



STAGECRAFT

BOOKLET

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MEMBERSHIP

Wanting to belong to Kinver Light Operatic Society (“KLOS”) means being part of a team, and a team is only as good as its individual members. Anything that an individual does reflects on the team, so it is essential that everyone in that team upholds the standards and does not let them down. This applies in whatever part is taken within the team towards the end production – behind, in front or on stage.

Therefore, loyalty is a vital element of membership. There are naturally going to be costs involved – financial and in terms of time, but the rewards will outweigh these. As with involvement in any group, you will only get out of it what you are willing to put into it. Amateur Dramatics gives an ideal platform for all round self-expression and enjoyment for yourself and others. An annual subscription is paid which only goes part way towards running KLOS; therefore, selling tickets is an essential part of membership. Should you be successful in audition you will be expected to sell a minimum of 10 tickets, we all have a few family members who want to see us perform! You will also be required to pay a nominal show fee which will go some way towards the cost of putting you on stage.

KLOS’ membership year runs from 1st August – 31st July. The annual subscription fee is agreed at the AGM. KLOS offers three types of membership: adult, family and student. Subscriptions must be paid for the year if a member wishes to audition for a forthcoming production. Failure to pay will result in membership to the society being withdrawn.

AUDITIONS

Once you have been accepted as a member, you may wish to audition for a part in the forthcoming production.

Getting a part is one of the most exciting experiences in the Amateur Dramatic world but it is very important that the right person is chosen for the right part. So we need to understand what getting a part means and the level of commitment required of the individual.

Competition is often fierce, so you will need to understand disappointment as well. There will be other parts that you can try for. We have all experienced this emotion. If you are not right for the cast as a whole, the part is not right for you.

- 1. Be prepared for auditions – you will be expected to learn your audition pieces.**
- 2. Costumes and props at audition are optional/personal preference. The Audition board will go on suitability for the role, you will not be considered at a disadvantage if you do not wear a costume/use props.**
- 3. The audition board will consist of a minimum of 5 members made up of the production team and members of the committee.**
- 4. Unless you notify the audition board you may be cast in an alternative role**
- 5. Following auditions announcement of the cast is made on <https://www.klos.co.uk/audition-results>.**

REHEARSAL GUIDELINES

Once you have been successful in becoming a member, and you are involved in a production, whether in a principal role or in the chorus, there is the huge matter of self- discipline and self-control.

You must always treat others the way you would like to be treated yourself and be courteous to the production team and other cast members at all times.

- 1. Make rehearsals a priority.**
- 2. Check the published rehearsal schedule to ensure you are required in advance, it will be regularly updated and available on <https://www.klos.co.uk/rehearsal-schedule>.**
- 3. Arrive at rehearsal 10 minutes in advance.**
- 4. If arriving late is unavoidable advise the Director and Production Secretary without delay.**
- 5. A register will be taken at rehearsal and lateness will be noted.**
- 6. Holidays will be collated. Please notify the Production Secretary if you know you will miss a rehearsal due to holiday.**
- 7. If you realise you will not be able to attend a rehearsal you must advise the Director and Production Secretary by 5pm at the latest on the day of the rehearsal. More notice is preferable although we understand that there are occasionally exceptional circumstances and in that situation please advise us as soon as possible.**
- 8. Please note that should you miss two rehearsals without valid reasons your part in the production will have to be reviewed by the Production Team and Management Committee.**
- 9. Always come prepared for rehearsal: script, pencil, appropriate footwear and clothing.**
- 10. You must accept direction and carry out what you are asked to do.**
- 11. Always keep unnecessary noise to a minimum, your chatter, unless required for your part, may distract others.**
- 12. No alcohol to be consumed at rehearsals under any circumstances**

- 13. No pets to attend rehearsal unless required for the production and approved by Director and Management Committee in advance.**
- 14. No non-members at rehearsal without prior arrangement.**
- 15. No unnecessary use of mobile telephones during rehearsal time.**
- 16. Refrain from using inappropriate language at all times.**
- 17. Be ready to put your books down when asked by the director**

TECHNICAL/DRESS REHEARSALS

Normal rehearsals are complete and now technical and dress rehearsals will begin. These rehearsals are compulsory for all members of the cast. If you are not available for technical rehearsals you will not be able to be in the show. You will be advised at the time of audition when the technical rehearsals will be so please check you are available. This rule is for your own and others' health and safety.

Technical rehearsals are for the technical team, it is usually their first rehearsal so setting scenes can take time to get right – please be patient.

Please note dress rehearsals are closed rehearsals. Attendance of members and non-members, except those actively involved in the production, must always be approved by the General Committee.

- 1. During technical rehearsals you should stay close to the stage and be prepared to go on stage at short notice.**
- 2. All costumes must be treated with respect and hung up when not being used and not damaged.**
- 3. Belongings must be taken care of by each person, never touch or move anything that is not yours unless you have been ask to.**
- 4. If you are not on stage for a significant length of time you should remove costumes. Bring a dressing gown so you can use it when in the dressing room.**
- 5. Do not eat/drink in costumes (except for water).**

IN PRODUCTION

So once we have completed technical and dress rehearsals we are into show week. We all feel excited during a production, but thousands of pounds are spent on a production and it must not be ruined by silly and unnecessary behaviour. You will be letting the team down.

There are dressing room rules that must be observed and obeyed if the production is to run smoothly. First of all male, female and child dressing rooms are allocated and members of the cast should not go into others' dressing rooms unless they are requested to or in exceptional circumstances. If it is necessary to enter another dressing room you must knock and await a response before entering.

- 1. The Stage Manager is in charge once a show starts so always respond accordingly to requests from the Stage Manager or in his/her absence the Assistant Stage Manager.**
- 2. Be ready when you are called and listen for your cue.**
- 3. Back stage noise to be kept to a minimum.**
- 4. Never talk in the wings before going on stage, there is only a curtain between you and the audience and you could distract those that are on stage.**
- 5. The black curtains at the stage sides are there to prevent the audience from seeing what is going on in the wings. When making an entrance or exit, you must never move them as you pass them. This is known as "swinging on the curtains" and is badly frowned upon. If you can see the audience from the wings they can see you!**
- 6. When using a personal microphone, do not speak in the wings before you go on, and also when you leave the stage allow time for the tech team to turn your microphone off.**
- 7. Use the microphone pouch provided for the battery pack to avoid accidents.**
- 8. No alcohol to be consumed back stage during show week.**

9. **Make no unauthorised changes to characterisation, script, makeup, costume or hair.**
10. **No personal jewelry to be worn, unless it is part of a character. If you are not prepared to take off your wedding ring it must be covered with flesh colored sticking plaster.**
11. **If you are told to wear your hair in a particular way, you will be expected to do it. If you cannot manage to do it yourself, there is always someone in the cast who can assist you. You will be expected to provide your own hair grips, any ribbons or decorations, and your own make-up.**
12. **No make-up/costumes FOH unless directed by the production team**
13. **You will be advised before a production what you will need to purchase, but wigs will be obtained for you if needed.**
14. **At the end of every show you are expected to clear up your area in the dressing room - always leave a dressing room how you found it.**

SAFEGUARDING

We take the safeguarding of children and young adults within KLOS very seriously and follow national and local authority guidance to ensure we protect them from harm. KLOS has a named safeguarding lead and a full Safeguarding Policy that can be found on www.KLOS.co.uk. Here are a few summary notes but all parents and members should be familiar with the policy.

- 1. Children in year 11 and under will be looked after at rehearsals by a licensed chaperone, if this is not possible then parents will be asked to stay or nominate a guardian.**
- 2. For all rehearsals and shows, children must be signed in and out by a named signatory designated by a parent/guardian in advance.**
- 3. For shows all children will be formally licensed to perform, the safeguarding lead will require a copy of the child's birth certificate, information about recent shows and medical conditions.**
- 4. The safeguarding lead or any member of the committee should be alerted to any concerns relating to children as soon as possible.**
- 5. Children are not allowed in any other changing rooms even if parents or other adult family members are in the show and will be escorted at all times backstage.**
- 6. Any parent wishing to become a chaperone would be welcomed, it is a great way to get involved.**

TERMINOLOGY

There are words used in the theatre that you will not hear used anywhere else, so it is important that you become familiar with them:

Stage Left	looking at the audience, the stage to your left
Stage Right	looking at the audience, the stage to your right
Centre Stage	the centre of the stage
Up Stage	the stage to the back or behind you
Down Stage	the stage to the front or in front of you
Strike	to remove a scene or furniture etc.
Set	to put on furniture and props etc. for a scene
Stage Props	anything that is on stage for a scene
Main Curtains	the very front curtains (GOLDS at KLOS)
Number 2's	the curtains behind the main curtain
Legs	the side curtains which shield the wings from the view of the audience
Wings	the sides of the stage where the cast enters and exits
Blacks	another word for the black curtains or number 2's. Can also refer to the back wall curtain if used
Front of House	any area that is not dressing room or stage. It includes any area where there is likely to be members of the general public

VISITORS

At no time is anyone allowed back stage who is not a member of KLOS. No-one is allowed beyond the screen in the corridor who is not directly involved in the production. There will be one front of house staff member nominated to enter the dressing room during a production.

Each production is terrific and the Production officials want you to enjoy all you do at KLOS be it on stage, back stage or front of house.

WELCOME AND HAVE A GREAT TIME AT KLOS!

