



Guidelines for Actors to assist in smooth running of Production

Firstly, please complete Directors' contact details form immediately, thank you.

- **Please bring a pencil and rubber with you to all rehearsals**
- A rehearsal schedule will be distributed to you. Please advise the Director of any dates you really are unable to attend.
- When a rehearsal time is set please keep to this time and avoid being late.
- Please commit yourself to attending all, or as many rehearsals as possible.
- When the Director says "Books Down" this means you must know your lines by then. It is discourteous and distracting to other performers if you do not know your lines. This will also allow you to concentrate earlier on your acting and movements.
- When learning your lines remember to learn your cue as well, i.e. the other person's line prior to yours. Also try and know the play inside and out and try to help others when they need prompting.
- Props – all actors are responsible for obtaining their own personal props. If they need assistance please liaise with the Props person.
- Props – start using your props immediately.

Production Week

- During production week you must attend the following rehearsals:
 - Technical rehearsal
 - 2 x Dress rehearsals
- Please confirm what time you can attend on Sunday morning after the production to assist in striking the set and mark this in your diary now. It is important that the acting members support the hard work, dedication and commitment shown by backstage members. If you cannot attend on the Sunday please be prepared to assist in the building and decorating/painting of the set prior to the start of the production.
- When the curtain is finally closed do not go through it. Do not be seen by the audience in the interval, stay in your dressing room, refreshments will be brought to you.
- No alcohol or smoking is permitted.
- Do not touch anyone's props at any time as this causes stress and confusion.
- Find a suitable place to keep your scripts and personal props. Please do not touch or move anyone's script or props even if you find it lying on the ground, it may be there for a reason!
- Please remain quiet behind the scenes including in the interval. It's surprising you can be heard!

***During the performance ALL actors MUST be present
two hours before curtain up.***

*The show will not commence unless all actors are present,
however small your part!*

***Thank you for taking the time to read this, now please sign this showing your
commitment to this Production.***

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Actor

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Director

Dated:

Dated: