



Welcome to Stourbridge Theatre Company

This booklet is intended to give you some information about Stourbridge Theatre Company Limited which we hope you will find useful.

How is the Company organised?

The Company began nearly 90 years ago, it was originally called, The Stourbridge Players, later to become Stourbridge Dramatic Society and in 1998 it was formed into a limited company called: ***Stourbridge Theatre Company Limited***, a company limited by guarantee and a registered charity. It is run by a board of directors who are elected at an annual general meeting, held in the autumn.

Once you have applied to join, by completing an application form and your application has been approved by the board, you will be required to pay an annual membership subscription.

This entitles you to audition to perform in any production, become involved back stage or front of house and vote at the Annual General Meeting. Members receive a regular newsletter to keep them up to date with what's happening. We also have a web site, www.stourbridgetheatre.co.uk.

What and where do we perform?

We usually perform two or three main productions a year, these include; thrillers, period dramas, Shakespeare, comedies, children's fantasies and farce. In addition we enter theatre festivals and present other smaller scale productions from time to time. We perform mainly at Stourbridge Town Hall Theatre.

What about Rehearsals?

We usually rehearse for two to three months prior to a production. You are expected to attend rehearsals on a regular basis.

Members are expected to identify the rehearsals for which they are required from the rehearsal schedule given out by the director. Poor attendance at rehearsals can lead to you being asked to leave the production.

We usually rehearse from 7.30pm to 10.00pm every Monday and Thursday. Sometimes we will have one or two, additional rehearsals on a Sunday afternoon just before the production week. Rehearsals are held at a school in Stourbridge.

It is important to attend rehearsals punctually and to keep conversations to a minimum in the hall when rehearsals are taking place. There are a number of rooms available elsewhere in the school, if you want to have a chat.

The week of the production

The following is an indication of what usually happens during the production week, although the details can change.

The production week starts on the Sunday when we move into the venue. We spend the day assembling the set (it will have been built elsewhere, by members, ready for final assembly on stage) setting the lights and sound and generally getting ready. We may have a rehearsal on stage on Sunday but we leave the venue no later than about 5.00pm

Monday sees some members spending the day putting the final touches to the set, lights and sound etc ready for a full run through starting at 7.30pm. We will rehearse on Tuesday at 7.30pm prompt and similarly on Wednesday. Performances are on Thursday, Friday and Saturday evenings starting at 7.30pm. Occasionally we will also have a Saturday Matinee. We have an after show party on Saturday night.

We clear up on the Sunday morning after the show finishes, it is really helpful if all members lend a hand to ensure we leave everything tidy.

We do not allow cast front of house in costumes or stage make up. Please, do not invite or allow friends, family or visitors back stage, or

in the dressing rooms. Keep the dressing rooms clean and tidy. We expect you to arrive at least 45minutes before curtain up, even if you do not go on until well after the performance has started. (It's very unnerving for the Stage Manager and the rest of the cast not to know that everybody is ready to go on).

For Your Safety

The stage can be a busy, exciting and occasionally dangerous place. For your own safety, and that of others, you are expected to follow the instructions given by the stage manager and production team.

Be particularly careful moving around backstage; it can be quite dark in places and, although we take a lot of care to make it as safe as possible, things can get left around in the heat of a production or during the set up period.

You should not operate any equipment unless you have been trained to do so, in particular, only certain people (as designated by the stage manager) may operate the stage lights, the sound equipment, the ropes or lighting bars or the hoist to access the front of house lights.

Do not use ladders or an access tower unless you feel completely comfortable being at height and it is securely fixed.

If you feel that anything is unsafe or unsatisfactory you should bring it to the attention of the director or stage manager.

Tickets are available, often at rehearsal, from our Front of House manage, also via the website and from The French Deli, 1 Coventry Street, Stourbridge. As a member you are encouraged to sell as many tickets as you can. Tickets must be paid when they are received.

Costumes are hired, specially made by members or come from our costume store. On occasions, where the outfit is very simple, you may be expected to provide your own. The hire of costume is expensive, and you are asked to look after yours very carefully.

Junior Members (under 16 years of age)

We sometimes have a number of junior members (although not a junior section). Members under 16 must follow special rules designed to ensure their safety and protection.

.Junior members must stay in the rehearsal room during rehearsals and not wander off elsewhere. This applies equally to the Town Hall (and other venues) during the performance week.

Junior Members will be advised of the safety measures being taken. At each of our events, Junior Members will be allocated a responsible adult to look after them, their instructions must be followed at all times

Junior Members must be brought to the event by a responsible adult . At the end of the rehearsal or production, they must be collected by a responsible adult known to either the Director or Stage Manager.

These arrangements are set out more fully in our child protection policy which is available from our secretary.

There are other jobs to be done. The aim of Stourbridge Theatre Company is to produce, high quality, theatrical productions

Of course these need actors but a successful production is equally dependant on a whole team of people behind the scenes or front of house.

We expect and encourage members, who are not on stage for a particular production, to support productions in other ways, for instance, by helping back stage or front of house.

Indeed, our rules say that a member must support productions in order to be eligible to audition. A full copy of this rule is available from our secretary.

We hope your association with the Company will prove to be a long, successful and happy one. If you have any questions or problems, please contact any member of the Board of Directors.