

DAY SCHEDULE/RIDER

Company: Hand Me Down

Show: Take Me By The Tongue

Date of Performance: Thursday 29th May 2014



THURSDAY 29TH MAY 2014

Production/Stage Manager: Andrew Tinley

Producer: Lizzy Hayes

Director: Stephanie Alcock

Set Designer: Libby Soper

Lighting Designer: Andrew Tinley

TIME	PLAN	CAST/CREW	NOTES
PRE SHOW DAY - 28/5/14			
21.15	Flatten seating area -	All company and crew members	This will be done after Friction Theatre Company's get out. (Pre arranged with Kristina and Darren)
SHOW DAY 29/5/14			
9.00	GET IN / LX: <ul style="list-style-type: none">- Rig and focus lamps.- Focus projector from tech box.- Set up cyclorama- Set up back lights x 2 below cyclorama- Test projection visuals.- Any basic alterations to LX programming- Smoke/haze machine	Production Manager/SM, Crew, Producer, Director and Set Designer.	Studio 2 booked from 9-12 for cast members if necessary. Set designs will be available to refer to during set up. Lighting focus/magic sheets will be available to refer to.
11.00	SOUND <ul style="list-style-type: none">- Test sound levels on QLAB.- Set up microphone speakers/guitar speaker- Test radio microphone levels.	Production Manager/SM, Crew, Producer, Director and Set Designer.	No need for show reel in green room. Test Libby's Golden Ticket
12.00	LUNCH BREAK FOR CREW HMDT SET UP FOR AFTERNOON. Andy/Lizzy/Steph/	Production Manager/SM, Producer, Director and Set Designer and Cast.	Cast set up the space with set properties (with PM). <ul style="list-style-type: none">- Rostrums- Prop tables- Costume table- Costume rail

	Libby have break before technical cue to cue. Fit this in accordingly.		- Microphone stands Props/Costume/Stage space templates will be provided by SM.
13.00	Technical CUE TO CUE	Production/SM, Producer, Director, Cast and crew.	Run transitions with ALL props, costume and cast.
13.30/45	PRE SET FOR DRESS RUN	Production/SM, Producer, Director and Cast.	Pre set all items of costume/props/staging.
13.55	DOORS OPEN FOR DRESS		
14.00	DRESS RUN	Production/SM, Producer, Director, Cast and crew.	Audience will be present for this run. (List needs to be with Producer prior to the dress)
15.00	NOTES FROM DIRECTOR	Production/SM, Producer, Director and Cast.	
15.30	TECHNICAL NOTES - any technical alterations	Production/SM, crew.	
16.00	RE-BLOCKING - Trouble scenes - Scenes that required heavy lighting/sound - Libby's golden ticket	Director, Production/SM and Cast.	If applies. If not applicable use this time to PRE SET for SHOW UP/DINNER
16.45	DINNER BREAK FOR CAST AND CREW		
18.00	CAST CALL	Production/SM, Producer, Director and Cast.	Cast will PRE SET all props/costume/items of set to their starting positions before their warm up. Props/Costume/Stage space templates will be provided by SM.
18.30	WARM UP	Director and Cast.	
19.00	HALF AN HOUR CALL / (PM WILL MEET FOH TO DISCUSS SHOW DETAILS)		
19.25	DOORS OPEN	Production/SM, Producer, Director, Cast and crew.	Actors and crew in position to start.
19.25	FIVE MINUTE CALL		
19.30	SHOW UP	Production/SM, Producer, Director, Cast and	

		crew.	
20.30	SHOW DOWN/ GET OUT	Production/SM, Producer, Director, Cast and crew.	Strike all set/costume/props and place in dressing room. CAST will disassemble rostrums.
21.15	FINISH	Production/SM, Producer, Director, Cast and crew.	