

Performances

The performances are as follows;

- Tuesday – Saturday 7.30pm
- Saturday matinee 2.00 or 2.30pm

A high tea is usually available for the company between the Saturday performances. Details on this will be forthcoming from the Social Convenor nearer the show.

Post show

Everyone is expected to help in whatever way they can after the Saturday evening performance to strip the stage / fold curtains / clear dressing rooms / pack costumes etc. It is unfair to leave this to a few people.

A party is usually held in the Rothes Halls after all clearing tasks have been completed.

Our main fundraisers are

- (a) Thrift Shop – this is when we hire the thrift shop in Manse Place, Leven for a week in May and sell anything of reasonable quality (clothes, toys, books, bric-a-brac etc.). Volunteers are required to set up and clear the shop as well as serve customers during opening hours. So please remember to hang on to anything that could be sold.
- (b) Grand Prize Draw – members are asked to sell raffle tickets for this which is drawn during the final performance of the show.

8.0 GAMA Youth

GAMA Youth are a section of GAMA which caters for the 10-16 age group. The aims of this group are to encourage participation in and appreciation of all aspects of musical theatre, culminating in an annual production.

There is a waiting list for the group at the moment. Details on this and any other information related to GAMA Youth can be obtained from the GAMA Youth contact.



9.0 NODA

GAMA is affiliated to the National Operatic and Dramatic Association. NODA offers advice and on many issues and offers the opportunity to its members to attend workshops, seminars and national conferences.

Individuals can also become members of NODA. Details of this are available on their website www.NODA.org.uk or from any GAMA committee member.

Long Service Awards

NODA present long service awards to individuals who have been actively involved in any of their member organisations for periods of time ranging from 10 years upwards. If you feel you are due to receive an award, please contact GAMA's secretary.



GAMA Members' Guide

6.0 Information to Members

Information is passed to members in the following ways:

- Membership Guide
- At rehearsals – relevant announcements will be made at each company rehearsal and a noticeboard will exhibit various pieces of information.
- Newsletter – a newsletter is distributed to all members 3 or 4 times a year updating readers on progress with the show and reporting any relevant news associated with GAMA and musical theatre.
- Website – GAMA's website address is www.gama-fife.co.uk

Child / Vulnerable Adult Protection Policy

There is a comprehensive child / vulnerable adult protection policy in place. Details of this can be obtained from any committee member.

7.0 Fundraising and Social Events

The amount of fundraising required depends very much on the number of tickets sold for the show. The more we sell, the less fundraising we have to do!

1.0 Membership

The following types of membership of GAMA are available:

Type of Membership	Description
Honorary Member	Those awarded life membership for outstanding contribution to the association
Playing Member	Those appearing on stage (fee applicable)
Non-playing Member	Those not appearing on stage but still associated with GAMA (fee applicable)
Friend	Those wishing to support GAMA financially (donation). Friends do not have voting rights

A membership form, available from the Membership Secretary, must be completed and the appropriate fee paid.

Members' Night

A members' night is usually held in the Rothes Halls the week before the start of rehearsals. This allows the opportunity to pay memberships, obtain scores and libs, and meet the production team. Audition parts are normally available at this session and the production team are on hand to give advice about auditions. The evening closes with refreshments and a chance to catch up with fellow members.

2.0 Auditions

Dancing and principal auditions normally take place near the start of rehearsals. Auditioning and Casting are carried out by the Auditioning Committee consisting of Producer, Musical Director, Choreographer and four main committee members, one being the President who has the casting vote in the event of a split decision. A substitute main committee member is available in case anyone is absent or excluded (see below).

If any member of the auditioning committee has an 'interest' (e.g. partner / son or daughter / sibling) in a person auditioning, that auditioning committee member is excluded from both the auditions and casting discussion for the part(s) concerned.

Once the casting has been decided, auditionees will be informed in writing of the result of their audition. Those unsuccessful in auditioning for a part may be offered a part for which they have not auditioned. An auditionee may request feedback on their audition from the auditioning committee.

What is expected of me in an Audition?

Principal Auditions

- If the part involves both acting and singing, you will be asked to do both at your audition (please note that the audition parts will be available beforehand at the members' meeting). If the part involves dancing, you may be asked to perform a few simple dance steps.
- PREPARE – Prepare your music and reading properly. It is always an advantage to include some movement in your audition performance to help you project your interpretation of the part. You may find it easier to learn the music and lib by heart to allow you to concentrate on your performance.
- You may wish to wear appropriate clothing to allow you to move in a way appropriate to the part you are auditioning for

- There are usually two readers who will read in the other parts. They will not move around unless requested to do so by you.

Dancing Auditions

- You will be shown some dance steps, possibly as part of a dance number and asked to perform these to the auditioning committee.
- You should wear clothing and footwear suitable for dancing in.
RELAX – remember, everyone is on your side and willing you to do well.

3.0 Rehearsals

Weeknight rehearsals are from 7.30 – 9.30pm in the Rothes Halls. All playing members are expected to pay a weekly fee to cover the costs of rehearsal space. This can be paid every week or in block payments. Please ensure you arrive in plenty time to pay your subs etc before the start of the rehearsal.

- Tuesday – principals; dancers
- Wednesday – full company
- Full Company required on both Tuesdays and Wednesdays from around six weeks before the show
- Sunday rehearsals may be called for the full company from around five weeks before the show. These are usually held in St. Columba's church hall from 2.00 – 5.00pm.

A rehearsal schedule will be distributed at the start of rehearsals.

Unable to attend a Rehearsal?

If you know you will be unable to attend a rehearsal in advance, please enter your name in the diary which will be available at every full company rehearsal. Otherwise please contact the Secretary.

If you are absent without reason from a rehearsal when a particular scene is set, you may be left out of that scene. If you miss three consecutive

rehearsals without reason, you may be asked to withdraw from the entire show.

What will you need at a Rehearsal?

- Libretto and / or score (or parts of, as required)
- Notebook and pencil – to take notes of moves or any other information
- Casual or comfortable clothing – you will be required to move / dance

Resignation from the Production

If you wish to terminate your involvement in a production, please put this in writing to GAMA's secretary.

4.0 Publicity and Ticket Sales

Ticket Sales

A priority booking system operates for GAMA members and 'friends'. This allows you to book tickets for the show before they go on sale to the public. You will be provided with a 'priority booking form' on which you can order as many tickets as you like. When these are returned (usually mid August), a draw takes place to determine your booking priority. You will have the choice to attend the priority booking event at your allotted time to select your own seats or pass that responsibility to the Business Manager in due course.

Following the priority booking event, all tickets must be purchased from the Rothes Halls box office (this can be done on-line).

Advertising Material

Posters and flyers advertising the show will be made available in advance for you to distribute and display in as many places as possible. Only a limited supply of A3 posters are printed so please ensure these are used to maximum effect.

GAMA is always on the look-out for advertisers and page sponsors for the programme. Details and rates are available from the Marketing Manager.

Publicity Day

GAMA's publicity day usually takes place outside the Rothes Halls in mid September. A display board advertising the show is in place and volunteers are required to distribute flyers and sell raffle tickets.

5.0 Show Time

Costumes

These are normally hired from a costumier and are usually available on the Wednesday before the show. You will be informed well in advance of any costumes / accessories you are expected to supply yourself. Each person is responsible for making small alterations to their costumes (hems / buttons etc). Hugely ill-fitting or inappropriate costumes will be changed.

Hair

You will be advised of appropriate hairstyles in advance of the week of the show. Wigs will be provided to those who require them and the hairdresser will assist you with these.

Make-up

Stage make-up is provided in the dressing rooms for performers to apply themselves. If you need help with this, any of your fellow company members or one of the make-up team will be happy to assist with advice. If you require specialist make-up for the part you are playing, a member of the make-up team will talk to you in advance about what is required.

Technical Rehearsal

This normally takes place on the Sunday evening before the show. The purpose of this rehearsal is to practice scene changes/ technical elements / sound system and let the company familiarise themselves with the set. If you require a radio mic, it is advisable to wear a belt under your costume to attach the mic pack to.

Dress Rehearsal

This normally takes place on the Monday evening before the show. This rehearsal is run as a show (full costumes / orchestra etc).