

Red Riding Hood

20th – 24th February 2024

Information Pack

Welcome to Shavington Village Festival Committee's 2024 pantomime. We are confident you will enjoy being part of our organisation and putting on a great show in February. Please read the information below carefully so that you know what is involved.

This year's production team is:

Rene Hancock – Director – Tel: 01270 661592 M: 07850 524261

Rachel Hadzik – Co-Director – Tel: 07796 963701

Angie Snell – Choreographer – Tel: 07969 127026

Christine Parker – Pantomime Co-ordinator – Tel: 01270 567944 M: 07552 958435

Jenny Collis-Smith – Music Director

Enrolment Fees (Non-Returnable)

Adults: £40

Children: £35

Scripts: £12 ALL PRINCIPAL ROLES (To be paid in full by 29th September)

Fees must be paid before you audition for a principal role, otherwise fees must be paid by the 28th October.

Rules and Regulations

Attendance

The production team expects full commitment throughout, from the earliest rehearsal stages right down to the week of the show. However, we realise that sometimes, absences are unavoidable. If you cannot attend a rehearsal for some reason, please inform Angie Snell on the number above. Please advise Rene Hancock for principal rehearsals. Nevertheless, if you miss three rehearsals without what is deemed a valid reason, it may result in you being unable to participate in some routines or furthermore, you may be dismissed from the pantomime (Director's discretion) If missing a rehearsal for a valid reason, it will be to your benefit to designate someone to stand in your place for a routine otherwise this also may result in you being excluded from a routine. Moreover, punctuality to rehearsals is critical; though if you are late, please ensure you notify someone on the production team so they can mark you as present in the register. This is a legal requirement due to fire safety.

Rehearsal rooms

During rehearsals, we ask that you do not leave the rehearsal room without notifying a member of the production team first; this is for health and safety/safeguarding reasons but also in case you are required for a routine. Excluding still water, no other food or drink items may be brought into the rehearsal rooms. Furthermore, excessive amounts of noise will not be tolerated during rehearsals. It is vital that people rehearsing routines can hear any instruction given to them, so cast members must keep noise to a minimum to ensure rehearsals can run smoothly. Finally, no unauthorised persons will be allowed into rehearsal rooms, so we ask you not to bring friends or family along to watch.

Scripts

Due to copyright regulations, the photocopying of scripts, whether entire or partial, is not permitted. Please pay for scripts upon receipt of the script at rehearsal.

Costumes

Times will be allocated nearer to the pantomime for the measuring and fitting of costumes. If there are any problems with any of your costumes, you must inform the wardrobe supervisor as early as possible. Stage makeup is part of all costumes, and you will be required to wear it to take part in the pantomime.

Child Protection/Safeguarding policies are in place. Please visit <https://www.svfc.info/> for more information. Our Child Protection Officers are Julie Mann and Rachel Anderson.

Photography and Video

No videos are permitted during rehearsals or performances. Photography is not permitted in rehearsal rooms and, critically, in changing rooms during the week of the show. During show week photography will only be permitted in designated areas which you will be made aware of later. Failure to comply with this is likely to result in you being dismissed from the pantomime.

Publicity Photographs

During the run up to the pantomime, publicity photographs will be taken. During the pantomime itself, we will video every performance and this may be offered for sale to cast members after the production. In addition, we will pass photographs to the local press for publicity. We may also on occasions put some photos on our website and on social media sites to publicise the show.

Show Week

It is expected that all adult cast members and those over 16 years of age, will help with the setting up of the stage and hall on Saturday 17th February 2024 at 10:00am, and dismantling it on Sunday 25th February at 9:00am after the pantomime.

Important dates

- **Young Persons Enrolment (aged 8-16/School years 4-11) - Friday 22nd September 7.00pm till 8.30pm at Saint Mark's Church Hall.** Parents **must** attend to complete the registration process for their children.
- **Adult registration and read through - Friday 22nd September 8.30pm till 10.00pm at Saint Mark's Church Hall**
- **Workshop and read through Wednesday 27th September 7.30pm till 10.00pm at St Mark's Church Hall**
- **Auditions Friday 29th September 7.30pm till 10.00pm at St Mark's Shavington**

The show runs from **Tuesday 20th to Saturday 24th February 2024** including a matinee performance on Saturday the 24th. There will be rehearsals for many members of the cast and chorus on 17th, 18th and 19th February and costumes will be needed for rehearsal on 18th and 19th February. There will be a photo shoot on 28th January, 2pm – 4pm.

Dates for Fundraising and Fun

These will be announced at rehearsals.

Rehearsals

Please can we remind you that Saint Mark's and Shavington Academy are **NO SMOKING** areas.

Chorus rehearsals will take place at **Saint Mark's Church Hall, Shavington** on **Fridays** 7.00pm to 10.00pm. (Specific times will be confirmed after enrolment.)

Principal rehearsals will be 7.30pm to 10.00pm on Wednesdays at St Mark's Church Hall **and** 7.00pm to 10.00pm on **Fridays** at **Saint Mark's Church Hall, Shavington** (Specific times will be confirmed after enrolment if in certain chorus routines.)

Rehearsals will continue until Friday 15th December for chorus and Wednesday 20th December for principals.

After Christmas, rehearsals re-start on 3rd January for Principals and 5th of January for chorus members. Everyone will be expected to attend rehearsals on Wednesdays and Fridays two weeks before the show, there may also be the four Sundays running up to the show.

On occasions, rehearsals may unavoidably overrun. We ask cast members and parents to be patient until we have finished the rehearsal. We apologise in advance for any inconvenience this may cause. While we are rehearsing, we wish mobile phones to be in bags and switched off as they are a distraction. While rehearsing, all the production team will have their mobiles switched on so if there is an emergency you can be contacted this way.

We recommend that children aged 16 years or under do not walk home alone - they should be collected from St Mark's Church Hall.

Thank you for taking the time to read this information. We expect these regulations to be adhered to, not only for the health and safety of all persons involved, but also so that we maintain a pleasant atmosphere during rehearsals and through to the week of the pantomime. All we ask now is that you fill in the following sheets, detach and return them to us as soon as possible.

Medical and Emergency Contact Information

There may be times when we need to contact you in an emergency. We also require additional contact information.

Name of Cast Members:

Address:

Telephone number:

Adult /Parents Email Address:

Emergency Contact:

Name:

Home Telephone number:

Mobile number:

Relationship to Cast Member:

Medical information:

Please indicate if you/your child takes regular medication e.g., for asthma, or if there are any other medical problems that may arise e.g., allergic reactions.

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Agreement

I agree to the above information, and **all the pantomime policies including the use of photographs/video in line with our privacy policy** stated in this information pack.

Signed:

Print Name:Date:

Parents Countersign

If you are aged 18 or under, please ask a parent/guardian to read this information pack, and to sign here to confirm they agree to **all of the pantomime policies including the use of photographs/video in line with our privacy policy** stated in this information pack.

Signed:

Print Name:Date:

2024 Digital copy of Panto Order Form.

Please fill in this form if you wish to purchase a USB storage device with a video of the production, and still photographs of characters in costumes, priced at £10.00.

Name	
Address	
Post code	
Tel number	
Quantity required	
Total price	

Payment can be made with cash or cheque. Cheque made payable to "Shavington Village Festival Committee"

Last date for orders Saturday 24th February 2023

Please return this order form to Lesley Smith along with payment, orders without payment will not be processed. Please put in an envelope with your name on.
Thank you, SVFC.

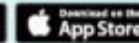
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Shavington Village Festival Committee

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<https://www.easyfundraising.org.uk/causes/shavingtonvillage/>



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£20 Million raised

1.2 Million users

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