

## FOR PERFORMERS IN The Guildhall

Your Tech Supervisor is: Ricky Cinnamon. Ricky should be your first port of call if there are technical issues to resolve. He will refer any challenging tech issues to Pete Burford the Fringe Technical Director. Please remember you will be required to provide a Risk Assessment for your show.



1. You have only 15 minutes set-up and 15 minutes strike time for your show. There is no backstage dressing room but there is a little kitchen and toilets which you are welcome to use but do warn the volunteers first if you use them as dressing rooms and you may also use the curtained off backstage area to store props, costumes, gear etc.
2. Ricky will talk you through the fire exit and safety procedures at your tech rehearsal – please make sure that all your company take note of this.
3. The Guildhall has limited storage space & it is for 5 companies – so please be sensitive to other companies' props/costumes etc.
4. Please do not assume you will be able to just 'plug in' any extra equipment if it hasn't already been mentioned on the tech form you submitted or discussed with Pete Burford. Remember any additional electrical equipment must have a current PAT certification
5. Get-out. Please take all your set/props /costume with you after your last show on Saturday or Sunday.
6. Social evenings:- **On Thursday 27th** Fringe Natter & Meet up at Junction 27 ( Venue 5) after the shows come down - anyone with a fringe badge of either colour most welcome but must be 18 years old or older! **On Friday 28th** From 10.45pm - midnight there'll be a fringe cabaret in The Golden Lion Tap performance space ( venue 8) – entrance free! Just show your blue performer badge. **On Saturday 29th** From 10.30pm - midnight there'll be a fringe cabaret in Junction 27 ( venue 5) – entrance free! Just show your blue performer badge.
7. This is only the 6th time we've used The Guildhall as a venue for TheatreFest – and the Town Centre Management, who programme it, have gone out of their way to make this happen for us this year. We ask you to respect all the furniture & fabric of this **Grade One** listed building - we have high hopes for future usage! Please note we are not allowed to fix anything onto the walls of the building.
8. Please note that Fringe Central is at St Annes Community Centre downstairs : the finance area will be screened off and this area should not be accessed by the companies: the finance officers need to be able to work uninterrupted
9. If you have any safeguarding concerns during the Fringe these should be made known as soon as possible to the Fringe organisers who will contact the Fringe Safeguarding officer who in turn will contact you directly to advise and support on procedures for reporting the concern immediately.

Thank you, Gill & the Fringe TheatreFest team