



Guide for New Members

Dear Member,

Thank you for joining Wigan Little Theatre!

Our Theatre was established in 1943 and is supported almost entirely by volunteers. WLT is a registered charity and is, therefore, accountable to the Charities Commission. We aim to produce a wide variety of plays in as professional a manner as possible, which means that we welcome help in every area of the theatre: Wardrobe, Properties, Sound & Lighting, Stage Management, Set Design and Construction, Prompting, Bar, Coffee & Sweets/Ice Cream, Front of House and Box Office - not to mention people who are able to act on stage.

Whichever area of WLT you may choose to help in, please rest assured that your hard work will be appreciated – though it may sometimes go unsung!

Although we hope members will enjoy themselves, we must, of necessity, provide some rules within which the theatre must operate. As a registered charity, it is important that we maintain our reputation for high standards.

If you wish to see a full copy of the Rules of Wigan Little Theatre or our Standing Orders, please contact anyone from Management Committee. However, as both of these documents are quite formal, this guide is produced to explain very briefly how the theatre works and offer a few guidelines for good practice. For full details please refer to the documents mentioned.

The Management Committee

Management Committee

The Theatre is managed by a committee of Trustees, which consists of a Chairman, Deputy Chairman, Secretary, Treasurer, Business Manager, Bar Manager and 10 officers.

Elections for membership of the Management Committee take place at the Annual General Meeting which is held not later than the end of May each year.

The Management Committee meet once a month. Any items to be included in the Agenda should be forwarded to the Secretary.

Play Selection and Casting

All productions are under the overall control and supervision of the Management Committee.

Plays are selected by a Play Selection and Casting Committee (PSCC). This sub-group consists of not more than five theatre members approved by the Management Committee. No member can serve for more than three consecutive years on PSCC.

Once the PSCC has compiled a list of suggested plays and directors for a season, it will be submitted to Management Committee for approval. Once approval has been given, the Director of each play will liaise with PSCC to arrange an audition.

Audition notices will be sent to each paid-up theatre member.

Auditions will be held before the Director and as many members of PSCC as possible. If you are unable to attend an audition but are interested in a part, you may express an interest to the Director prior to the audition. However, preference will be given to those members attending an audition should they be considered suitable for the part.

Those successful in obtaining a part will be notified and the Director/PSCC will announce the timescale for notification at the audition.

Should there be any reason to think that a part has been miscast, or any cast member suffers from illness or fails to attend rehearsals, the Director and PSCC maintain the right to make alterations to the cast.

Pre-casting will be kept to an absolute minimum.

Productions

Once a play has been cast, the Director will arrange rehearsals with their cast. The Director/PSCC will also gather a supporting team from Stage Management, Sound & Lighting, Props, Wardrobe, etc.

It is vital that you attend the rehearsals where you are needed regularly and punctually. Any deviation from usual practice should be with the agreement of the Director.

The Director is in charge during auditions and rehearsals and responsibility for the production goes to the Stage Manager once the show is running. Both the Director and the Stage

Manager are accountable to the Management Committee and guidance notes are available for both of these job roles.

Productions run for ten nights, plus a technical rehearsal, dress rehearsal and a public dress rehearsal immediately prior to the beginning of the run. Commitment needs to be made to all of these days. Pantomime runs can be slightly longer.

When a play is running

Everyone involved in a production should arrive at the theatre no later than 6.55pm. This represents a 30-minute call before the 'Beginners on Stage' announcement.

It is recommended that Stage Management, Technical and Props team members appearing on stage should wear all black clothes, unless they are in costume.

Cast members should enter the theatre via the rear entrance Stage Door only. You must not go into the Bar or other Front of House areas of the theatre prior to the start of the show or whilst wearing your costume, nor should you leave the premises.

The television in the Green Room is to be used for watching the play only. Under no circumstances should an aerial be fitted to allow viewing of ordinary TV programmes.

The Stage Door should not be used for leaving the theatre until after the final curtain.

It is against WLT rules:

- To enter the Green Room or backstage area when a show is in progress unless you are involved in the show or have permission from the Stage Manager.
- For production members to consume alcohol in the dressing rooms, workshop or anywhere backstage until after the final curtain.

The Theatre Bar

Occasionally, fund-raising and social events are held in the bar. Notices for these will be displayed around the theatre.

Further information

If you have any questions, or would like any other information, please do not hesitate to ask any member of the Management Committee.

Save the theatre's website as one of your favourites:

www.wiganlittletheatre.co.uk

