

PTC: THE SHOWCASE INTERNAL INFO PACK

Venue:

The Source, UEL

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

Closest Station STRATFORD (10 mins walk)

Key people to report to

Company Members	See bottom of pack for specific Leader to report to - if not specified, Stage Manager
Piece leaders	Report to Stage Manager (first point), if necessary Core Team (Chan / Serena).
Runners (Atousa / Reeya)	Report to Stage Manager (Merin)
Lighting	Report to Stage Manager
Cameraman + Photographer	Report to Chan
Liaison Officer (Taj)	Report to Stage Manager
Stage Manager (Merin)	Report to Core Team - or when in doubt can make decisions for yourself
Guest Performers	Report to Liaison Officer (Taj)
Injuries	Report to medic provided by venue

PTC: THE SHOWCASE INTERNAL INFO PACK

CALL TIMES	PERSONS	NOTES
9:30AM	Core Team (including Stage Manager)	Outside of The Source, with all outfits etc.
9:45AM	Showcase Leaders	Outside of The Source, with all outfits etc.
9:45AM	Company	Outside of The Source, with all outfits etc.
1:00PM	Volunteer Staff (MC, Stage Manager, Runners, Cameramen)	For 1:15 PM briefing
1:30PM	Guest Performers	Start Tech at 1:30PM for guests to finish at around 2:30PM. Quick run through at 2:30PM for the full flow of the show.
5:30PM	Audience	Door Opens 5:30PM, Show Starts 6PM sharp
5:30PM	VIPs	

PTC: THE SHOWCASE INTERNAL INFO PACK

Arrive at venue at the advised call time

LIGHTING

10AM-10:30 ISA + Haddie

10:30-11AM AMES

11:00AM-11:30AM- ACE

11:30-12AM- SCARLETT

12-12:30AM - MIKEY

12:30-1PM - any lighting concerns

9:55AM: COMPANY enter the venue, sign in on the right at the entrance, once signed in make way towards the Main Auditorium (put bags straight in audience seats).

10AM-1.00PM: Lighting and Blocking on stage will now take place at the SAME TIME. (Merin Time Keeper)

1:00PM-1:30PM: CONT. Blocking Pieces, for each set, running the set, and practicing bows.

[COMPANY LUNCH TIME]

1:30PM-2:00PM: - **VOLUNTEERS** arrive, Merin will be giving a debriefing of the day and key points to be at.

1:30PM-2:30PM: - Guest performers arrive, have a quick briefing (**with TAJ**) who will be greeting them, then any runs or techs (15-20 minutes per guest performance), after bringing them to their dressing rooms.

2:30PM-3:00PM - Guest Performers settle down their stuff and then COMPANY prepare for run through (**Tech Break for this time**)

PTC: THE SHOWCASE INTERNAL INFO PACK

3:00-4:00PM: Run through full setlist without MC

4:00PM-5:30PM: [PREP FOR SHOW//LUNCH TIME] Quick change people make sure dressing room is ready with outfits // MC can use time to practice on stage with mics - tech run for MCs - **Break for Lighting Technician**

5:45-6:00PM: Prep for running order and first three pieces to be on standby, back stage.

6:00PM-8:00PM: show time!! 🤪

8:00PM-8:15PM: Bows, goodbyes and curtains close.

8:15-8:30PM: Clean up time!! (Chan downstairs fitting room and Serena upstairs 😞🔪)

8:30PM: Home time 🥳

PTC: THE SHOWCASE INTERNAL INFO PACK

RUNNING ORDER

#	Performer	Notes
1	KN	
2	MC	(QUICK CHANGE - ALL)
3	ANG/ROX	
4	HYDROGEN	(QUICK CHANGE - ANASTASIA / ISA)
5	AMES	
6	MC	(QUICK CHANGE - B)
7	OLIVIA	
8	DEFINITIVES	(QUICK CHANGE - SACHINI / B / BRANDON / ANGEL / LIV / SCARLETT / CHAN / SUNNY / ALIYAH)
9	B	
10	BATTLE: HYDROGEN VS DEFINITIVES	Emcee to host all battles
	INTERMISSION	
11	Haddie	
12	MC	(QUICK CHANGE - SUNNY)
13	Isa	
14	The Link Up	(QUICK CHANGE - JOVEN / CHAN / ALIYAH / OPAH)
15	GSB	
16	Ace	
17	BATTLE: THE LINK UP VS GSB	(QUICK CHANGE - ACE / CHAN / BRANDON / HADDIE / ALIYAH)
18	Scarlett	
19	FINAL BATTLE	(QUICK CHANGE - ALIYAH / SUNNY / SCARLETT / ALISHA V / ANGEL / CHAN / PRIYAL)
20	MC	
21	Venom	

PTC: THE SHOWCASE INTERNAL INFO PACK

22	BOWS	
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PTC: THE SHOWCASE INTERNAL INFO PACK

REPORTING TO	NAMES	NO. OF PEOPLE	RESPONSIBILITIES
COMPANY MEMBERS			
ACE	1. Atousa 2. Onish 3. PJ 4. Tilly 5. Jess 6. Stacie 7. Xenia 8. Athena	8	Make sure everyone is at venue on time Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
AMY	1. Jayanti 2. Priscilla 3. Ottie 4. Katherine 5. Taichi 6. Wolfie 7. Mina 8. Nam	8	Make sure everyone is at venue on time Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
ANGELA//ROXANNE	1. Nuri 2. Reeya 3. Alisha K 4. Kerry-Ann 5. Mogul 6. Sam 7. Stevie 8. Masha	8	Make sure everyone is at venue on time Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
B	1. Ibt 2. Raheem 3. Aamna	7	Make sure everyone is at venue on time

PTC: THE SHOWCASE INTERNAL INFO PACK

	- Mel - Nikita - Marylle - Alisha V		Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
ISA	- Joven - Anastasia - Nadine - Opah - Aaliyah - Sunny - Priyal	7	Make sure everyone is at venue on time Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
OLIVIA	- Lia - Sachini - Jasleen - Angel - Scarlett - Jasveen - Brandon	7	Make sure everyone is at venue on time Make sure if any issues, you can resolve or bring to stage manager or Core Team In general, make sure you know where your whole team is 2/3 pieces before yours
HADDIE	-	-	In general, make sure you know where your whole team is 2/3 pieces before yours
SCARLETT	-	-	In general, make sure you know where your whole team is 2/3 pieces before yours
STAFF / GUESTS / SHOWCASE LEADERS			
GUEST PERFORMER LIAISON OFFICER	- DEFINITIVES - HYDROGEN - LINKUP	[10] [10] [10]	To greet guest performers and bring to fitting room

PTC: THE SHOWCASE INTERNAL INFO PACK

(TAJ)	4. GSB	[10]	make sure they know their schedule Make sure if any issues, you can resolve or bring to stage manager or Core Team Making sure to know their ETAs if they are going to be late Make sure you know exactly who to liaise with from each group
STAGE MANAGER (MERIN)	1. ACE 2. AMY 3. ANGELA 4. B 5. ISA 6. OLIVIA 7. HADDIE 8. SCARLETT 9. RUNNER 1 (Atousa) 10. RUNNER 2 (Reeya) 11. LIGHTING TECH 12. EMCEE	12	To liaise with Taj and runners to make sure next groups performing are on standby Making sure schedule is being followed on time - adjust accordingly if not To monitor quick changes and signal MCs if more/less time is needed To cue Sound and Lighting when a piece is ready to start so they can start the track To get runners to get flowers on the day for KEN and MIKEY In general, also know where everyone is supposed to be at a specific time and keep the flow of the show running smoothly To make sure health and safety/fire talks are done (should be done by venue staff but just make sure its not missed out) To make sure runners are aware

PTC: THE SHOWCASE INTERNAL INFO PACK

			who needs to be backstage for quick changes - identify them before show starts and make sure their clothes are prepped in wings/green room
CORE TEAM (CHAN/SERENA)	1. STAGE MANAGER 2. GUEST PERFORMER LIAISON OFFICER 3. CAMERAMEN (TO CHAN)	4	To be around to help Stage Manager with any questions/issues To be around to help Taj with any questions/issues with guests To be around in case Cameraman has any issues/questions
MEDIC ON DUTY	INJURIES		

ROOMS	GROUPS ALLOWED
GREEN ROOM (Backstage, Lvl 1)	QUICK CHANGES / runners
FITTING ROOM 1 (Backstage, Lvl 1)	QUICK CHANGES / runners
FITTING ROOM 2 (Backstage, Lvl 1)	Guest Performer 1 (Interval swap with 4)
FITTING ROOM 3 (Backstage, Lvl 1)	Guest Performer 2 (Interval swap with 3)
STUDIO THEATRE (Dance Studio, Lvl 2)	ALL OF PERSPECTIVE