



# Teacher & Troupe Information Sheet

## Royal South Street Energetiks Dance Competition 2015

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We look forward to welcoming you to our 123<sup>rd</sup> year of the Royal South Street Society Eisteddfod. Please find following Troupe and General Information for the 2015 Competitions.

### Troupes/Groups: Forms & Information

If you are bringing troupes/groups, please note that all information is available on our website: [www.royalsouthstreet.com.au/Discipline/Dance/Troupe Information](http://www.royalsouthstreet.com.au/Discipline/Dance/Troupe%20Information). Please download all *Troupe Information* forms and *Risk Assessment* checklist forms.

We ask that all competition forms and information are returned to us no later than **Friday 15 August 2015**. This includes:

- **Risk Assessment** (JSA) Form
- **Competitor Troupe Numbers** Form
- **Lighting Cue** Form
  - **MUST be typed, NOT handwritten**
- **Scenery to be Hung** Form
  - This **MUST** be received by 15 August for your scenery use to be guaranteed
- **Light Plotting Booking** Form

Please complete, scan and return forms to [info@royalsouthstreet.com.au](mailto:info@royalsouthstreet.com.au) or post to Royal South Street Society, PO Box 33, Ballarat VIC 3353.

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### INFORMATION FOR ALL COMPETITORS

**Limits on number of people in the theatre** will be enforced by Her Majesty's Theatre (HMT) both Front of House and Backstage.

- The total number of people who can be onstage/backstage/dressing rooms cannot exceed 256. On many **Troupe** nights we go beyond this number and request that parents, family and friends do **not** remain in the dressing rooms.
- Prams are not allowed backstage.
- If our numbers are excessive, RSSS may request competitors to transfer from backstage dressing rooms to the auditorium during troupe or group sections.
- Some schools may be asked to utilise our external dressing room which is located a short walk from the rear stage door.
- RSSS will provide additional information if required.

### **Dressing room Pass for Troupe nights**

- Dressers/Helpers going to/remaining in the Dressing rooms will be **limited**, and **MUST** have a Backstage **Pass**.
- Passes will be allocated to you based on your **Competitor Troupe Numbers** Form.
- In addition to the teachers, a maximum of **FOUR** assistants will be allowed side stage during performance. Dressing Room Helpers **MAY** be in addition to those helpers assisting side stage.
- You will be given the passes on the day, and you will give them to whoever is appropriate.
- There is no cost for this Pass.
- We will limit the number of passes, so please be **minimal** in your allocations of helpers – the more people there are, the more troupes we will have to send out of the dressing rooms.

## **Risk Assessment (JSA) Form**

- By law YOU (not HMT Theatre Tech) are responsible to assess the risks of all your dances and props, BOTH solo and group performances.
- Where appropriate a Risk Assessment (JSA) Form must be submitted to the RSS Office by **Friday 15 August 2015**.
- You will need to fill in a form for every item or activity considered risky. This process is aimed at having you identify all risks within your performance and show what you have done or will do to reduce the risks.
- NB: completing the form does not automatically authorise use of props – the HMT Duty Tech rostered for that session will have the final say on any prop's use.

## **Flying Scenery**

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- Only Techs can load and unload flown scenery.
- Scenery can only be hung in the break before the session required as instructed by HMT staff.
- Scenery will be removed as instructed by the HMT technician.
- Responsible adult helpers from your school must be present to assist with hanging or removal of scenery.
- It is not the Tech's job to fold up your scene cloths or dismantle large props.
- Children/students must be off stage during hanging or removal of scenery.
- Your scenery and hanging straps must be safe, or they won't be flown.
- Please contact HMT well in advance of the commencement of dance if you have an unusual item to hang or if you have any queries/doubts.

## **Scenery to be Hung Form**

- Specify your preferred hanging position as back, half (middle), front, specific line number, or 'anywhere'. The position of the scenery will, in the end, be determined by the Tech on practicalities.
- This Form MUST be returned by 15 August or use of hung scenery will not be guaranteed.

## **Scrim curtain**

- Use must be plotted on a Light Plotting Form or session with the HMT 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.

## **Mid curtain**

- Use of mid curtain is restricted to group work only, where requested.
- The Mid curtain is NOT available for solos or duo/trio works.

## **Video Projector**

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- 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 12.7.
- Cost per item projection is \$35.
- Set aspect to 16:9 (widescreen) if you want the image over the whole cyc.

## **Stage Lighting**

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**Special lighting** is only allowed for troupe work. Solos get standard unchanged bright lights. You must return the Lighting Cue forms by August 15 2015, or following a plotted session.

**No Cue sheet in time means you get no special lighting!**

**For complicated lighting, and use of Scrim curtain**, you **MUST** book a private “Light Plotting Session” using the form on the website and then submit to the RSSS Office.

## **Light Plotting Sessions**

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### ***Booking***

- Sessions with the Tech must be booked through the RSSS Office on a first come first serve basis.
- \$60 per ½ hr (20 mins plotting & 10 mins programming – Total session time: 30 mins).
- Ensure the Light Plotting Booking form is submitted early – times allocated will be advised.
- Only two persons/school at plotting sessions.

### ***20 hours before***

- Plotting must be completed at least 20 hours before the performance.

### ***Lighting Cue Form***

- Must be handed in **2 days** before the plotting &/or performance; whichever comes first.

### ***Availability***

- 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 Cue.
- 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.

### ***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.

### ***Calling Cues***

- Read the notes on the Stage Lighting Rules for how to call Cues.
- During performances, lighting for troupes/groups is operated from the Lighting Desk located at the back of the stalls. Your only contact will be via headphones. Please ensure you are able to communicate with the lighting technician whilst your troupe is performing on stage.

## **General Information for Teachers/Schools**

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### **Food**

No meals to be eaten in the Dressing Rooms: no jugs, fry pans, toasters etc.

### **No Babies**

No babes-in-arms side stage. No loose toddlers side stage.

### **Shoes**

- Everyone must wear shoes around the building because of sharp stair treads, pins and staples in carpet etc.
- Side stage Teachers and Helpers **must** have shoes that protect toes, and no thin high heels (floor trap holes and trip hazards).

### Electrical safety

- Even though your electricals will have been tagged & tested, the Theatre Tech can still ban them if he believes them to be unsafe.
- If your CD player is not tagged, run it on batteries.
- Do not leave CD players plugged into the power point in your room, or else they will be impounded.

### Props

- A reminder when constructing or using props: please discuss with HMT Theatre Manager; do not ignore the advice & make your props safe.
- Unsafe props WILL NOT be allowed on stage.  
\*\*Note, electrical globe and wiring must be fully protected.  
\*\*No glass or ceramic props on stage.
- Please keep props to a **minimum**, you will mostly have to carry them upstairs yourself, and storage is minimal backstage.
- Bring props in/out the Backstage door of the theatre ONLY.
- Props CANNOT be brought through via the front door.
- There is NO CONTAINER outside for storage of props – long term storage of large props is the responsibility of the Teacher or School.

### Stage Lift

- The backstage lift (new in 2012), can only be loaded/operated by a HMT Technician.
- Otherwise, you will be required to carry props up the stairs.
- Keep your props small and to a minimum.

### Costumes

- **Must** be brought in/out the Back door or the side entrance (Unicorn lane), **never** through the front.
- Costumes **CANNOT** be brought through via the front door.

### Dressing Room Access is restricted

- Under new OHS and security rules, only people with a name tag will be allowed through the backstage door and into the dressing room area.
- Relatives and friends who have come to watch are NOT permitted backstage.
- More information and a name tag example can be found under “passes” on our website.
- Everyone backstage needs a name tag AT ALL TIMES. Example at [www.royalsouthstreet.com.au/dance](http://www.royalsouthstreet.com.au/dance)

### Safety

- All schools must comply with the Her Majesty’s Theatre safety regulations – including the “Risk Assessment” notes located on our website.
- Please ensure all competitors and parents have read and understood the “Competition Advice” located on our website.

### Booked Sessions: 964 Jazz Troupe Under 17 Years

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In 2015 there is one booked sessions for Dance competitions, being 964 Jazz Troupe Under 17 Years  
**Wed 1 October 7pm**

**Student Pass**, Club or Multi-pass or Parent pass are not valid for a booked session and will have to purchase a ticket from Majestix for entry.

A Principal Teacher can present their valid teacher's pass at Majestix and will receive a free ticket for this session.

### **Parent Pass**

- Parent Passes are available again for deeply involved parents this year. Please advise any such Mums/Dads.
- Application form is on the website under "Passes" on the Dance section of the website.  
[www.royalsouthstreet.com.au/dance](http://www.royalsouthstreet.com.au/dance)

### **Teachers Meeting**

- The Teachers and Dancing Committee meeting to be held at 8.00am on Tuesday 30 September in the Kittson Room (next to RSSS office on the basement level). Please bring up any suggestions.
- If you can't come but have a comment, please write a letter, tell the RSSS Office, contact me or one of the Dance Committee.
- We will provide coffee, tea and fruit.

### **Supper Invitation**

- Teachers and Musicians are most welcome to attend supper with the Committee and Adjudicators at the end of Dancing (approximately 10.30pm on October 4) in the Kittson Room.
- Please RSVP to the RSSS Office if you are coming.

Best wishes for your 2015 Eisteddfod,

**Dance Committee**  
**Royal South Street Society**