



## INTRODUCTION

### WHO ARE WE?

St. Luke's Players Community Theatre (SLPCT) is a troupe of several volunteers who willingly work on putting up four productions each season.

We have a business arrangement with St. Luke's Church, so that we have the use of the hall for our rehearsals, meetings and performances. Other groups rent the various spaces from the church when we aren't using it. Another tenant that we share the downstairs with is the Preschool.

We show respect for other tenants using the hall and are very quiet when waiting in the lobby until they have left.

SLPCT has use of the kitchen, bathroom, lounge, stage and hall upstairs. Always leave the kitchen tidy with cups washed and put away. If there are not enough to warrant using the dishwasher, they should be washed by hand.

We have the use of the bathrooms, halls and rooms downstairs; with sole use of the dressing rooms and storage rooms.

When a production has need of alternate space, we can rent from the Lutheran Church on the corner of Cedar Hill and Cedar Hill X Road.

There are up to 10 people who look after the business end of SLPCT they are called the Executive. We have a president, vice president, treasurer, secretary and up to five members-at-large that meet monthly throughout the year to organize and plan. The president and/or secretary as well as the stage-manager for each play—keep the keys for the hall and its rooms.

At each Meet and Greet before the rehearsals start, a representative from the executive is tasked to meet with the cast and later with the crew, to inform, educate and introduce.

Production Department Heads:

Director: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Assistant Stage Manager: \_\_\_\_\_

Set Designer: \_\_\_\_\_

Sound Designer: \_\_\_\_\_

Lighting Designer: \_\_\_\_\_

Costumer: \_\_\_\_\_

Executive Liaison: \_\_\_\_\_

### WHO DOES WHAT?

While the play is in rehearsals, the **Director** is in charge of the look, feel, sound and performances. The **Stage Manager** looks after the details like schedules, actors' needs, contact info and blocking etcetera.

**No one may change anything onstage during rehearsals or performances that has not been sanctioned by the director.**

From opening night the **Stage Manager** is in charge of the whole thing. The director might not attend any/all performances.

### QUESTIONS

The Director and Stage Manager are certainly the right people to answer many questions, and our members are encouraged to speak up and to the appropriate person.

**However if any person is uncomfortable about anything at all, there is always an Executive member (liaison) available to listen and help find solutions.**

### MANDATORY MEETINGS

There are important production meetings scheduled leading up to the performance. There is also a post-production meeting after the run is over. These meetings, held generally for the crew, are vital to the success of our season. All those involved are expected to attend and provide their input.

There is a 'Strike' on the evening following the final performance. All cast and crew are expected to attend this event. This is when we take down and disassemble the set, store reuseable items and tidy/clean all the areas that we used throughout the rehearsals and performances. Be sure to put it in your schedule. More hands make less work.

### References:

Welcome Brief, Policies and Customs, Production Manual, Website, Facebook

