



Teacher & Troupe Information Sheet

Royal South Street

Energetiks Dance Competition 2017

We look forward to welcoming you to our 126th year of the Royal South Street Society Eisteddfod. Please find the following Troupe and General Information for the 2017 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 August 4th, 2017**.

This includes:

- **Risk Assessment (JSA) Form**
- **Competitor Troupe Numbers Form**
- **Light Plotting Booking Form**
- **Lighting Cue Form** (if lighting requests known & booking not required)
 - **MUST be typed, NOT handwritten**
- **Scenery to be Hung Form**
 - This MUST be received by August 4th for your scenery use to be guaranteed

Please complete, scan and return forms to compforms@royalsouthstreet.com.au or post to Royal South Street Society, PO Box 33, Ballarat VIC 3353.

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 theatre 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/competitors 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 RSSS Office by **Friday, August 4th, 2017**
- You will need to fill in a form for every item or activity considered risky; this includes SOLOS & DUOS/TRIOS performed by your students. 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 props used.

Flying Scenery

- Only Techs can load and unload flown scenery from the backstage lift.
- 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 HMT 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 your dance item 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 HMT Tech on practicalities.
- This Form **MUST** be returned by **Friday August 4th, 2017**, 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 flown scenery 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

- 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

Special lighting is only allowed for Troupe work. Solos get standard, unchanged bright lights. You must return the Lighting Cue forms by Friday, August 4th 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 it to the RSSS Office.

Light Plotting Sessions

Booking

- Sessions with the HMT Tech must be booked through the RSSS Office on a first come first serve basis. **Light Plotting Booking Forms** must be received by **Friday August 4th, 2017**.
- \$65 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 per 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 Dance Lighting Cue form 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

Food

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

No Babies

No babes-in-arms side stage. No unrestrained 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, please run it on batteries.
- Do not leave CD players plugged into the power point in your room - they will be impounded.

Props

- A reminder when constructing or using props: please discuss with HMT Theatre Manager; do not ignore the advice & please be sure to 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 these 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 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 of the theatre.

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

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: Final evening – Saturday October 7th Open Classical, Jazz & Broadway Troupe

Student Pass, Club or Multi-pass or Parent pass are not valid for a booked session and a ticket must be purchased 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

Teachers Meeting

- Please note that we will be conducting a Teachers and Dancing Committee meeting in 2017.
- Please email your requests/queries for consideration & implementation by the Dance Committee for our 2017 Competitions to the RSSS Office by Monday, October 2th, 2017.

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 7th) in the Kittson Room.
- Please RSVP to the RSSS Office by Thursday, October 4th if you are planning to attend

Best wishes for your 2017 Eisteddfod,

Dance Committee
Royal South Street Society