



# Troupe Works Information Sheet

## Royal South Street Energetiks Dance Competition 2011

Thank you for bringing your troupes to enjoy the moment in this special theatre. As usual, before we get to that enjoyable moment, there is a mountain of paperwork to go through first. If you are bringing Troupes, you will need to return the following forms:

- **Lighting Cue** *if needed*
- **Scenery** to be Hung *if needed*
- **Light Plotting** Booking *if needed*
- **People Numbers** for Troupes. Everyone must fill in and return this form. Approximate numbers is ok.

Download all "Troupe Works" forms and "Risk Assessment" forms from our website, [www.royalsouthstreet.com.au](http://www.royalsouthstreet.com.au) /Discipline / Dance / Troupe Works

Forms are to be posted or returned in person to the RSSS office, not by fax:  
RSSS PO Box 33 , BALLARAT, Vic, 3353,

**The above Forms are Due back on/before 19<sup>th</sup> August**

- **Risk Assessment / JSEA**, return as above or no later than a day **before** the dance, if needed. Read the notes.
- **Names** of students in each troupe: a list is required before or at Registration time. Hand written is fine.

### General advice

- **Lighting** for troupes will be done from the **back of the stalls**, as last year. Thus your only contact will be via headphones. Can you manage that and the troupe? Seriously consider having an assistant to handle the lighting dialogue. There were many problems last year.
- **Stage Lift**, SAM, the yellow goods/**props lift** at the back, can only be loaded / operated by Techs. Otherwise, carry props up the stairs. Keep your props small and carryable, and few.
- **Limits on number of people in the theatre** will continue as per last year. For solos we should be ok, but families **cannot set up camp** in the rooms beyond their performance.

On **Troupe** nights we request that parents family and friends after depositing students, do **not remain in the dressing rooms**, and that we have **no prams and babies** there either. If we have excess people, we will be closed down immediately! If we are crowded, some schools may have to camp in an "overflow" dress room not in the theatre, it is 60 metres south of the back "stage" door along a footpath (bring a coat in case). Some troupes may be asked to wait in the Balcony (auditorium).

Parents / helpers backstage will be restricted, and must have a **pass**. You will determine the minimum number of helpers (People Numbers form). We give you the passes for the night and you give them out, just like last year. Recycle them for that age group.

The lower foyer near the RSSS office is limited to 35 people, so families cannot camp there. The only place that does not have a limit is the main entrance foyer.

- **Big troupe nights**. Note that the **Student Pass** and **Multi-pass** will **NOT** allow you into to the auditorium on U17 & Open Jazz troupe nights as outlined in part 1 of our letter to you. In order to control crowd numbers, everyone has to **Book & Buy a ticket** for those nights. The upstairs "Long Room" will have free TV for anyone who cannot get in. Please advise all your parents and students of these difficult situations.

### Safety

- Read the "Risk Assessment" notes on the web and decide on your position.
- Read the "Props" articles, "Dancing Dangers", and "Competition Advice".
- Numbers of students in each troupe we **must have**, even if only approximate.
- Wear shoes everywhere.

## Stage advice

### Flying Scenery

- Only Techs can load and unload flown scenery.
- **Hang:** Scenery can only be hung in the “meal break” before the session of requirement.
- **Remove:** Scenery will be removed in the next day’s tea break, unless the Tech decides otherwise.
- **Help:** You or 1 or 2 responsible adult helpers must be present at the above to assist. It is not the Tech’s job to fold up your scene cloths or dismantle large props.
- Children/students must be off stage during the above.
- Your Helpers are also needed to assist load and unload props from the stage lift.
- **Safe straps:** Your scenery and hanging straps must be safe, or they won’t be flown. Please check with the Theatre Tech well beforehand if there is any doubt.
- **Scenery to be Hung Form** Specify your preferred hanging position as back, half (middle), front, or anywhere, or multiple positions.
- The position of the scenery will, in the end, be determined by the Tech on practicalities.
- **Scrim curtain:** Use must be plotted, ie in a Light Plotting session with the Tech.
- **Silver curtain:** We provide a silver curtain, just in front of the white cyc. It is permanently flown there. Just note it in your Lighting Cue form if it is required. You can hang your own silver cloth over ours. But if there is conflict with “whose silver”, then only ours will be used!
- **Cost:** There is a \$15 Fly charge per dance that you request flying or the Scrim curtain.

### Video Projector

A computer controlled video projector for images on the cyc, using “Power Point” program is available by arrangement through the RSSS Office. Use CD, DVD, or usb Memory Stick, and provide your own operator. See rule 12.6.

### Stage Lighting

- **Special lighting** is only allowed for troupe work. Solos get standard unchanged bright lights.
- **Return forms:** You must return the Lighting Cue and Scenery Hang forms at the absolute latest **2 days** before the dance. **No cue sheet in time means you get no special lighting!**
- For simple lighting requirements, you can write your own Lighting Cue form. If you just need standard bright lights, no need to send in a form.
- **12 Cues:** Only 12 lighting cues allowed per dance. A blackout is 1 cue. Do not try to spring a last minute 13<sup>th</sup> cue request during the performance, it will not happen.
- For complicated lighting, and use of Scrim curtain, you must arrange a private “Light Plotting session” with the Theatre Tech after the end of an evening comp.
- If you will be using scenery, that must be noted on the “Lighting Cue” form, as well as on the “Scenery to be Hung” form.
- **Calling Cues:** Read the notes on the Stage Lighting Rules for how to call cues.

### Light Plotting Sessions

- **Booking:** Sessions with the Tech must be booked through the RSSS Office. \$60 per ½ hr. Techs need 3 days notice, so get that Light Plotting Booking form in early. First in first served.
- **20 hrs before:** Plotting must be completed at least 20 hours before the performance.
- **Lighting Cue form** must be handed in **2 days** before the plotting.
- **Available:** Techs must have a 30 minute break after the evening comps finish before starting plotting. They must stop plotting before 2am.
- **12 cues:** Even though you are plotting complex lighting, you are still only allowed 12 cues in total. A blackout is 1 cur. Do not try to cajole another last minute 13<sup>th</sup> cue during the performance, it will not happen.
- Only 2 persons per school at plotting sessions.
- **Sessions:** Session times must be strict. When time is up, Tech will finish that cue but go no further, and will close the session. Plan your session, don’t waste time.
- Any comments regarding Plotting should be directed to the RSSS office, not the Theatre Tech.

Once again, many thanks and happy reading. [www.royalsouthstreet.com.au](http://www.royalsouthstreet.com.au) / Discipline / Dance

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