

Cast Member Protocol

Production: Going Postal

Performance Dates: 18th -21st March 2026

Technical Rehearsal: 6pm Monday 16th March 2026

Dress rehearsal: 6pm Tuesday 17th March 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" to pay for your script that is yours to mark up as you wish and keep after the event and other incidentals.
2. All cast are expected to help during the Get-In and the Get-Out at the Old Court. The Get-In will be during the afternoon of Sunday 15th March 2026 and Get-Out will be during the afternoon of Sunday 22nd March 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. Our main form of communication within Cast & Crew during rehearsals is via a dedicated WhatsApp Group.
6. All cast members must be present at the performance venue at least 45 minutes before curtain up. Curtain up will be at 7:30pm on Wednesday through Friday and at 2:00pm and 7:30pm on Saturday. Check yourself in with the Stage Manager as soon as you arrive at the Old Court.
7. Alcohol must not be consumed before or during rehearsals or performances.
8. Please make every attempt not to be seen in costume by the audience while off-stage.
9. Parking is available at The Old Court but limited, cars will have to be registered with Old Court via Stage Manager. There is street parking on St Leonards Road and the nearest public car park is behind Windsor Forest College that is also in St Leonards Road.
10. Please return all props to the stage manager after every performance. Do not take costumes or props home, unless specifically asked to do so.
11. 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.
12. Please make yourself aware of the emergency and evacuation procedures for each rehearsal venue and The Old Court and in the event of a fire or other emergency vacate the premises as soon as possible by the nearest route. The evacuation procedure and meeting point for the Old Court will be confirmed at the Technical Rehearsal.

Please indicate your understanding of the above by signing below:

Name:

Signature:

Date: