**Gut | Drama 4**

**Milton Court Studio Theatre**

Girls & Downstage Portal

Running List

USR

DSR

USL

DSL

**Pre-Show**

*Set Back – when called in, at roughly 11:30am for matinee performances and 4pm for evening performances, during the time before the performers are called to get into hair, makeup and costume*

* Any maintenance left to be done can be done in this time: two washes will have gone on, been unloaded and hung up to dry following the previous performance, so, what’s been hung up to airdry needs to be ironed, anything still damp can go into the hot box to dry and if there is an extra load of laundry still to be done, left over from the previous performance that should be put on, dried and ironed in this time too.
* Shout check and set back should be done in this time, ensuring everything on the setting list is set back in the correct places. See setting list for relevant information regarding this.
* Ensure Upstage Left Airlock rail is put in place and everything is set back correctly on it
* Locate clip for Maddy and ensure it’s pre-set in pocket of pink dressing gown located in downstage portal

*Performers into Costume, Hair & Makeup – 1pm for matinee performances and 6:30pm for evening performances*

* Set back should be completed by now, everything should be where it needs to be, ready for the performance.
* Ensure the performers have arrived in their dressing room, if someone is missing, let a member of the SM team know immediately.
* Let the performers know you’re there, that if they need anything, if anything’s missing (which it shouldn’t be), you can go and get it for them, find it, etc.

*Half Hour Call – 1:25pm for matinee performances and 6:55pm for evening shows, 30 minutes before the beginner’s call*

* Begin helping performers into their costumes for the opening scene, this’ll be:
  + Sophie Doyle as Maddy into her ochre floral blouse, jeans and mustard slip-ons with her knitted coat, navy jacket and bag to be put on/collected at the beginner’s call
  + Bella Maclean as Morven into her teal floral blouse, coral trousers and pink tasselled loafers, her rain jacket and bag should have already been pre-set on stage for the opening

*Quarter Hour Call – 1:40pm for matinee performances and 7:10pm for evening shows, 15 minutes before the beginner’s call*

* Start checking performers: ensure accessories are on, personal jewellery has been taken off, the correct belts are on, zips are done up, etc and continue to do so right up until the performer enters on stage.

*Beginner’s Call – 1:55pm for matinee performances and 7:25 for evening performances, 5 minutes before the show begins*

* Ensure Sophie as Maddy has on her navy, knitted coat and has done it up so, some of her blouse is showing at the top – she shouldn’t be trying to hide that she has this on underneath, she should have her navy jacket slung over her shoulder and her mustard bag with the blue scarf tied around the strap with her, also ensure she has her wedding ring o n
* Ensure Bella as Morven is wearing the correct necklace and not her own one
* Check all performers as they go on – *obsessively* so. Refer to setting list again and ensure they have all the correct garments and accessories on, everything needs to be sat correctly, straighten up blouses, shirt collars, etc

**Show**

* Follow Dave and Bella to downstage portal, through DSL door into the space and fix Bella’s blouse before she enters for Scene 1) Opening
* Mackenzie will enter the portal briefly to put down bags and coats following the beginning of the show, take Rory’s jacket and exit the space the same way you came in and set it on the rail in the USL air lock
* Wait in air lock and prepare for following Scene 2) Soft Play when Dave will enter the air lock for change into the *dark grey hoodie* and *brown leather bomber jacket* for Scene 4) Out of Space and Time
* QUICK CHANGE - Wait in USL air lock again for Dave’s change into **STRANGER CHARITY WORKER** which is his *purple cheque short-sleeved shirt*, *green chinos* and *green trainers*, have this pre-set and ready to go before he enters the air lock following Scene 5) Supermarket Café. This is an incredibly quick change and he needs to be out of the air lock and to the downstage portal by the transition between Scene 6) Public Toilet and Scene 7) Garden, he enters after that
* Follow Dave to the downstage portal, check him before he goes on, ensure he is given the lanyard by the SM team
* QUICK CHANGE – Prepare for following Scene 7) Garden **MADDY** change into *pink pyjama bottoms* and *pink dressing gown* for Scene 8) Kitchen Diner (Yeast), give dressing gown to ASM Will to hold, ensuring the clip is in the pocket for Sophie and then crouch down at DSR curtain, with pyjama bottoms rolled up so, you have both leg holes there, ready for Sophie to slip on upon entering the portal, pyjama bottoms go straight on, on top of her jeans whilst she takes her top off herself and then Will will help her with dressing gown, this is incredibly quick as well and needs to be as fast as possible for her entrance into Scene 8
* Keep her mustard slip-ons that she’s just taken off and position them at the SL entrance to the portal for next change
* QUICK CHANGE – Prepare for following Scene 8) Kitchen Diner (Yeast) **MADDY** change into *teal and gold patterned blouse* and *mustard slip-ons* for Scene 9) Police Station: roll up blouse, so, you can just slip it over Sophie’s head once she enters the portal and takes her hair down and undoes her dressing gown, then take down her pyjama bottoms for her, and put on her mustard slip-ons for her, ASM Will will have her knitted coat for her to sling over her arm before entering, again, this is a very quick change and really needs to be as fast as possible for her entrance into Scene 9
* Between this change and the next, Adam will come and collect the pink pyjama bottoms, pink dressing gown and Maddy’s navy, leather jacket
* QUICK CHANGE – Prepare for following Scene 9) Police Station **MADDY** change into *mustard cardigan* for Scene 10) Kitchen Diner (Kermit): whilst this change is quick, it’s incredibly simple and there is time, Sophie will enter through the DSR curtain and you just need to have the cardigan ready for her to slip on over the top of her blouse and then she needs to take her mustard slip-on’s off and collect prop washing basket but that’s it, that’s the change, you will find that there is time, it’s more flexible than the previous two changes
* Ensure between changes, you’re hanging garments up, or slipping them into the shoe divider hung up to avoid clogging up space within the portal
* Take Maddy’s mustard slip-on’s and exit the space through the DSL door and set the shoes in the USL air lock for Adam, just as you did before with Rory’s jacket
* There is some free time here, during time between Scene 11) Out of Space and Time and Scene 13) Kitchen Diner but don’t get too comfortable
* QUICK CHANGE – Wait in USL air lock for Dave to exit from Scene 13) Kitchen Diner/beginning of Scene 14) Kitchen Diner for change into **STRANGER GRIEVING** which is his *orange t-shirt*, *light blue faded jeans*, *black woven belt*, *grey hoodie* and *black and neon green trainers*, this is VERY QUCK and there are a lot of elements to contend with, ensure the belt has already been threaded through the belt loops, ensure the zip on the jeans is down, the laces on the trainers are done up, ready for Dave to slip on, all before he enters the air lock, have the t-shirt rolled up, ready to slip over his head, have the shoes set out in front of him, all of the garments off hangers, do everything in your power to make this as easy for him as possible, to cut down time, the t-shirt will go on first, then the jeans, followed by the shoes and then the hoodie will be last, it’ll likely be a rush to get him on for Scene 15) Community Hall
* Return to the downstage portal, through the DSL door into the space and then prepare for Maddy’s end of Scene 17) Kitchen Diner ‘Supermum’ change
* QUICK CHANGE – **MADDY** change into *blue t-shirt* for Scene 18) Kitchen Diner: this is quick but also quite simple, Sophie will enter the portal from DSR, take off her striped shirt and you should have the t-shirt rolled up, so it’s easy to slip over Sophie’s head, she can do the arm holes and then that’s it, that’s the change, she’ll need to grab props, so, once she’s changed, allow her space to move and grab those
* Wait in downstage portal until after Scene 20) Kitchen Diner when Dave will bring Maddy’s mustard bag off stage, which you then need to take to the upstage portal, exiting and entering through the SL doors, on your way there, check that Rory’s teal patterned short-sleeved shirt and blue cords are set on the rail in the USL air lock ready for next change, if not collect those whilst you’re delivering the mustard bag to the upstage portal, you will also need to collect Rory’s grey jacket as well, that will always been in that portal at this time for you to collect whilst you deliver the bag, exit the way you came and set up for final change which is Rory into Scene 23) Nursery
* QUICK CHANGE – **RORY** change into *teal patterned short sleeved shirt*, *blue cords* and *grey smart jacket* for Scene 23) Nursery: Mackenzie will exit DSL from Scene 21) Rehabilitation Centre and will perhaps forget he’s doing this change, so, ensure you have the airlock door open, so you can call him in for this change – this isn’t too quick but he does have to be changed and ready to enter not too long into Scene 23) Nursery, have the garments ready to go for him to put on but there’s not really a rush here, just be fairly quick

**Post-Show**

* If a matinee performance, all that needs to be done is collect up all of the items that need ironing i.e. shirts, blouses and trousers as they will need to be ironed ready for the evening performance
* If an evening performance, collect up all of the laundry, ensure you go into the portals and collect up anything in there that needs to be washed as well, you can also start set back now as well whilst you in the portals, just by grabbing things that live elsewhere and bringing them back to the dressing room or upstage portal for the next performance
* A light and a dark wash will be done following every evening performance and there are a lot of darks to be washed, so, there may well be some garments left over to wash before the next show/during the next show’s pre-show time, ensure the teal and gold patterned blouse and ochre floral blouse of Maddy’s are set aside and handwashed
* Tidy the dressing rooms whilst waiting for washes to finish, hang up things that are lying around, begin pre-set if there’s time