

Roles & Responsibilities

Auditions:

- All auditions will ideally take place on a single day – usually a Sunday. If people are unable to make this day they will need to notify a member of the Production Team as soon as possible to see if alternative arrangement can be made – unfortunately this cannot be guaranteed.
- Auditions will be held in front of an Audition Panel that will consist of the Director, Assistant Director, Choreographer, MD, Chairman and one other member chosen by the Production Team. (**Note:** it has been suggested that this should be a different person each time)
- None of the 3 Directors, (Director, MD and Choreographer) may take part in the show at all. Other members of the auditions panel and production team may be allowed to audition at the discretion of the Production Team.
- The Director will brief the audition panel and the people auditioning for roles to give them an idea of what (if anything) they are looking for within each role. Where particular qualities are being sought, the director should make a scoring guide available for members of the auditions panel and share this with auditionees.
- Auditionees will be permitted to audition for no more than 3 roles, unless invited to audition in a second round.
- Auditionees will only be offered a part if they have auditioned for it.
- Although all members of the Audition Panel should vote following any discussions, the final casting vote in the event of a tie will be made by the Director. These decisions are final and are not open to debate.
- The discussions of the Audition Panel are confidential
- Following the auditions, the principal cast list will be announced on the DOS Facebook page and via email and text as soon as possible. This is an attempt to ensure that everyone has the opportunity to find out the outcome as close to simultaneously as possible and to avoid concerns arising with rumour. Anyone who doesn't have access to the internet will be phoned to let them know the outcome of their audition.
- Any principal parts not cast or accepted will be opened up to further audition – at this point, the Production Team / Audition Panel may invite individuals to audition or may advertise the vacant posts outside the society.
- Commitment to rehearsals is key and everyone should bear this in mind when considering whether to audition. All principals and members of the Production Team should be free from holiday / other show commitments for the three weeks prior to a Pantomime and four weeks prior to the show. Late notification of such absences (except in emergency situations) may result in the individual being removed from the part.

Rehearsals

- Rehearsals start promptly at 7.30pm on Tuesdays & Thursdays (and at whatever other times are agreed for Sunday rehearsals).
- All members of the production team should be ready to start at 7:30.
- Rehearsals finish at 9.30pm on Tuesdays and Thursdays (and at whatever other times are agreed for Sunday rehearsals) and will have a 10-minute break part-way through.
- Everybody will be respectful, attentive and polite during rehearsals
- Pulling cast/principals out of rehearsals for measurements should be avoided and agreed times will be set aside during the rehearsals schedule for measurements to be taken & costumes to be fitted, as agreed with the production team.
- Children who are not members of the society should be supervised by parents at rehearsals
- Commitment to rehearsals is key to putting on a good show and attendance levels at rehearsals will be monitored; anyone with poor attendance at rehearsals may be removed from the show.
- Everyone involved in the show in any capacity must notify the Director of any planned absences from rehearsals (e.g. holidays) as soon as possible in advance.
- Before rehearsals start, the Production Team will provide a contact number to cast members to use in the event of last-minute absences or unavailability.

Responsibilities of the MD

- Organise the show-week band including the rehearsal of music
- Attend a set number of rehearsals to be agreed with the Director
- **Before** that start of rehearsals, produce a CD / mp3 of each musical number (ideally part-based and with singing) and issue this to the choreographer and director for distribution to the rest of the cast.
- Conduct a vocal warm-up at the start of each singing rehearsal and performance.
- Note: Failure to attend any agreed rehearsal will incur a financial penalty unless a suitable alternative date can be agreed with the Director.

Responsibilities of the Choreographer

- The choreographer should plan rehearsals in advance and be prepared prior to a rehearsal starting.
- Choreography should be set to the ability of the participating principals/chorus
- All choreography will be subject to Director approval

Responsibilities of the Director

- Organise and run the auditions, brief the Audition Panel and candidates and select the principals with the Auditions panel.
- Manage and approve the plans / schedules / output from the Choreographer, MD, Production Co-ordinator (see below), Stage Manager and Lighting & Sound Team
- Plan the rehearsal schedule
- Control rehearsals and have final approval on all scene-setting, cuts, choreography, scenery, props, costume and music.
- Plan and agree a budget with the Treasurer and the Chairperson (with input from the stage manager and costumes team). Final approval of the budget will be given by the committee.

Responsibilities of the Stage Manager

- Organise Set up and Set down
- Control the production during show week
- Assist the director with the ordering and costing of sets
- Liaising with Sound and Lighting Team
- Be responsible for organising the provision, purchasing or construction of anything the backstage crew take on or off stage during the production
- Responsible for health and safety back stage during production set up and runs.
- Know who his crew is prior to the dress rehearsal, brief his crew and insist they attend the dress rehearsal for a run through. A timetable to show attendance should be drawn up for show week which will highlight any lack in numbers.
- Responsibility for provision of portacabins and toilets.
- Ensuring that the MD and their players are supplied with the required technical equipment.
- Ensuring that the cast dressing room allocations are fair and appropriate alongside the Child Protection Co-ordinator.
- Liaising with theatre staff regarding all production requirements.

Guidelines for Chorus & Cast

- All principals and production team will be free from holiday / other show commitments for the three weeks prior to a Pantomime and four weeks prior to the show.
- The company – especially Principals - will have a visible commitment to promotional activities
- Any additional commitment requirements will be outlined once rehearsals start
- Attendance at either the set up or set down (preferably both) is **expected**.

Costumes, Make-up, Wigs & Props

- A Producer Co-ordinator (managerial role) should be appointed for each show & should have the following responsibilities
 - Manage the production and delivery of make-up, costumes, wigs & props in line with Director requirements
 - Produce the list of costumes for each cast member in each scene, in line with Director requirements.
 - Agree a schedule for the production of costumes (& who they will be made by) with the Director