



# Cast Member Protocol

**Production:** "Nell Gwynn"  
**Performance Dates:** Thursday 9th July to Saturday 11th July and Wednesday 15<sup>th</sup> July to Saturday 18th July 2026  
**Technical Rehearsal:** From early evening on Monday 6<sup>th</sup> July 2026  
**Dress rehearsal:** Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> July 2026  
**Possible run through:** TBC Monday 13th and Tuesday 14th July 2026

Dear Cast Member,

1. All cast members are expected to become a member of the Windsor Theatre Guild if not already and will also be asked for a £20 "performance fee" mainly to pay for your script that is yours to mark up and keep.
2. All cast are expected to help during the Get-In and the Get-Out at the venue. The Get-In will be on Sunday 5<sup>th</sup> July 2026 and Get-Out will be in the morning of Sunday 19<sup>th</sup> July 2026. Further details will be circulated to all a week or so beforehand.
3. Promoting the show is very much a group effort so please make every effort to encourage your friends, relatives and workmates to buy tickets. A5 advertising flyers will be made available and cast will be informed of links to Facebook and Instagram posts for easy sharing.
4. Please make every effort to arrive at rehearsals/performances at the required time (initial rehearsal schedule attached for information). If you are running late, phone the Stage Manager, Kathryn Harris on 07780 685786 to let her know.
5. All cast members must be present at the performance venue at least 45 minutes before the published start time. Check yourself in with the Stage Manager as soon as you arrive.
6. Alcohol must not be consumed before or during rehearsals or performances.
7. Please make every attempt not to be seen in costume by the audience while off-stage.
8. Parking is available at performance venue although cast and crew vehicles will probably be close parked so can only be moved again after the audience vehicles have departed.
9. Please return all props to the stage manager after every performance. Do not take costumes or props home, unless specifically asked to do so.
10. Photographs are taken by a photographer at the dress rehearsal that will be made available to all cast and crew. Please do not arrange for photographs or video to be taken during performances as this can impinge on the enjoyment of other paying audience members.
11. All cast will be required to provide a short write up on their experience for the show program. Please provide these promptly when asked.
12. Any rights over images of cast taken during performances and rehearsals remain with the Windsor Theatre Guild.
13. WhatsApp is our preferred communication method within the cast and crew and so your mobile number will be known to all cast and crew.
14. The emergency and evacuation procedure and meeting point for the performance venue will be confirmed at the Technical Rehearsal.

Please indicate your understanding of the above by signing below:

Name: .....

Date: .....

Signature: .....

Merry Wives of Windsor at Windsor Foddball Club					
Show 27-29th June & 4th-6th July 20	Date	Times	Venue	Cast Needed	Absences
Play Reading	Th 11 Apr	8:00pm - 10:00pm	Windsor Football Club		
Auditions	Tu 16 Apr	8:00pm - 10:00pm	Baldwin's Institute		
Auditions	Th 18 Apr	8:00pm - 10:00pm	Windsor Football Club		
Evening Rehearsal	Tu 23 Apr	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 25 Apr	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 28 Apr	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 30 Apr	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 2 May	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 5 May	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 7 May	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 9 May	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 12 May	2:00pm - 5:00pm	Windsor Football Club		
Evening Rehearsal	Tu 14 May	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 16 May	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 19 May	2:00pm - 5:00pm	Windsor Football Club		
Evening Rehearsal	Tu 21 May	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 23 May	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 26 May	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 28 May	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 30 May	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Sun 2 Jun	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 4 Jun	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 6 Jun	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Sun 9 Jun	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 11 Jun	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 13 Jun	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Sun 16 Jun	2:00pm - 5:00pm	Baldwin's Institute		
Evening Rehearsal	Tu 18 Jun	8:00pm - 10:00pm	Baldwin's Institute		
Evening Rehearsal	Th 20 Jun	8:00pm - 10:00pm	Windsor Football Club		
Afternoon Rehearsal	Su 23 Jun	4:00pm - 7:00pm	Windsor Football Club		
Get in	Su 23 Jun	10am-12pm	Windsor Football Club	All	
Tech	Mo 24 Jun	6pm - 12pm	Windsor Football Club	All	
Dress	Tu 25 Jun	6pm - 12pm	Windsor Football Club	All	
Show	We 26 Jun	6pm - 11pm	Windsor Football Club	All	
Show	Th 27 Jun	6pm - 11pm	Windsor Football Club	All	
Show	Fr 28 Jun	6pm - 11pm	Windsor Football Club	All	
Show	Sa 29 Jun	6pm - 11pm	Windsor Football Club	All	
none	Su 30 Jun	-			
none	Mo 1 Jul	-			
none	Tu 2 Jul	6pm - 11pm	Rehearsal		
Show	We 3 Jul	6pm - 11pm?	Windsor Football Club	All	
Show	Th 4 Jul	6pm - 11pm	Windsor Football Club	All	
Show	Fr 5 Jul	6pm - 11pm	Windsor Football Club	All	
Show	Sa 6 Jul	6pm - 11pm	Windsor Football Club	All	
Get out	Su 7 Jul	10am - 2pm	Windsor Football Club	All	
Venue Addresses:					
<b>Old Court Artspace, St Leonard's Raod, Windsor, SL4 3BL</b>					
<a href="https://goo.gl/maps/UR2kHHzFP6CYJbxX7">https://goo.gl/maps/UR2kHHzFP6CYJbxX7</a>					
<b>Baldwins Institute, Eton Court, Eton, SL4 3AJ</b>					
<a href="https://goo.gl/maps/KdBigZ2ikP2H2MkI9">https://goo.gl/maps/KdBigZ2ikP2H2MkI9</a>					
<b>Windsor Football Club, St Leonards Road, Windsor, SL4 3DR</b>					
<a href="https://goo.gl/maps/pPnv9Yp2vRHCL7vBA">https://goo.gl/maps/pPnv9Yp2vRHCL7vBA</a>					