

Stage Manager's Report

"A Christmas Carol"

Venue : The Gatehouse, Highgate

2006

USEFUL, IF OBVIOUS, TIPS FOR SM's FUTURE REFERENCE WHEN AT
"THE GATEHOUSE," HIGHGATE" :-

- a. Personal-effects, such as coats, bags and packed lunches, should not be left in the auditorium at any time.
- b. No eating should take place in the Gatehouse auditorium, but drinks are generally permitted.
- c. Actors and crew need to ensure all personal items are cleared away from dressing room areas at the end of a show.
- d. Lighting crew should be aware that they are responsible for turning off the lighting box lights, not just than the stage lighting, before leaving at the end of a performance.
- e. All personal rubbish should be removed by the maker of the rubbish rather than the stage manager.
- f. As soon as props or scenery is deposited into the theatre cars must be immediately moved from outside the entrance to the Gatehouse to nearby side roads.
- g. Learn entry codes to both auditorium and dressing room or you will spend a lot of time knocking on doors.
- h. Return any barstools or seating to its appropriate setting after use.
- i. Bring plenty of adaptors and extension leads - particularly those with on/off switches - if gadgets are to be used.
- j. Make sure you know how much "snow" and "smoke" you will need and how much the Gatehouse can actually provide.
- k. Do not be afraid to either state the obvious, as it is better that someone has said it, or ask questions, no matter how stupid you feel asking them at the time. Communication is essential!

Jane Sexton January 2007