# General Information for Cast: RE:

# Rehearsals and Load-In at Meadowvale Theatre

What do I need to know as I get ready to move into the theatre?

First, your attendance at rehearsals is crucial for our success… We kindly ask that you do not miss future rehearsals. Each absence affects everyone else in the cast and the directing team does not have time to re-teach steps. If you do have to be absent, you are responsible for finding out the blocking you missed. Please also remember to take the time to write down your own movements so you can practice at home. A reminder to contact the stage manager if you are going to be absent or late.

At your scheduled Costume Parade Day, please bring your shoes. You will take your costumes home if they fit and you are responsible to bring them to the theatre when we load in. DO NOT EAT PEANUTS NEAR THE COSTUMES AS OUR COSTUME DESIGNER HAS A SEVERE ALLERGY TO PEANUTS!!!

Now that your show is almost ready, here are some general guidelines regarding what to expect as you move into Tech Week, and into the “space” at the theatre.

* Expect a separate notice with specific assigned duties for Load In. If you have grown children / spouses / friends who might be able to help Load-In, let the Stage Manager know.
* Tech Week Day One - Sunday: The Load In Tech week begins the Sunday before our opening night. Everyone is expected to help with load in. You will be called as early as 8 a.m. to either the Tannery to load the truck (where the set has been built - at Tannery Road and Broadway in Streetsville), or to Meadowvale Theatre ( 6315 Montevideo Road - North off Battleford, west of Erin Mills Parkway). You will be assigned a task. For most of you, this will involve hands-on help with: our move-in of set, costumes, and props, and help with the light hang, set construction, etc. while others might do snacks or coffee for the run. Recommended dress includes: work clothes (no shorts - wear something you don’t mind getting dirty), work gloves; Steel toed shoes (or available temporary steel toes to borrow) for those on deck. Hard hat if you are a builder or on deck. If you have a cordless drill, please bring it. Many hands make light work. No one is allowed “on deck” (on stage) without a hard hat and steel toed work shoes, as per theatre rules. Meadowvale Theatre will have some hard hats for people to borrow, but there are not enough to go around.
* Please do not bring valuables to the theatre. Similarly, do not leave valuables in your car, as there have been break-ins in the past. If you need to bring valuables, please put them in a safe place, or you may give them to the stage manager to hang on to, but please remember to get them back.
* Park your car in parking areas only. As a courtesy, during performance dates, leave the “plum” spots in the parking lot for our paying guests. Police ticket you if you are parked illegally on the street or in a fire route. Be Warned!!!
* Only cast and crew are allowed backstage, please. Anyone not involved with the show, and not pre-approved by the stage manager, will be asked to leave. This policy is for your safety and the safety of our props and set. Please also note that anyone not directly involved with the show is not allowed to watch rehearsals or be in the house on rehearsal days.
* Actors are assigned a space in one of the four dressing rooms. Don’t move into a space which has not been designated as yours. There are two dressing rooms downstairs and two upstairs. Your room assignment is based on your number of costume changes, accessibility, and gender. Each actor’s space includes a makeup mirror, and a cubby for your costume. We ask that you bring your costumes this first day of load in. Alex Amini, our costume designer, will be here to check them. Please keep your dressing room clean. There are no cleaners assigned for the run of the show. We must leave it the way we found it and some of you will be assigned to this task of clean up when we strike the set at the end of the show.
* After the load-in, a lunch may be provided at around 12:30 p.m. Volunteers are encouraged (but not required) to contribute to our pot luck - (baked goods, bread, etc.). Any snacks would be appreciated. You will have a short lunch break, and then you will continue to work till mid-afternoon when most of you will be sent to Christ Church for a full cast sing-through with the orchestra – usually from 4 p.m. to 7 p.m. Some people may be asked to stay to work with the set and lights throughout the evening and will miss the sing through in the afternoon.
* Day Two: Monday (Call 7:30 p.m. sharp) at Christ Church You will have a full run of the show at Christ Church. This will be our last rehearsal in this space. During this time, the set crew will be working at the theatre to finish building the set and programming lights to be ready for the upcoming rehearsals. We may require help during the day, so if you are available to help, please let us know. Again, some of you might be asked to miss the run through to help finalize the set build at the theatre.
* Day Three: Tuesday: Cue-to-Cue (Call 6:00 p.m.) at Meadowvale Theatre Please go directly into the house / auditorium upon arrival. DO NOT GO INTO THE BACKSTAGE AREA UNTIL YOU HAVE HAD YOUR THEATRE “TALK” BY THE STAFF. The stage manager and the theatre staff will outline expectations and general house rules. Please note that the theatre staff will only open the theatre at the call time. Please don’t expect to get in early. The theatre will charge Clarkson overtime if you persuade them to let you in. Tuesday is our Cue-to-Cue rehearsal. First, you will have a chance to walk the stage and familiarize yourself with the set and the space. After that we will start our cue-to-cue rehearsal. For those of you unfamiliar with the term, it means that we will only be rehearsing certain parts of the show that are close to lighting or sound cues, and we will literally jump from cue, to cue, to cue. We ask you for your patience in advance for this night. We may have to run things 3 or 4 times, or more, until we get them right. The technical crew has essentially 3 days to get up to the same place the cast has spent 3 months getting to. The cast may sit in the audience when they are not on stage, so that they can be found easily for the next cue. You will not need costumes or shoes this day, so be comfortable, bring a book, and be ready when we need you to make the day go faster for everyone. If time permits, we will also check the spacing for the dance numbers today.
* Day Four: Wednesday – Tech Dress (Call 6:00 p.m.) Today is our Tech Dress. For those unfamiliar with that term, this is the first time we will run the show in-full with all props, wigs and costumes (no makeup), only stopping where necessary. Today is like a dress rehearsal for the tech crew. We will also use microphones and add the orchestra. You are encouraged to work your costume changes in order to identify when you need a dresser to help you and we request that you do your hair so that the director can see your look. If you need help, please ask a crew member or one of your fellow cast members to assist with dressing, if required. If you can’t find someone, please see the stage manager, Crew Chief or one of your ASMs to get help if you need it. If you have other safety or staging concerns, please make sure to let one of your ASMs know, as this is the ideal rehearsal in which to address those concerns so they do not continue throughout the run. OBEY your ASM’s and CREW CHIEF in the wings.
* Day Five: Thursday – Full Dress (Call 6:00 p.m.) We will run the show like it is a performance tonight and the run will start promptly at 8:00pm. We will also start up our warm-up routine, which will continue for all performances. You should be in hair/makeup by 7:00, when we will meet on stage for announcements and to do our vocal/physical warm up (7:15). Some of the run may be filmed for advertising purposes, and a photographer will be taking action shots throughout the evening for our archives, and for your purchase, should you so desire. Make-Up Notes Cast members are expected to provide their own makeup. Ask the producers if you need help doing your makeup. Research your hair style if you aren’t given a wig. For your makeup kit, you will need: a) A foundation base colour that matches your complexion tone. b) Lipstick, mascara, eyeliner, and blushes as needed, powder to set your makeup and absorb moisture under the lights. c) Soap/face cloths or baby wipes or cold cream/tissues for cleanup d) Hair products (e.g.: bobby pins, gel, hair spray, hair pieces if you need more hair).
* Other Notes: • Approximate Call Times for Show Nights is 6:15 p.m. for 8 p.m. shows and 12:15 p.m. for 2 p.m. shows. Confirm these times with the Stage manager. • There will be a sign-in sheet posted at the door. Please sign in upon arrival. Sign only yourself in, as you can only be responsible for your own attendance in the theatre. If you have to leave the theatre at any time, please make sure to let the Stage Manager or one of your ASMs know. • Please make sure to let the SM know if you are going to be late. • As a courtesy, please refrain from using heavy scents/perfumes during this time as some people are allergic. Do use deodorant. • Hosiery/Shoes: Ladies should provide their own hosiery and shoes (black pump dance shoes) • When the Cast Photo is scheduled, please be ready, in full makeup, dressed in the costume proscribed by the director for the cast photo. • As a courtesy, please help us keep the Green Room clean. You are encouraged to sign up to bring treats for your fellow cast, crew and orchestra! Do Not eat in costume. NO NUTS (allergies…) • Do not modify your costumes as they are rented. Please advise Alex or a producer if you have a problem. • There are two adjudications – for the Encore series (MTM Encore Series Adjudication: Dates will be announced. The adjudicator will host an informal critique for about one hour at the end of each of these shows. • Please listen to your Crew Chief and ASM’s at all times. They are speaking directly for your Stage Manager or directing team and are acting in the show’s best interest at all times. • A separate memo will go out to detail our take-down jobs for November 27th
* Friday: OPENING NIGHT!!! And now – up with the curtain and on with the show!!! …