



THEATRE DIRECTOR: Stephanie Henderson

LOCATION: Fine Arts Building Rm. 506-508

PHONE: 2506 (Office) 2508 (Classroom)

EMAIL: [henderson\\_s12@surreyschools.ca](mailto:henderson_s12@surreyschools.ca)

WEBSITE: [www.msshenderson.weebly.com](http://www.msshenderson.weebly.com)

## Theatre Booking Package

The following package is designed for your convenience to assist you in planning a well-organized and flawless production, meeting, or event in the Frank Hurt Secondary School theatre. The hope is that this will enable us to streamline in school theatre bookings so that we avoid double bookings ensuring that you have everything that you need for your event. Please read over the contents of this package, complete the necessary forms and submit electronically or by paper to Stephanie Henderson's mailbox or email [henderson\\_s12@surreyschool.ca](mailto:henderson_s12@surreyschool.ca) at your earliest convenience.

Please do not finalize your booking dates until you have received confirmation from Ms. Henderson that the theatre is available for the dates you have requested (usually within 24 hours).

Thank you for your cooperation. We are looking forward to working with you. If you have any additional questions please do not hesitate to ask.

Sincerely,

*Stephanie Henderson*

FH Theatre Department

[www.msshenderson.weebly.com](http://www.msshenderson.weebly.com)

[henderson\\_s12@surreyschools.ca](mailto:henderson_s12@surreyschools.ca)

Theatre Booking Procedure:

The theatre is used as a classroom both during and after school hours as well as for community and school events. The space must be first booked on a first come- first serve basis. All bookings will be tracked on an online calendar visible at [www.msshenderson.weebly.com](http://www.msshenderson.weebly.com) under the "THEATRE BOOKING" page. Once the dates for the event and any rehearsal times have been booked, the event organizers must select the services that best suits their needs.

**PLEASE NOTE: If this is a student run event, a teacher sponsor MUST be connected to the booking and present at the event in case there are any issues. The events are not teacher supervised by Ms. Henderson so it is the responsibility of each club/organization to oversee their own events.**

Frank Hurt User Groups

Please keep in mind that the student technicians in the Frank Hurt Technical Theatre Program is a professionals in training. I have provided the hourly industry wages below to put into perspective the work that they are doing free of charge:

<i>IATSE (International Alliance for Theatrical Stage Employees) Lighting Operator</i>	\$31.86
<i>IATSE (International Alliance for Theatrical Stage Employees) Sound Operator</i>	\$31.86
<i>IATSE (International Alliance for Theatrical Stage Employees) Stage Manager</i>	\$40.17

Please be mindful of their time and arrive prepared with all of your own needs (music, projection, lighting cues) clearly laid out for the tech team. Please also do remember that they are students and they are still learning so you will need to be patient as they become familiar with your particular needs.

Although Frank Hurt programs do not pay for use of the theatre space, recognition of the technicians for volunteering their time to assist you in your event (names in the program, a "shout out" during the event, even a thank you card, small gift) would be greatly appreciated as they are working hard on their own time for you.

**NEED FOR TECHNICIANS MUST be made aware to theatre manager (Ms. Henderson) upon booking your theatre dates and not on the day of your booking.**

- If you do not book a technician, one will not be provided to you.
- Please be aware that technicians cannot be guaranteed.

Enclosed is a copy of the Theatre Booking Form and information on the responsibilities and rules of the theatre. Please contact Stephanie Henderson with any questions at 604.590.1311 ext. 2767/LOCAL 2506 or [henderson\\_s12@surreyschools.ca](mailto:henderson_s12@surreyschools.ca)

Thank you  
Stephanie Henderson  
Drama Teacher

We highly recommend the following:

- You collect any and all sound/music prior to the event. Music should be edited to desired length to prevent miscommunication between performers and technicians. Do not rely on wifi for music as it is incredibly unreliable. We cannot accommodate multiple music devices. Please have all of your music/sound on one device (iPod, iPad, computer) or on labeled CD's.
- Have the technician's names listed in program (whenever possible...the student's appreciate it)
- Go over the **Rules of the Theatre** with all students, staff and supervisors prior to your event.
- Inform, and remind the school administrators of your event.
- Warn audience (via your program or with a sign) if fog or strobe lights will be in use during the performance.
- Print in program and/or place signs in the lobby if you do not want audience members videotaping performances or using photography of any kind. Not only can it be distracting but it also can be a violation of copyright laws.
- Arrange front-of house committee to sell tickets, help with security, clean-up and to assist audience with any needs... including entering and exiting at appropriate times to avoid distraction for the performers (try to discourage).
  - This is not provided by our technical team.
- Blank seating charts can be provided if you want to sell reserved seating for your event.

Rules of the Theatre:

- All school Rules apply when using the theatre
- No food or drinks will be permitted either in the theatre or in the green room (bottled water only please).
- Students must not touch stage drapes (unless absolutely necessary) with their hands as they have been treated with fire retardant chemicals and can be easily damaged. (They are extremely expensive and difficult to repair).
- The white drape across the back of the stage must only be used/operated by a member of the FH technical team.
- Do not pin or tape anything on stage drapes.
- No visitors will be allowed in the green room, staff, parental supervisors and performers only.
- Students must not be permitted to touch any props, costumes, make-up or equipment stored in the green room...therefore supervision must be provided for that area at all times.
- Props, set pieces, and other classroom specific supplies that are not part of your event but are in the theatre space are not to be touched, used, or played with.
- If you must tape anything to walls of theatre or stage use low-tack painters tape ONLY...please see Ms. Henderson if you have any concerns.
- No one (other than technical crew and event contact person) is permitted to enter the technical booth at any time.
- Always treat your technical crew with respect and appreciation.

Written instructions will be provided for user groups who do not require a technician. Please feel free to arrange a time to go over any additional questions you have about your booking with Ms. Henderson.

## Theatre Booking Form

Date Requested: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Student Contact : \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Teacher Sponsor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number/Teacher Extension: \_\_\_\_\_

Time of Set-Up (when you will be needing access to the theatre): \_\_\_\_\_

Time of Actual Event/Performance: \_\_\_\_\_

Time of Clean-up (if applicable): \_\_\_\_\_

Will Rehearsal Time be required? \_\_\_\_\_

Technical Rehearsal Date &amp; Time: \_\_\_\_\_

Dress Rehearsal Date &amp; Time: \_\_\_\_\_

Is a Sound Technician Required?  YES  NOIs a Lighting Technician Required?  YES  NOCue sheets must be completed 48 hours in advance (*see sample provided*).

It is the responsibility of the user group and contact person to ensure that the theatre is left in the same condition as it was when you entered. (*If cleanup can't be done until the following day, please make the necessary arrangements with Ms. Henderson in advance*). If the theatre is not left in its original condition a clean-up fee will be required OR the group/club/program will not be allowed to book for future events. This includes leaving tables and chairs that are borrowed from other classrooms behind, returning all paperwork or classroom materials to their original location (if moved), and ensuring that all doors are locked before you leave. Remember that this is a teaching space and needs to be respected as such.

For all performances, the following items are required → **Not applicable for all non-technical events:**

- Cue Sheets (*at least 48 hours in advance*)
- 3 copies of the program (*as soon as one is available*)
- 1 person on the headset back stage to communicate and give calls to the technicians in the booth (*not necessary for band concerts*)

Theatre Set-Up Requests  
(Please Check All that Apply)

- Projector (must provide your own operator to operate back stage at stage level OR request an additional technician)
- Large projection screen
- White Cyclorama Screen
- CD player
- AUX plug in (iPad or laptop)
- Standard hand-held microphone with chord on stands (we have 4 available please indicate how many you would like?) \_\_\_\_\_

Other Special Requests (cannot be guaranteed):

Scene or performance # \_\_\_\_\_

Technical Cue Sheets for Performances (Version 1)  
One sheet PER NUMBER

Production: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Total Number of Scenes/Numbers: \_\_\_\_\_

Number: \_\_\_\_\_ of \_\_\_\_\_

Name or Description of Performance:

Solo / Duo / Group # of Students: \_\_\_\_\_

Costume Colour/Description:

Scene/Number Starts:  On Stage  Off stage

Enter *Stage Right / Center Stage / Stage Left or other* \_\_\_\_\_

Duration of number: \_\_\_\_\_

Track #: \_\_\_\_\_ Fade Time (if necessary): \_\_\_\_\_

Lighting Description (*colours, warm/cool wash, areas of the stage that need to be lit*):

Additional Notes:

