

CHOOSING A PLAY/MUSICAL/PANTOMIME

- Find a script you like, care about and feel you can do something with.
- Research the script.
- Can you cast/stage at Shinfield?
- Would it be suitable for a Shinfield audience?
- The director chooses a script to give a particular experience to the audience.
- Give scripts/scores to the committee for approval.
- Allow plenty of time to find and approve.

PRODUCING

- Find a Producer/Assistant Director who you can work with.
- Before production meeting decide on: -
- Stage/Set
- Props
- Sound
- Lighting
- Costumes
- Expenses
- At **production meeting** which should take place before auditions discuss the above with the: -
- Stage Manager (SM)
- Assistant Stage Manager (ASM)
- Set Designer
- Properties Mistress
- Lighting and Sound Technician
- Costume Mistress
- The Producer/Assistant Director also needs to be responsible for: -
- Prompt.
- Check licence/royalties/scripts/scores obtained by the secretary.
- Programme.
- Publicity details, Flyers, Radio Interviews, Newspaper, photographer, given to publicity person.
- Agree on time scales.
- Keep communication throughout rehearsal period.
- Liase with the committee.
- Have a **Post-Production Meeting** to discuss what was learnt and what can be improved.

READ THROUGHS

- Read Through notices up on notice board and in Boardtreader.
- Read throughs help people to get to know and understand the play.
- People relax and often read better.
- Encourage people to read all parts.
- Director sees cast interest.
- Gain ideas for auditions and casting.

AUDITIONS AND CASTING

- Make details and scripts/scores available in plenty of time.
- Ask actors for personal details, commitments and roles they are interested in.
- Decide whether to make auditions open or closed.
- Decide if read or memorize whole play or extracts.
- If extract read same piece for all candidates.
- Do auditions in space not sitting down.
- Relax people by starting with warm-ups.
- Give everybody a fair go.
- Do not be deceived by appearances.
- Look for movement, voice, and understanding of text.
- If people not auditioning ask them to fill in parts.
- Make notes during auditions.
- Auditions reveal people's skills and the way they work.
- Look for team player and able to take direction.
- Directors should keep an open mind.
- For musicals/panto singing, dancing auditions with MD and choreographer required.
- Do not make casting decisions straight away and discuss with assistant.
- Remember the production is a team effort so it may not be the best person that gets the role.
- Musicals and Panto needs good singers and good actors.
- If undecided look back on previous productions.
- If cannot cast a part do another audition.
- When phoning cast start with the principle role and work down.
- Do not tell candidates they are unsuccessful until fully cast.

- Try to soften the blow to unsuccessful candidates by being positive about their audition and ask them to be involved in the production.