



**The
Stevenage
Lytton Players**

Members Handbook

Registered Charity No. 257007

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A MESSAGE FROM THE CHAIRMAN

Welcome

Welcome to The Stevenage Lytton Players. As a member you are part of an award winning group which offers a wide diversity of experiences both on and off the stage. On the stage we offer a choice of four sections: Music, Drama, Old Time Music Hall, and for our younger members their own Youth section. Off stage there are opportunities in Technical (Stage Crew), Wardrobe and Properties. We also have our own building complete with bar which needs to be manned.

In these busy times we recognise that there are people out there who, whilst they enjoy the theatre, don't have the time to participate as active members. For them we have created the 'Friends of the Lytton Players'. Our 'Friends' are our biggest supporters and critics. They attend our productions often as a group and provide much needed audience feedback as well as having an enjoyable evening which may even include a meal.

All this for one membership fee! If you have a family member or friend who you think would be interested in joining then why not bring them along. We have many families within our society and have created a special membership fee just for them.

The Stevenage Lytton Players are a registered charity but receive no direct financial support or grants. We are therefore totally dependant upon our members and friends and of course on our ticket sales. We recognise the importance of listening to our members and friends and our pleased to receive your comments and suggestions.

This handbook aims to give you a brief insight into how the Players operate and how you can get involved. We hope you find it a useful introduction to the group you have just joined and that you will have a long and happy experience with us.

Chris Hobbs

Chairman

10/2007

Membership

The Stevenage Lytton Players have a very diverse membership representing various nationalities, occupations, age groups and genders. Our Youth Section caters for our younger members, whilst our other sections welcome all from 'Teen plus' to 'One Hundred plus'.

New members are always welcome, either on stage in Musical or Drama productions, or off-stage assisting with back stage work, set building, lighting or costume making - alternatively helping with the day to day running of the Society in a Committee role, or by helping run the bar or organise an event. In fact as well as staging Productions, we also hold many events, social and fun activities throughout the year for our members, patrons and their friends and families.

Alternatively if you would like to be associated with the Lytton Players but do not wish to participate in productions; you could consider supporting the group by becoming a Friend. Friends, as members, receive regular information and are listed in all programmes.

Yearly Membership fees are as follows :-

Waged (Adult Member (16+)	£36
Family Member (2 Adults, 2 Children)	£72
Unwaged (Full Time Student, Senior Member <i>Women 60+, Men 65+</i>)	£24
Friend	£20

The membership year runs from July 1st to June 30th. The Annual General Meeting is in September.

Social Events

The Stevenage Lytton Players are known not only to work hard on producing and putting on shows, they also play hard with a huge variety of social events. These are organized by the members for the members, and encouraged!

Examples of social events held in the past include, Annual Car Treasure Hunt, Folk Evening, Games evening, New Years Eve Party, Halloween Party, Murder/Mystery evening etc.

Operation Squirrel

This is the name given to our project to extend and improve the Lytton Theatre. Fundraising is important to find the necessary finance. Examples of events held to raise funds include the annual 100 club, in house shows, raffles, etc.

Online Shop

The Stevenage Lytton Players have their own Fundraising Webshop, www.buy.at/lyttonplayers. Help us raise funds for building our new theatre. Members, supporters, local residents and businesses can use our Webshop to make everyday purchases and at the same time raise funds for us.

The average commission per transaction is £2. These generous commissions (typically 2% to 8% of the purchase value) mean all purchases can make a real difference. It makes good sense for members and supporters to buy goods via the Webshop as there is no price penalty compared with directly accessing the websites of the participating retailers, and it makes a real difference to the Stevenage Lytton Players.

But remember you must shop via the webshop, if you directly access the websites of the participating retailers, the Stevenage Lytton Players will derive no benefit.

We also have our own Lytton Players online webshop where mugs and selected clothing items can be purchased. Visit www.amdram-publishing.co.uk/LyttonShop/Shop.html . However, if you prefer, you can purchase the mugs and clothing directly from Chris Hobbs down at the Lytton Centre.

The Bar

The Lytton Theatre has its own licensed bar which is typically open in the evenings during rehearsals. This provides both a social atmosphere and helps to raise much needed funds for the upkeep of the center. Members are always needed to help and will be given any necessary training. If you would be interested in helping, please contact the bar manager.

Sections

The Stevenage Lytton Players consist of a number of major sections covering different areas of activities. Members can take part in any or all of these.

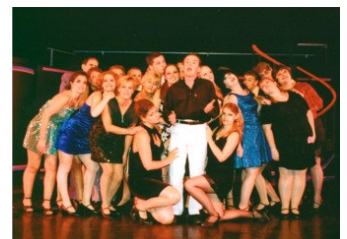
Music

The Music Section aims to present two major musicals a year, in May and October usually at the Stevenage Gordon Craig Theatre, supplemented by concerts and shows at our very own Lytton Theatre in Vardon Road, Stevenage.



Rehearsal times can vary with the production, but are typically Monday and Wednesday evenings.

Recent productions include, Hello Dolly, Jesus Christ Superstar, Fiddler on the Roof, My Fair Lady, Summer Holiday and Godspell.



Drama

The Drama Section has established a tradition of high quality and excellent entertainment. We usually present two productions a year at our own Lytton Theatre in April and September. In between shows there are weekly drama workshops and informal in-house entertainments.



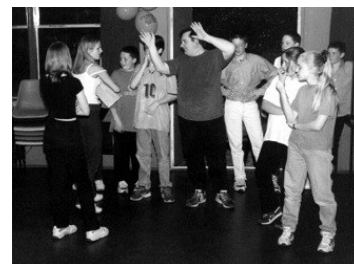
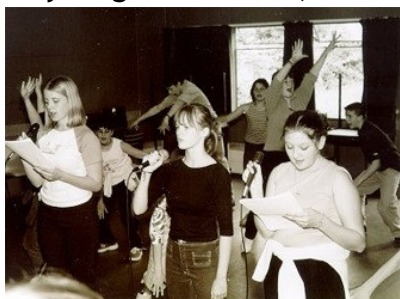
Rehearsal times can vary with the production, but are typically Tuesday and Friday evenings.

Recent productions include *The Importance of Being Earnest*, *The Crucible*, *Absurd Person Singular*, *An Inspector Calls* and *Much Ado About Nothing*.



Lytton Youth Theatre

Our younger members, between the ages of 10 and 18 years, meet every Sunday evening for workshop sessions covering all aspects of drama, theatre craft and production. The older, more experienced youth members also meet on a Thursday evening. They are encouraged to take part in their own shows as well as being able to audition for parts in our regular productions.



Recent productions include, *Now Lets Not be Silly**, *Charlie and the Chocolate Factory*, *Antigone*, *Grimm Tales* and *Pennywhistle Paradise*. (*Compilation show containing acts from multiple sources).

Music Hall & 'Outshows'

The Music Hall Section puts on one production per year, normally during the first two weeks of the New Year. The format is a general variety show comprising Musical Numbers, Comedy acts and Novelty acts such as Jugglers, Magicians etc. ranging from the traditional to modern 'Cabaret' style. As well as some set pieces, members are encouraged to devise and produce their own acts. In addition to the annual Music Hall, the section often accepts invitations from outside groups to perform at private functions providing useful additional fundraising.

Technical

The Technical Section is for members who enjoy helping out with backstage activities. The section meets regularly on Sunday mornings at The Lytton Theatre. Activities include Set Building, Costume Making, Props, Sound Production, Lighting and 'crewing' for Productions.

Management

The Stevenage Lytton Players are managed by elected representatives of the membership, and consists of individuals with responsibility for specific areas of activity as follows :-

Executive Committee

Position	Committee Members 2007 - 2008		<i>Executive and Charity Trustees. These meet every month and are responsible for the financial well being, day to day and long term planning of the players.</i>
Chairman	Chris Hobbs	chairman@lyttonplayers.co.uk	
Secretary	Lorna Roberts	secretary@lyttonplayers.co.uk	
Treasurer	Linda Friis	treasurer@lyttonplayers.co.uk	
Business Manager	David Slade	business@lyttonplayers.co.uk	

Administration

Position	Committee Members 2007 - 2008	
Membership Manager	Katy Love	membership@lyttonplayers.co.uk
Box Office Manager	David Raphael	boxoffice@lyttonplayers.co.uk
Bar Manager	David Raphael	
Booking Manager	Allie Neal	booking@lyttonplayers.co.uk
Events Manager	Emma Lovelock	events@lyttonplayers.co.uk
Centre Manager	Dominic Baker	

Shows

Position	Committee Members 2007 - 2008	
Music	Imelda Desmond	music@lyttonplayers.co.uk
Drama	Rosemary Brown	drama@lyttonplayers.co.uk
Youth	David Slade	youth@lyttonplayers.co.uk
Music Hall	Brandy Clark	musichall@lyttonplayers.co.uk
Technical	Nick D'Arcy	
Wardrobe	Di Barton	
Properties	Lorna Roberts	

General information when doing a show

All shows have a producer and director. For musical shows there may also be a musical director and choreographer. The producer is responsible for the management of the show including the budget, publicity and so on. The director is responsible for the direction and all artistic elements of the show.

Auditions

Auditions are held to determine who will take what parts in shows. The format of the auditions is at the discretion of the director, though in musical shows the musical director and choreographer will also be involved.

An audition panel is made up of the director, respective committee rep and others where appropriate (musical director and choreographer for musical shows)

Auditions can be either 'closed', where no one else apart from the audition panel observes the audition. Or 'open' where everyone who wishes is invited to observe the auditions.

Information about what roles are available and audition details will be given before the audition date, usually at a meeting to explain what the show is about etc. Workshops or pre audition rehearsals take place the week or two before the audition to help people to prepare and ask any questions.

Rehearsals

Rehearsals are held during the week. Typically music shows rehearse on Monday and Wednesday evenings and the drama shows on a Tuesday and Friday. If necessary on occasion, extra rehearsals will be added, often on a Sunday afternoon.

Rehearsals usually start at 7:45 pm and will finish any time between 10:00 and 10:30pm. It is very important that if you commit to a show, you attend all rehearsals. At times there will be conflicts or illness that prevents you from attending a rehearsal. Please ensure that should this be the case, you inform the director or producer before the rehearsal starts.

To enable everyone to get the most from the rehearsal, please ensure that you keep quiet whilst in the main hall and pay attention to what the director, musical director or choreographer is saying.

Scripts and Scores

Scripts and scores are either hired or purchased. If hired, you will be asked to contribute towards the cost of the hire. Typically this will be around £10, £5 of which is returned to you when you return the script/score at the end of the show. Scripts for plays are usually purchased and you will be asked to pay for this, but you get to keep the script.

The Week of the show

A number of special rehearsals are held before the performances start, usually on the couple of days preceding the first performance.

- For musical shows a band call is held to bring the orchestra or band together, sometimes for the first time. This rehearsal is primarily for the band, but the cast do have an opportunity to hear the music as it will be played and to sing along
- A technical Rehearsal is held at the theatre to enable the technical crew to check their cues, set the lighting, how to set/move scenery etc. The cast have an opportunity to check entrances and exits. This rehearsal is primarily for the technical staff
- A dress rehearsal is held as a last check for costumes, lighting and the general staging of the production. For musical shows the orchestra or band will also play. This rehearsal is the last opportunity for all the production team to rehearse before the big night!!

During the week of the show you will be expected to get to the theatre before the performance is due to start to enable you to change into your costumes and to be made up.

When at the Lytton Centre the Green Room is used as changing room for the cast. At the Gordon Craig Theatre, everyone is allocated a space in one of the various dressing rooms available.

You are normally asked to do your own make up, except in certain circumstances, where a make up artist is available. Stage make up is provided.

Once at the theatre the stage manager is in charge of the show.

An after show celebration is normally held at the Lytton Centre giving everyone a chance to relax after a week of hard, but enjoyable performances.

Useful Information

Stevenage Lytton Players Address: The Lytton Centre, 'The Sishes',
Vardon Road
Stevenage
Herts.
SG1 5PZ

Centre Phone Number: 0870 777 7620 or 01438 726847

Website: <http://www.lyttonplayers.co.uk/>

Membership Manager: Katy Love
Phone: 07778 129861
email: postmaster@butt3rcup.plus.com

Lytton Players Box Office: David Raphael
Phone: 0870 777 7619

Lytton Centre Bookings: Allie Neal
Phone: 07946 242234
email: booking@lyttonplayers.co.uk

Gordon Craig Theatre: Phone 08700 131030

A typical yearly calendar of events

The calendar below gives an example of the shows and events that usually occur during a year.

	Drama	Music	Youth	Social	Other
January	Auditions	Music Hall, Auditions		Various	Newsletter
February			Show	Various	
March				Various	Newsletter
April	Show			Various	
May		Musical at GCT		Various	Newsletter
June	Auditions	Auditions		Various	
July			Show	Various	Newsletter
August				Various	
September				Various	Newsletter AGM
October		Musical at GCT		Various	
November	Show			Various	Newsletter
December				Xmas events	