

Summer Holiday Cast Pre-show Letter

Dates and Venues

Thrs 6 th Sept	Principals	7.30pm – 9.30pm	Linlithgow Academy classroom	
Sun 9 th Sept	Full Cast	2.00pm – 5.00pm	Mission Hall, 14 Cowdenhill Road, Bo'ness Carriden Parish Church	
Tue 11 th Sept	Full Cast	7.30pm – 9.30pm	Linlithgow Rugby Club	
Thrs 13 th Sept	Principals	7.30pm – 9.30pm	Linlithgow Academy classroom	
Sun 16 th Sept	Full Cast	2.00pm – 5.00pm	Linlithgow Masonic Halls	
Tue 18 th Sept	Full Cast	7.30pm – 9.30pm	Linlithgow Bridge Primary	
Thrs 20 th Sept	Principals	7.30pm – 9.30pm	Linlithgow Academy classroom	
Sun 23 rd Sept	Full Cast	1.30pm – 5.00pm	Linlithgow Masonic Halls	CAST PHOTO COSTUME SHOWING
Tue 25 th Sept	Full Cast	7.30pm – 9.30pm	Linlithgow Rugby Club	
Thrs 27 th Sept	Principals	7.30pm – 9.30pm	Linlithgow Academy classroom	
Sun 30 th Sept	Full Cast	2.00pm – 5.00pm	Linlithgow Masonic Halls	
Tue 2 nd Oct	Full Cast	7.30pm – 9.30pm	Linlithgow Rugby Club	
Thrs 4 th Oct	Principals	7.30pm – 9.30pm	Linlithgow Academy classroom	
Sun 7 th Oct	Full Cast	2.00pm – 5.00pm	Linlithgow Masonic Halls	
Tue 9 th Oct	Full Cast	7.30pm – 9.30pm	Linlithgow Rugby Club	
Thrs 11 th Oct	Full Cast	7.30pm – 9.30pm	Linlithgow Academy Social Area	
Fri 12 th Oct		6.00pm – 11.00pm	Linlithgow Academy	SET UP
Sat 13 th Oct	Principals	9.30am – 12.30pm	Linlithgow Academy classroom	BAND CALL and SET UP
Sun 14 th Oct	Full Cast	12.30pm – 8.00pm	Linlithgow Academy	TECH / DRESS

Saturday 13th October – Band Call

Please speak to Eddie to find out if you should attend this. Please remember, this rehearsal is primarily for Eddie and the band to work through the music together for the first time.

Sunday 14th October – Technical and Dress Rehearsal

- **technical** run starts at 1pm, with a break after this for dinner so remember to bring food
- **full dress-rehearsal** will start at approximately 4.30pm and run until roughly 7.45pm

The timings may vary but we must be out of the school by 8pm. Remember to bring everything you need for the day - costumes, make-up, food etc. Also, please bring a towel to cover the table with as we don't want them covered in make-up. Photographs will be taken during the dress rehearsal for the front of house boards.

Photographs

The company photograph for the programme will be taken on **Sunday 23rd September** so come to the Masonic Hall for 1.30pm. Please wear your "Summer Holiday" t-shirt, if you have one, or a bright t-shirt for the group photo.

If you are a named principal, you will have an additional shot taken for the programme on an arranged date, so you need a Summer Holiday t-shirt. If you don't have one, we can arrange for you to borrow one.

Costumes

Hopefully you are progressing well with your costume, and the production team would like to ensure your costume is suitable, so if you have it, please bring costumes in on **Sunday 23rd September** to allow the production team and Hannah (Production Convenor for committee) to have a look, but you can ask advice any time before this as well.

Tickets

Please try to sell as many tickets as possible. The more people we have in the audience, the better our performances.

- Tickets can be ordered online from **linlithgow-musicals.co.uk**.
- Order form tickets should be given to the Box Office Manager Ian Scott/Fiona Scott as soon as possible and extra forms can be given as required
- Any tickets to be left at the Box Office must either be paid for in advance or paid for on collection
- All tickets ordered through the Box Office should be paid by the Saturday night (Sat 20th Oct)

Front of House

Please let Val Withnell know if you know of someone who can help front of house

- selling programmes, showing people to seats, teas/coffee, bar etc. We need lots of helpers!
- **Hamper:** Val will produce a list of who requires to provide what for the hamper. Please bring hamper items by the dress rehearsal at the latest.
- **Raffle:** Val and Neil will collect raffle prize donations at any time

Props

Dianne Hagart is our props manager this year.

She will organise the props table backstage and any prop used must be returned to the table for the next performance.

On the final night, all props should either be left on the props table, given back to the person you borrowed them from, taken home with you if you provided them or disposed of if you no longer require them.

Please do not leave them lying about in the school.

NODA Awards

The National Operatic and Dramatic Association (NODA) recognise members who have a long-term commitment to amateur musical theatre. LAMP is a NODA affiliated Company and are delighted to present our eligible members with long-service awards at the NODA awards night onstage on **Wednesday 17th October**, by NODA Region 3 representative Mrs Elizabeth Donald. Awards are available from 10yrs in 5-year increments. Please speak to Jennifer Miller for a NODA form if you think you are eligible.

Show Week

- NO SMOKING ON SCHOOL GROUNDS
- UNDER 18's WILL HAVE SEPARATE DRESSING ROOMS
- ONLY CAST AND PEOPLE ISSUED BACKSTAGE PASSES ALLOWED BACKSTAGE

All cast should be in the school by 6.45pm at the latest, ready for 7.15pm each night for the vocal and movement warm-up prior to the show with the production team.

Wednesday 17th October - Hospitality Night

We entertain our invited guests, including members from local companies, NODA representatives and people not associated with LAMP who have provided us with help. This takes place in the staff room during the interval where Committee Members will fraternise with our invited guests.

Following the Wednesday performance, we entertain our band, backstage helpers, front of house helpers, OPUS, sound and lighting representatives and others who deserve our thanks. This also takes place in the staff room. All members are welcome to attend, and food is provided, however, only invited guests are allowed free drink.

Donations of sandwiches and baking will be gratefully received for this event.

Friday 19th October – After-show Meal

We get together on the Friday night after the show and enjoy a take-away meal together. This is organised during the week and we use Cuisine Kitchen (Chinese) and ZioG's (various) to supply our food. Menus will be available during the week – please pay your money when ordering and remember to bring plates, cutlery, drink and glasses as required. Orders and money needs to be with Val by the evening of Thursday 18th.

Set-Up

All members are responsible for the set-up and take down of the show. This should not land on the shoulders of only a few members. Work to prepare the stage, auditorium, backstage, front of house, bar area and foyer starts on Friday 12th October and runs through the full weekend. Take down starts immediately after the show and runs through Sunday until everything is away. All members are expected to participate.

Please see the attached roster of jobs and allocated members to do these jobs. Please read the roster carefully and if you are unavailable for your designated task, please swap with someone else.

Date and Time	Area	Members	Person(s) Responsible	
Friday 12th October Afternoon	Container run <i>Luton van for 24hrs from 3pm on Friday to 3pm on Saturday</i>	Gregor Preston Nicola Preston Fiona Scott Valerie Withnell Ally Brown	Neil Gordon Dianne Hagart	Get stuff from container
6.30pm – 11.00pm	Backstage Set-up <i>Social, Dining area</i>	Eric Brown Pamela Calabrese Janet Cameron Fiona Deighton Hannah Easton	Nicola Preston	Arrange dining room tables Arrange male/female changing areas Set up Under 18ys Male and Female changing Blackout windows on doors leading to stage
	Props Table <i>Dining area</i>	Eileen Miller	Dianne Hagart	
	Auditorium Stage Extensions <i>Auditorium</i>	Keith Hewitt Andrew Mackie	Gregor Preston Mark Hagart	Remove piano and lectern 3 stage extensions from garage and wood risers Attach to stage Cable ties
	Set Building and Dressing <i>Stage</i>	Hayley Findley Carol Fraser Rebecca Gilles Neil Gordon Judith Gray (John Knox) (Kirstie Love)	Roddy Bain Sandy Queenan	Require charged electric drills Put up side flats

Date and Time	Area	Members	Person(s) Responsible	
Saturday 13th October	Bacon/sausage rolls <i>Social area</i>	Sarah Marr	Valerie Withnell Jennifer Miller	Rolls, bacon, sausages
9.00am – 12.30pm	Van - if required	Fiona Matthew Alison McLean	Neil Gordon Graeme Scott	Farm to get bus, car and flats Barony to get additional props
	Set Building <i>Stage</i>	Jesper Petersen (John Knox) (Dianne Hagart) (Kirstie Love) (Mark Hagart)	Roddy Bain Sandy Queenan	Require charged electric drills
	Stage extension skirt <i>Auditorium</i>	Fiona Scott	Jennifer Miller	Attach stage skirt Black gaffer tape
	Band call classroom <i>Music classroom</i>	Karine Stalker	Siobhan Smith	Tidy classroom after band call

Date and Time	Area	Members	Person(s) Responsible	
Sunday 14th October	Final set building and dressing set <i>Stage</i>		Roddy Bain Sandy Queenan John Knox Dianne Hagart Kirstie Love	As required by set designers
12.00pm – 3.00pm	Front of House Foyer <i>Foyer</i>	Sue Spenser Caroline Stevens Gillian Stewart	Alison McLean	Wine bar set up Table/chairs set up Bunting
	Band stands and power extensions <i>Auditorium</i>	Darren Tasker Gillian Taylor	Janet Wilson	Build band stands (8) Place lights on stands with power
	Area Outside Auditorium	Nicola Topping Josh Ure	Fiona Matthew	Tables for tea/coffee, raffle Set up front of house photo boards
	Auditorium Seating <i>Auditorium</i>	Garry Withnell Valerie Withnell	Fiona Scott Ian Scott	Place seats in rows Label rows on floor

Date and Time	Area	Members	Person(s) Responsible	
Saturday 20th October	Backstage <i>Social, Dining area</i>	Ally Brown Eric Brown Pamela Calabrese Fiona Deighton Hayley Findley	Nicola Preston Graeme Scott	All tables back to positions Floors swept General tidy Requires brushes and wipes All orchestra and cast books returned
10.00pm – 00.00am	Front of house dismantling <i>Foyer</i>	Carol Fraser Rebecca Gilles Judith Gray Keith Hewitt	Paul McDonald Hannah Easton	Glasses into boxes Tables back into staff room Area generally tidied Photos removed from boards
	Outside of auditorium dismantling	Andrew Mackie Sarah Marr	Fiona Matthew Fiona Scott	Tables away Area swept
	Tea/coffee dismantling <i>Dining area</i>	Alison McLean	Valerie Withnell	
	Set Dismantling <i>Auditorium</i>	Jesper Petersen Karine Stalker Sue Spenser Caroline Stevens	Roddy Bain Sandy Queenan John Knox	Require charged electric drills
	Remove and wrap front of stage skirt <i>Auditorium</i>	Gillian Stewart	Jennifer Miller Janet Wilson	
	Stage extension dismantling <i>Auditorium</i>	Darren Tasker Gillian Taylor Josh Ure	Gregor Preston Mark Hagart	Dismantle staging Put staging away in garage
	Band stands and power extensions <i>Auditorium</i>	Nicola Topping Garry Withnell	Fiona Scott Neil Gordon	Dismantle and put away
	Gathering all monies		Siobhan Smith	

Date	Area	Members	Person(s) Responsible	
Sunday 16th October	Tidy up backstage / school <i>Dining area</i>	Volunteers please	Siobhan Smith	Check floor for scratches Check nothing left behind
10.00am – 12.30pm	Van <i>hired Luton van</i>	Volunteers please	Graeme Scott	To return flats to farm if possible Return props borrowed from Barony Return stuff to container
	Cars	Volunteers please	Gregor Preston	Container to return items Barony to return additional props

Of course, anybody is welcome to help at any other times.