

PTC: THE SHOWCASE INTERNAL INFO PACK

STAGE MANAGER

Venue:

The Source, UEL

The Source, Source Studios (formerly Stratford Circus), Theatre Square, Stratford, London E15 1BX

Closest Station STRATFORD

STAGE MANAGER MINI INFO PACK

Name: Merin

Call Time: 9:30 AM (arrive with Core Team)

Reports To: Core Team

Supports: Company, Guest Performers, Runners, Lighting, MCs

Key Responsibilities:

Performer Flow Management:

- Work with **Runner (Reeya + Atousa)** to ensure the following running order is maintained:
 1. **TWO pieces before:** Performer in the **Black Holding Room (Right before going on stage, as the performers finish their set have them ready on the wings stage right.)**
 2. **ONE piece before:** Performer in the **Pre-Room (Room separated by doors and they will line up so the team after can walk past.)**
 3. **UP NEXT:** Performer **standing to the left** in the hallway (outside changing rooms standing to the left.)

Liaison Duties:

- Liaise with **Reeya**, who is actively managing performer runs.
- **Reeya** will:
 - Make sure all performers (company & guests) are in the right place at the right time.
 - Get **guest performers** into position as needed.
- **Taj (Liaison Officer)** will assist guests with:
 - Arrivals
 - Settling into dressing rooms
 - Prepping before their piece
(*Note: After initial support, Taj will not manage ongoing flow.*)

Schedule & Timekeeping:

- Ensure the overall **schedule stays on track** throughout the day. Give 5-10 minute check ins for tech etc. Chan will support if needed.
- Flag to Core Team if major delays arise.
- Help ensure transitions (especially post-intermission) move efficiently.
- To note: we only have the place until 9pm and the venue staff are very anal about staying even one minute over - so make sure we are on track and don't go over this timing

Quick Change Management:

- Identify performers needing **quick changes** in advance.
- Ensure their clothes are **prepped and placed** in the wings or green room as needed.
- Coordinate with Reeya to get those performers backstage in time.

General Oversight:

- Ensure people are **where they're meant to be** throughout the day.
- Make sure **health & safety**/fire briefings are not missed (check venue staff have delivered them).
- Assist with overall **flow and problem-solving** backstage — escalate anything urgent to Core Team.

RUNNING ORDER

1. INTRO - KEN

HOST

2. ANGELA + ROXANNE

3. GUEST ACT: HYDROGEN

4. AMES

HOST

5. OLIVIA

6. GUEST ACT: DEFINITIVES

7. B

8. BATTLE: HYDROGEN vs DEFINITIVES

INTERVAL

9. HADDIE

HOST

10. ISA

11. GUEST ACT: THE LINK UP

12. GUEST ACT: GSB

13. ACE

14. BATTLE: THE LINK UP vs GSB

15. SCARLETT

16. FINAL BATTLE: WINNER vs WINNER

HOST

17. OUTRO: MIKEY

18. FINALE/CURTAIN CALL/BOWS