



17th November 2016

Dear Parents and Performers,

A Right Rubbish Christmas is just around the corner! There is a lot of information contained in this letter relating to show weekend so please make sure to read all the following instructions carefully to ensure the smooth running of both rehearsals and shows.

Both shows will take place on: **Sunday 20th December at 10.30am and 2.30pm**

SHOW WEEKEND SCHEDULE:

- **Friday 18th November 4pm - 8pm**, Orientation for ALL Performers
- **Saturday 19th November 9am - 5pm**, ALL Performers Tech & Dress rehearsal.
(*with one exception: Younger Actor Call time is at 1pm, not 9am)
- **Sunday 20th November 8.30am - 5.30pm**, SHOW DAY! ALL of you will perform in both shows, even actors - who are split into cast A & B, with featured lines in the one show.
(Show Times: 10.30am & 2.30pm)

DROP OFF AND PICKUP LOCATION:

Marina Bay Sands, Sands Theatre STAGE DOOR.

4 Bayfront Ave, Singapore 018973

Chaperone: Hudah, 9118 0221

Drop Off Times: Friday - 16:00, Saturday - 09:00, Sunday - 08:30

Pick Up Times: Friday - 20:00, Saturday - 17:00, Sunday - 17:30

ALL students must stay backstage between rehearsals and the show itself, therefore please ensure that they come to the theatre with adequate snacks and drinks.



House Rules for the Theatre - Drop off and Collection

It is incredibly important that all parents and carers understand rules in relation to the collection and drop off of those performing in the show. We are performing in a huge professional theatre and must follow the guidelines provided to us in terms of the accessibility to the theatre.

Process to follow:

1. Students must be dropped off at the specified time at the stage door. **IF** the student is coming alone to the theatre, they must meet the chaperones at the meeting point.
2. Students who are late should contact the chaperone (Hudah - 9118 0221) on the number provided by calling or sending an SMS, and state what time they expect to arrive. They must

© Centre Stage School of the Arts 2016

All course titles, content, supporting documentation, reports, profiles and assessments given in hard or soft copy remain the sole property of Centre Stage School of the Arts, as indicated. No party has the right to reproduce the property in part or full, without the prior consent of stated owner.

then wait at the drop off point. PLEASE ensure

that IF your child is coming alone they have

provided us with their mobile phone numbers and have the chaperone's number saved.

3. NO students are allowed to go through the stage door without being accompanied by Centre Stage staff or wander through the theatre auditorium without the chaperone. We are performing in the Sands Theatre and have access only to the back stage area relating to said theatre. ANY attempt to go next door in to the Grand Theatre will have severe consequences. We cannot stress enough the importance of listening carefully to instructions from the Centre Stage and MBS teams, to ensure the safety of everyone.
4. If rehearsals or the show is running late, we will text all parents to notify them. Please then come to the drop off/collection point at the specified time.
5. At the end of rehearsal and at the end of the show, the chaperones will bring the students out in groups and transfer them to the parents and carers. If you are going to be more than ten minutes late, please SMS the chaperone, so that we can hold the students with us.

What NOT to do – please ensure that anyone collecting or dropping your children, are aware of these very important DON'TS. Theatres can be dangerous, the rehearsal process involves rigging lights and scenery and the stage is not safe to enter at certain times. We will ensure that your children are safely away from any of this work, please ensure that you are too.

1. If the doors are opened but the students are not ready and you are asked by the team to wait at the drop off/collection point PLEASE do not insist that you come back stage to collect your child.
2. **WHY?** While we are working it is likely that the house lights will be turned off. The route from the dressing rooms to the entrance is at this point in complete darkness and it is dangerous to walk through. To bring children safely through the auditorium we stop work and put on the house lights so that the children and chaperones can walk through safely. This is a critical rule that we instill in to the students when they are working in the theatre with us, and we need you as parents to support us, by following the rule also.
3. The theatre doors will be locked during rehearsals, until we are ready for the chaperones to safely escort the students through the stage door. If the chaperones open the doors to update you on the status of the rehearsal PLEASE do not insist on entering the theatre OR ignore the instructions from the chaperone and enter the auditorium when you are being asked to wait.

We do all that we can to ensure that we run to schedule, but delays do happen, and timings may change, this is a nature of the work that we do. PLEASE support us and our team of teachers and volunteers, in ensuring that these very simple rules are followed.

Thank you for your on-going support and understanding in these matters and to the students for their commitment and hard work during rehearsals. We look forward to seeing you at the show!

Best Wishes,
The Centre Stage Team