ensure catering supplies are purchased and volunteers organised to prepare and serve refreshments to invited guests (Laurels, Mowforth House etc) during designated performances. Liaise with Secretary to ascertain expected number of guests.
- 3.5 For matinee performance:
 - 3.5.1 arrange purchase of catering supplies (milk, sugar, tea, coffee, biscuits) and organise rota of volunteers for the preparation and sale of teas/coffees to the public during the interval;
 - 3.5.2 liaise with bar staff regarding purchase of crisps, cokes and soft drinks, straws, plastic cups etc to be sold during the interval;
 - 3.5.3 organise rota of volunteers to set-up/sell soft drinks and crisps in the pavilion;
 - 3.5.4 liaise with Treasurer to provide floats (for teas/soft drinks);
 - 3.5.5 arrange personalised, souvenir programmes for all children performing in Pantomime.
- 3.6 Ensure make-up boxes are clean. Purchase adequate supplies of make-up and associated items i.e. cleansing cream, tissues etc as specified for current production.

- 3.7 Ensure First Aid box is maintained.
- 3.8 Organise “End of Production” party.

4. TREASURER

4.1 It is the Treasurer's responsibility to:

- 4.1.1 maintain a manual/computerised accounting system;
- 4.1.2 pay all bills on due date including, but not limited to:

Payment	Anticipated Due Date
Village Hall Rent	Quarterly, at discretion of Village Hall Management Committee Treasurer
Oxford Drama Network	November
Insurance Premiums	November/December

- 4.1.3. to give prior approval to all expenditure in excess of £75;
 - 4.1.4. provide floats as and when requested for all productions;
 - 4.1.5. present a balance of income and expenditure for each completed production;
- 4.2. Prior to the AGM, arrange for WADS accounts to be audited and signed, and give notice of same to the Committee.
- 4.3. At the AGM, the Treasurer shall:
- 4.1.1. present, and answer questions in association with, the Society's overall financial balance;
 - 4.1.2. ensure than an auditor is elected to audit the year end accounts;
 - 4.1.3. collect annual subscriptions from all members. Payment of subscriptions shall be recorded on a WADS Payment Receipt form, prepared by the Treasurer and signed by Society members upon payment of their subscriptions. It is each member's responsibility to ensure they have signed the Payment Receipt form. If no signature is recorded, it will be deemed that subscriptions have not been paid and are outstanding. Subs not collected at the AGM should be collected as soon as possible thereafter.

5. PRINTING & ADVERTISING

At commencement of production, the Committee member responsible for Advertising shall:

- 5.1. Confirm with Committee ticket prices, box office telephone number, dates and times of performances.
- 5.2. Design flyers, tickets and posters, and organise printing of same on suitable paper to coincide with opening of box office.
- 5.3 Flyers to be provided to Assistant Secretary for distribution to mailing lists.
- 5.4 Tickets to be provided to Box Office by opening date.
- 5.5 Posters should be placed in clear plastic wallets (or laminated) and displayed in prominent positions at suitable locations. A record should be kept of where they are being posted, and who is taking responsibility for each site, as per attached list.
- 5.6 Distribute posters to members of the Society for general circulation, advising individuals they are responsible for both displaying **and removing** posters upon completion of production. Circulation of posters can be done as an email attachment or otherwise.
- 5.7 Design programme and organise printing of same on suitable paper using information supplied by the Producer, following completion of a Production Team & Cast List detailing the play, author, basic plot, synopsis of scenes, position of interval(s), name of cast and backstage crew etc..

Include item advising patrons that mobile telephone should be switched off. Patrons should also be advised of the use, if any, of flashing lights and of the Village Hall no smoking policy.

PLEASE ALSO NOTE some publishers, when granting a Performing Rights Licence, insist that the publishers name and author's full name are mentioned in all advertising material, and that WADS are an amateur society.

Include advertising, if any, from local companies.

- 5.8. 2 weeks prior to production, arrange for large yellow advertising boards to be displayed at:
 - 5.8.1 Village Hall crossroads
 - 5.8.2 Junction of Reading Road and A4074
 - 5.8.3 Junction of Red Lane and A4074
 - 5.8.4 Crays Pond crossroads.

Poster Displays

	Location	Name of Person	Date
Woodcote	Box Office House		
	Primary School		
	Langtree Adult Education Centre		
	Village Hall-internal and external Notice boards		
	Post Office		
	Health Centre		
	Black Lion		
	Red Lion		
	Garden Centre		
	Londis Store		
	Dry Cleaners		
	Bus Shelter		
Crays Pond	White Lion		
	Bus Shelter		
Pangbourne	Toll Bridge		
	Post Office		
Whitchurch	Sun Inn		
	Ferry Boat notice board		
Whitchurch	Village Hall		
	Sub Station		
Goring	Library		
	Arcade		
Checkendon	Dentist		
	Post Office		
	Village Hall		

6. PUBLICITY

6.1 Minimum 3 weeks prior to a performance, contact local newspapers to arrange press photo shoot as follows:

6.1.1. play - 2nd Thursday prior to production;

6.1.2. pantomime - first Sunday rehearsal;

6.1.3. liaise with Producer/Costume Co-ordinator of date of photo shoot.

Sometimes a WADS member can take these photographs digitally and send them to the press etc., via email.

6.2 For consecutive months preceding the performance, send production details as follows:

6.2.1 short article for insertion in body of magazine to the **Editor**, Woodcote Correspondent (Woodcote.Correspondent@breathemail.net) to arrive no later than 12th of each month detailing name and author of play, together with a brief synopsis of plot, production dates and box office contact number;

6.2.2 a 2 line notice for insertion into "Diary Page" to the **Diary Clerk**, Woodcote Correspondent (Woodcote.Correspondent@breathemail.net) to arrive no later than the 11th of each month, stating production dates, title and author of play;

6.2.3 to local parish magazines:

Goring Gap News (monthly magazine) ggn@waitrose.com

Goring Heath Newsletter (bi-monthly magazine in January, March etc.) fearnp@msn.com

Whitchurch on Thames Bulletin (bi-monthly Magazine by 8th of the month) sarah.pongo@talktalk.net

Whitchurch & Whitchurch Hill Parish Magazinee bi-monthly) gelwitcher@waitrose.com

Round & About – Disjointed Ramblings (latest copy date 1st of preceding month) psavage@roundandabout.co.uk

This list is not exhaustive

6.3 Organise a critic to prepare review of production for submission to local press (i.e. Henley Standard and Woodcote Correspondent)

6.4 Arrange complimentary tickets for critic.

6.5 Ensure critic's identity and evening of attendance is kept secret from cast,

6.6 Details of press contacts are as follows:

Nick Edmondson – Henley Standard - Telephone 01491 419444
Email: nedmondson@higgsgroup.co.uk

Features Editor – Reading Chronicle – Telephone 0118 963 3138
Email: features@readingchronicle.co.uk

6.7 A minimum of 10 days prior to performance contact local radio stations **via email** as follows:

Radio Berkshire – Attention "What's On" Richard.usher@bbc.co.uk

Radio Oxford – Attention “What’s On”

radio.oxford@bbc.co.uk

Telephone 01865 311444

Radio 210 – Attention “What’s On”

e-mailavis.lilly@musicradio.com

Telephone 0118 945 4400

6.8 Prepare press release, detailing plot and cast and including suitable photographs

7. VILLAGE HALL REPRESENTATIVE

PRIOR TO EACH PRODUCTION

7.1.1. Prepare rota to cover front of house volunteers for each performance:

7.1.1.1. minimum of two people per evening; and

7.1.1.2. three people per matinee performance;

7.1.1.3. ensure volunteers are aware of their duties (ie clause 7.6 – 7.20).

PLEASE NOTE: in compliance with the Theatre Restricted Licence, such persons shall not engage in any other duties.

7.1.2. Appoint volunteer(s) to sell programmes. Alert volunteers to the fact that they must not obstruct entrances during the sale of programmes.

7.1.3. Arrange with Treasurer for a float for the sale of programmes

7.1.4. Appoint volunteers to set out chairs for each performance (maximum of 150). Gangways must be a minimum of 3' 6" wide, with no seat more than 12' from any gangway. Each seat should be situated at least 10" from the seat in front. (In the case of pantomime, number chairs and label aisles in alphabetical order in accordance with Box Office layout.)

7.1.5. Liaise with Secretary to ascertain whether chairs/apron can remain in situ for duration of production.

PRIOR TO EACH PERFORMANCE

7.1.6. Ensure all front of house volunteers are dressed in WADS black T-shirts for duration of performances.

7.1.7. If required, arrange black apron cover to be fitted and curtain screens placed around steps to stage.

7.1.8. Members of the public should be escorted to their seats by front of house volunteers.

- 7.1.9. Ensure the following emergency precautions in place:
 - 7.1.9.1. fire exit signs illuminated at all times;
 - 7.1.9.2. all fire exit doors to be clear of obstruction throughout performance;
 - 7.1.9.3. the public are aware of location of emergency exits (see 7.10.2);
 - 7.1.9.4. cast & backstage crew are aware of exits to be used in case of an emergency;
 - 7.1.9.5. an evacuation plan in place in case of emergency;
- 7.1.10. For ALL performances arrange for rubbish bins to be accessible to the public in both the pavilion and/or function room and main hall.
- 7.1.11. Organise public announcements, including:
 - 7.1.11.1. use of flashing lights/strobe lighting etc;
 - 7.1.11.2. advising audience of exits to be used in case of an emergency;
 - 7.1.11.3. mobile phones must be switched off;
 - 7.1.11.4. smoking is not permitted in the hall;
 - 7.1.11.5. raffle to be drawn during interval.

DURING EACH PERFORMANCE

- 7.1.12. Ensure aisles are kept clear at all times.
- 7.1.13. Exit lights are switched on throughout duration of performance.
- 7.1.14. Agree time span of interval with producer.
- 7.1.15. Liaise with bar staff and announce the '3 minute' warning prior to commencement of acting.
- 7.1.16. Clear bar, ensuring audience is seated promptly prior to commencement of acting, with reminder that drinks are not permitted in the hall.
- 7.1.17. Inform stage manager of start of raffle.
- 7.1.18. Liaise with stage manager regarding lights, music and curtains for all Acts.

AFTER EACH PERFORMANCE

- 7.1.19. Ensure audience safely vacated from premises.
- 7.1.20. Ensure that the external door onto main road is manned until the hall is empty, ensuring the safe departure of everyone.
- 7.1.21. Floors to be cleaned and, if appropriate, chairs re-arranged for next performance, or stacked and put away as appropriate. **PLEASE NOTE**, there should be no more than **TEN** chairs in each stack and no more than 40 chairs in the pavilion – the remaining chairs being stored backstage in the committee room.

8. WARDROBE MISTRESS

- 8.1.1. It is the Committee's responsibility to appoint a Wardrobe Mistress who shall be responsible for supervising WADS costumes and accessories, of which none shall be removed from the wardrobe without her prior approval.
- 8.1.2. The Wardrobe Mistress shall have overall charge of all WADS costumes housed within the Village Hall and Joy Aldridge's loft.
- 8.1.3. It will be the Wardrobe Mistress's responsibility to ensure that:
 - 8.1.3.1. costumes are stored in an appropriate order and in a good state of repair;
 - 8.1.3.2. any costumes loaned are returned in good order;
 - 8.1.3.3. any hire charges received for the loan of costumes are forwarded to the treasurer.
- 8.1.4. The Wardrobe Mistress shall hold, and keep updated, an inventory of costumes. The inventory shall be made available to whosoever undertakes the role of "Costumes" for any production. Further, that person shall be responsible for returning all costumes to the wardrobe, in a timely fashion and good state of repair.
- 8.1.5. The Wardrobe Mistress shall decide which costumes bought or made for any particular production, or donated to the Society, shall be retained.

9. PRODUCER

The Producer shall:

- 9.1.1. Submit his/her chosen play to Committee for approval at least 4 weeks before rehearsals commence, having previously established the availability of both cast and backstage crew. The Producer may also wish to appoint an assistant to handle administration.
 - 9.1.2. Be responsible for auditions, casting and appointing back stage crew from paid up members (list available from the Treasurer).
 - 9.1.3. Complete Production Team & Cast List which should be obtained from, and returned to, the Secretary.
 - 9.1.4. Hold a production meeting of all backstage crew to liaise and discuss requirements and costs of forthcoming production, which should include:
 - 9.1.4.1. set design & décor; **any new scenery/flats to be fire retarded**
 - 9.1.4.2. lighting & sound effects; **check that lighting gantry is fixed to fabric of building. Lamps are secured by clamps and safety chains to gantry.**
 - 9.1.4.3. costumes and props.
- It is essential that each department be aware of the other department's responsibilities. The Secretary and Treasurer may be asked to attend this meeting.
- 9.1.5. Following a production meeting, advise Treasurer of anticipated cost of production.
 - 9.1.6. Appoint Prompt, who should attend the majority of rehearsals and all performances.
 - 9.1.7. Hold Village Hall keys and be responsible for unlocking and locking of Village Hall for duration of rehearsals.
 - 9.1.8. If apron is required, arrange for erection and dismantle at each rehearsal.
 - 9.1.9. When choosing script it must be remembered that any naked flame on stage (ie cigarettes, candles etc) must have a special licence.
 - 9.1.10. If necessary arrange for a Make-up Artist to attend rehearsals and production nights (currently using Catherine Bristow – tel: 07792 832662)

10. STAGE MANAGER

10.1.1. The Stage Manager is responsible for:

10.1.1.1. obtaining prior approval for any set expenditure from Treasurer;

10.1.1.2. set erection and dismantling;

10.1.1.3. pulling curtains;

10.1.1.4. changing scenes;

10.1.1.5. alerting actors to entrances;

10.1.1.6. liaising with the Front of House Co-ordinator regarding "curtain up";

10.1.1.7. ensuring "no smoking" policy operated within the Village Hall is upheld backstage.

10.1.2. The Stage Manager shall also ensure:

10.1.2.1. he/she is at all times in possession of a torch;

10.1.2.2. the stairs, fire escapes and stage exits are kept clear at all times;

10.1.2.3. large items on stage, other than props, are safe and secure.

10.1.3. Permanent set building may commence two weeks before production, as agreed by the Village Hall Management Committee. It may be possible to negotiate an extended time frame for pantomimes.

10.1.4. In the event of fire the Stage Manager shall:

10.1.4.1. close stage curtains;

10.1.4.2. evacuate all areas to the rear of stage including the actor's toilet and dressing rooms. Exit from building should be made via the fire doors off the back committee room.

11. LIGHTING & SOUND EFFECTS

- 11.1.1. For insurance reasons, WADS members only are allowed in lighting loft. Under no circumstances should persons under the age of 14 be allowed access.
- 11.1.2. Extra lights or effects may be hired from external sources (ie Henley Theatre Services – 01491 412347 derek@henleytheatre.com). All expenditure must have prior approval from Treasurer.
- 11.1.3. To comply with insurance regulations, the lighting loft must be kept locked at all times, when not in use. The key is kept on the WADS bunch of keys and held throughout the production by the Producer and at other times by the Chairman.

12. COSTUME CO-ORDINATOR

- 12.1.1. It is the Producer's responsibility to appoint a Costume Co-ordinator. The role of Costume Co-ordinator will vary enormously in size and responsibility depending upon production. The Costume Co-ordinator may either operate alone or enlist a team of designers, dressmakers and helpers. In the first instance, and prior to requesting approval for expenditure, the Costume Co-ordinator should liaise with the Wardrobe Mistress to ascertain if specific items are held within the wardrobe.
- 12.1.2. All expenditure on costumes must have prior approval from the Treasurer.
- 12.1.3. At the end of all productions, it is the Costume Co-ordinator's responsibility to ensure that costumes and accessories are returned immediately to the Wardrobe Mistress.

13. PROPS PERSON

- 13.1.1. It is a Producer's responsibility to appoint a Props person. The Props person, who may enlist the help of an assistant, is responsible for collecting and providing all props for both rehearsals and production.
- 13.1.2. The Props person should ensure that all expenditure on props has prior approval from the Treasurer.
- 13.1.3. It is the Props person's responsibility to both remove and return all props from the stage area and back cupboard at the end of a production.

14. MUSIC

14.1.1. The Village Hall owns the piano, which is stored in the pavilion and which WADS are eligible to use. WADS own both a piano stool and light.

14.1.2. It is the Committee's responsibility to ensure the piano is tuned regularly.

14.1.3. WADS own electronic equipment for the production of music.

4.13.4 All expenditure on musical items must have prior approval from the Treasurer.

15. REHEARSALS

15.1.1. Once a play is cast, and at the Producer's discretion, rehearsals usually take place twice weekly - Thursdays at the Village Hall, and one other evening at a member's house. Extra "dress and technical" rehearsals can also be arranged for both the Sunday and Wednesday prior to a production. All extra rehearsals should be pre-booked and confirmed by the Secretary with the Village Hall Booking Clerk.

16. BOX OFFICE & TICKETS

16.1.1. The Box Office shall be appointed by the Chairman.

16.1.2. The Committee shall decide the ticket price for each production..

16.1.3. Performances:

16.1.3.1. Spring & Autumn:

Thursday, Friday and Saturday usually commencing at 7.45 pm

16.1.3.2. Pantomime (2 week run):

Friday and Saturday usually commencing at 7.30 pm

Saturday and/or Sunday matinees commencing at 2.15.

16.1.4. Providing all other evenings are sold out, and following consultation with the Committee, Thursday evening may be designated as a "public" dress rehearsal with tickets at a reduced rate.

16.1.5. If a "Workshop" is held, it is usual to make a donation to Charity from the proceeds.

SCHEDULE 1

**PRODUCTION
ROLES & RESPONSIBILITIES**

PRODUCER		COMMITTEE	
Cast	Prompt	Obtaining Scripts	Bar including Licence and Keys
Stage Manager	Music	Applying for Licence to Perform	Catering including end of Production Party
Set Design/ Build/Decor & Breaking of set	Lights	Box Office	Raffle
Props	Sound Effects	Front of House/Including setting up Hall	Invited guests (Laurels etc)
Costume Co-Ordinator	Make-up Artist	Printing & Advertising	Publicity
Caller	Chaperone	Programmes	Producers Present
Budget	Hairdresser	Mailing List	Content of Make-up & First Aid Boxes

SCHEDULE 2

QUICK CHECK LIST – COMMITTEE RESPONSIBILITIES FOR PRODUCTIONS

	Chairman	Secretary	Assistant Secretary	Printing & Advertising	Publicity	Treasurer	VH Rep.
Book Hall for Production		√					
Scripts		√					
Licence to Perform		√					
Production Team & Cast List		√					
Distribute Clauses 7, 9 – 14		√					
Ascertain and Notify other users of V.Hall		√					
Ascertain Box Office opening			√				
Mailing list distribution (flyers etc.)			√				
Design & print flyers				√			
Design & print tickets				√			
Design & print programmes				√			
Sale of programmes							√
Programme float						√	
Design posters				√			
Print posters				√			
Distribute posters				√			
WADS advertising boards				√			
Village newsletters & magazines					√		
Press/press release/radio					√		
Critique & complimentary tickets					√		

	Chairman	Secretary	Assistant Secretary	Printing & Advertising	Publicity	Treasurer	VH Rep.
Local Senior Citizens invite/transport		√					
Local Senior citizens refreshments			√				
Box office	√						
Box office & other floats						√	
Front of house							√
Chairs and/or tables and rubbish bins							√
Co-ordinate public safety announcements							√
Raffle tickets – volunteer, books, prizes, spinner etc		√					
Raffle float						√	
Bar including keys	√						
Rehearsal refreshments			√				
Pantomime - purchase/sale of soft drinks & crisps			√				
Panto - audience participation sweets		√					
Panto souvenir programmes (children)			√				
Make up/tissues Make Up Lady Hairdresser			√				
First aid box			√				
Photographs					√		
Producer's gift		√					
Producer's card and programme		√					
End of Production Party			√				

SCHEDULE 3

NEW MEMBERS FORM

The Woodcote Amateur Dramatic Society (WADS) welcomes you as a new member and would be grateful if you would complete and return this form to the Secretary.

Name:

Address:
.....

Telephone: E-Mail.....

Have you a preference in which area of the Society you wish to be most involved :

acting	producing	stage management
properties	lighting	set design and/or construction
wardrobe	sound effects	scenery painting

Any other area, please specify:.....
.....

Have you any experience in any of the above that may prove useful?

.....
.....

The membership fee is: £8.00 student/junior
 £10.00 single
 £16.00 family

The Society aims to produce two productions a year together with a Pantomime. The meetings are held on Thursday evening in the Village Hall starting at 8:00 p.m. and extra rehearsals are held during productions.

If you would like any further information please contact the Secretary or any member of the Committee who will be very pleased to help you in any way possible.

At the Producer's discretion, new members' children are welcome to take part in the Pantomime providing they are at all times accompanied by an adult.

SCHEDULE 4

PRODUCTION TEAM & CAST LIST

PART 1. - Cast List – To be completed by Producer	
Name:	Name:
Character:	Character:
Name:	Name:
Character:	Character:
Name:	Name:
Character:	Character:
Name:	Name:
Character:	Character:
Name:	Name:
Character:	Character:
PART 2. - Back Stage Production Team – To be completed by Producer	
Stage Manager:	Prompt:
Set Design/Build/ Decor & Breaking of set:	Costume Co-ordinator:
Lighting:	Propsperson:
Sound Effects:	Caller:
Music:	Make-up Artist:
Chaperone:	Hairdresser:
PART 3. - Front Of House Production Team – To be completed by Committee	
Box Office:	Bar:
Front of House:	Catering:
Printing & Advertising:	Raffle:
Publicity:	Programme:

SCHEDULE 5

FRONT OF HOUSE

PRIOR TO EACH PERFORMANCE

Ensure all front of house volunteers are dressed in WADS black T-shirts for duration of performances.

If required, arrange black apron cover to be fitted and curtain screens placed around steps to stage.

Members of the public should be escorted to their seats by front of house volunteers.

Ensure the following emergency precautions in place:

fire exit signs illuminated at all times;

all fire exit doors to be clear of obstruction throughout performance;

the public are aware of location of emergency exits (see 7.10.2);

cast & backstage crew are aware of exits to be used in case of an emergency;

an evacuation plan in place in case of emergency;

For ALL performances arrange for rubbish bins to be accessible to the public in both the pavilion and/or function room and main hall.

Organise public announcements, including:

use of flashing lights/strobe lighting etc;

advising audience of exits to be used in case of an emergency;

mobile phones must be switched off;

smoking is not permitted in the hall;

raffle to be drawn during interval.

DURING EACH PERFORMANCE

Ensure aisles are kept clear at all times.

Exit lights are switched on throughout duration of performance.

Agree time span of interval with producer.

Liaise with bar staff and announce the '3 minute' warning prior to commencement of acting.

Clear bar, ensuring audience is seated promptly prior to commencement of acting, with reminder that drinks are not permitted in the hall.

Inform stage manager of start of raffle.

Liaise with stage manager regarding lights, music and curtains for all Acts.

AFTER EACH PERFORMANCE

Ensure audience safely vacated from premises.

Ensure that the external door onto main road is manned until the hall is empty, ensuring the safe departure of everyone.

Floors to be cleaned and, if appropriate, chairs re-arranged for next performance, or stacked and put away as appropriate. PLEASE NOTE, there should be no more than **TEN** chairs in each stack and no more than 40 chairs in the pavilion – the remaining chairs being stored backstage in the committee room.