



2021 Information Book and Script

NAME: _____

PATROL: _____

Introduction.....	3
The Showtime Charter.....	3
Fees.....	4
Tickets	4
2021 Ticket Sale Incentives.....	5
2021 Rehearsal and Show Dates	6
Locations	7
Rehearsal Notes.....	7
Key Contacts	8
Uniform	9
Other Information.....	11
Recognition of Service Awards.....	12
SMST Lifetime Achievement Award	12
Donations	13
Party Time!	13
The Shonky Brothers.....	14
At The Theatre.....	15
SMST Code of Conduct.....	17

INTRODUCTION

Congratulations on being a part of the South Metro Showtime family. You are now part of an amazing group of people who have been working together to put on a fantastic show for over 40 years. We cannot wait for you to get involved in the show in any manner you wish. We have put together this manual for every member of Showtime, kids, parents, your pets so that it is the go-to place for anything you want to know about the show. If it is not in here, your patrol leader or department head is a good person to find out other stuff from.

THE SHOWTIME CHARTER

South Metro Showtime (SMST) aims to provide Scouting & Guiding members with the opportunity to participate in & learn about Performing Arts.

Showtime has many departments and areas of learning and is open to all Scouting and Guiding members, regardless of gender, age, and ability. Showtime operates as a team, considering the skills and needs of all its members, in a safe and happy environment.

Adults involved in Showtime are expected to adhere to the Code of Conduct for Adults in Scouting.

Youth members within Showtime are expected to behave in a manner which is always respectful toward all others and in co-operation toward achieving the aims of this charter.

Showtime provides training in areas such as:

Performance Skills

- Stagecraft
- Singing
- Acting
- Dancing

Production Skills

- Stagecraft
- Writing of musicals and sketch material
- Training and Leadership of youth

Leadership Skills

- Development of a Patrol System
- Training of Youth
- Teamwork

Support Skills

- Management
- Youth Training
- Office Skills
- Financial Training

Technical Skills

- Lighting and Sound Production
- Makeup design and application
- Scenery design and construction

FEES

We try to keep Showtime as cheap as possible, however, we have expenses that we need to cover. You will have received a letter regarding fees and we request you pay these as soon as possible. Fees cover expenses such as your t-shirt you will receive, script printing, catering at rehearsals and the theatre, as well as other expenses that we incur throughout the year.

We want everyone to be a part of Showtime, no matter your financial situation. If you have difficulties paying your fees or want to set up a payment plan, please speak to the Producer, Mark Rosenberg, as soon as possible. We can organise a discreet plan for you so that you can take part in our wonderful show.

TICKETS

Tickets are the life blood of Showtime. Without ticket sales there is no one out there to give you the applause you will so genuinely deserve. The more tickets we sell, the more applause we get, the more people want to be part of Showtime and so we expand to make Showtime even better!

Did you know that (here is the ugly financial part) that in order to break even we need to sell 300 tickets for EACH show. That is approximately 30 tickets per Showtimer. Some people will sell lots more of course.

What is the ticket competition?

Every year we run a competition to see who can sell the most tickets. On top of this we run a raffle for all people who sell over 10 tickets, and for every 10 tickets you will get an entry into the raffle. We have amazing prizes for these competitions, so get out and sell tickets and make sure you remind people to put your name against them.

How can you sell more tickets?

There are a number of people you can sell to, the usual suspects include your family and friends, as well as your Scout or Guide group. Remember, when you go back to your sections each week, talk about what you did at Showtime, and bring them along to the shows. Get your leader to make attending Showtime a program night. Even get them involved in the competitions we run.

Don't forget, we have section shows, so speak to your Group Leader to organise a night for the whole group to attend, or each section to attend on their day. There are also other Scout and Guide groups not involved in Showtime within your district. They shouldn't miss out on the fun, so contact them and invite them along.

Other people you can speak to are your schoolteachers and principals. Even speak to the drama department at your school. They are always looking for quality theatre to take classes to. Suggest Showtime. (We may even be able to organise a backstage tour so that they can see how a real theatre works. Talk to Mark Rosenberg to arrange this.)

Make a list and check it twice

- Write down a list of 30 people (or more) who you think might like to see Showtime
- Telephone, email, & visit them in person, camp on their front lawn
- Most people will happily come and see Showtime if you ask them nicely. And if you do most of the work for them then they will be even happier.
- If they say "I'll think about it", get back in contact with them a few days later. Booking can be done immediately via the SMST website. Credit card payment means they don't even need to give you cash. How easy is that?

How to buy tickets

Tickets can be purchased directly from our website (<http://www.southmetroshowtime.org/>) or you can come and see us in the office at rehearsals. We will also have booking forms available to hand out to people.

2021 TICKET SALE INCENTIVES

Our AIM in 2021 is to sell 2,500 tickets

Keep an eye out each rehearsal to see good reasons for you to sell tickets. Each week we will give out prizes to those who sell a lot of tickets during the week. Some will be valuable, and some will be fun. But if you want to win, you need to keep selling tickets.

The biggest incentive of all is to have an audience full of people cheering you along as you showcase what you have been rehearsing all the time. The roar of the crowd is one of those feelings that you never ever forget.

2021 REHEARSAL AND SHOW DATES

DAY	DATE	TIME	ACTIVITY	NOTES
Sunday	25 th April	6:45pm to 9:15pm	Rehearsal	
Sunday	02 nd May	1:00pm to 6:00pm	Day Rehearsal	
Sunday	09 th May	6:45pm to 9:15pm	Rehearsal	
Sunday	16 th May	6:45pm to 9:15pm	Rehearsal	
Sunday	23 rd May	6:45pm to 9:15pm	Rehearsal	
Sunday	30 th May	1:00pm to 6:00pm	Day rehearsal	
Sunday	06 th June	6:45pm to 9:15pm	Rehearsal	
Sunday	13 th June	No Rehearsal	No Rehearsal	Queen's B'day Weekend
Sunday	20 th June	1:00pm to 6:00pm	Day rehearsal	
Sunday	11 th July	6:45pm to 9:15pm	Rehearsal	
Sunday	18 th July	6:45pm to 9:15pm	Rehearsal	
Sunday	25 th July	6:45pm to 9:15pm	Rehearsal	
Saturday	31 st July	1:00pm to 9:30pm	Weekend	Sleepover with Patrol
Sunday	01 st August	9:00am to 5:00pm	Rehearsal	Scarf Presentation at 3pm
Sunday	08 th August	2:00pm to 6:00pm	Act 1 Dress rehearsal	Cast Finish at 6.30
Sunday	08 th August	9:00am to 11:00pm	Bump in	Tech Crew all day
Monday	09 th August	6:00pm to 9:30pm	Tech Rehearsal	Tech Crew Only
Tuesday	10 th August	6:00pm to 9:30pm	Act 2 Dress Rehearsal	Cast finish 9.30
Wednesday	11 th August	6:00pm to 9:30pm	Tech Rehearsal	Tech Crew Only
Thursday	12 th August	6:00pm to 10:30pm	Final Dress Rehearsal	Cast Finish 10.00
Friday	13 th August	6:00pm to 11:00pm	Performance	Opening night party
Saturday	14 th August	6:00pm to 10:30pm	Performance	Cast Finish 10.00
Sunday	15 th August	1:00pm to 6:00pm	Performance	Cast Finish 10.00
Thursday	19 th August	6:00pm to 10:30pm	Performance	Cast Finish 10.00
Friday	20 th August	6:00pm to 10:30pm	Performance	Cast Finish 10.00
Saturday	21 st August	1:00pm to 6:00pm	Performance	Cast Finish 10.00
Saturday	21 st August	6:00pm to 10:30pm	Performance	Cast Finish 10.00
Saturday	21 st August	11:00pm to 1:00am	After Show Party	All cast, crew and families

LOCATIONS

All rehearsals are held at Ewar Street, Moorabbin.

Our show is performed at River Gum Performing Arts Centre, 58-96 Fordholm Road, Hampton Park.

REHEARSAL NOTES

Where possible we will do our best to adhere to these times. All members are asked for their support in arriving on time. Late arrivals cause havoc with scheduling and can cause finishing times to overrun. Please exercise patience and understanding if we run overtime. It will be due to circumstances beyond our control, nothing deliberate or unplanned.

Arrival

When you arrive, you must check-in at the door with your barcode. You will receive your barcode on the first rehearsal and will be required to bring this to all rehearsals and performances. Once you have checked in, you must report to your PL or head of department.

Absence From Rehearsals or Late Arrival

If, due to unforeseen circumstances, you know you will be late or unable to attend a rehearsal, cast members **MUST** telephone WITHOUT FAIL your Patrol Leader or Deb Goble, whose telephone numbers appear on the directory page in this manual. If you arrive late to rehearsal, please report to Deb Goble or her team on arrival, and ensure that you check-in with your barcode, no exceptions.

We assume that before you applied to join Showtime you carefully considered all your commitments for the next few months. Please attend ALL rehearsals, especially the final weekend rehearsal and overnight Patrol stay. Missing one can cause great disruption to rehearsal schedules and unfairly disadvantage other Showtime members.

Collecting children

Under 18's will **NOT** be allowed out of the building on their own. For reasons of safety, parents must collect children from the foyer of the rehearsal venue or theatre. If your patrol is duty patrol, you will need to arrive 10mins early and will stay approx. 10mins later at the end. The duty patrol will be expected to help put things out and tidy up before leaving.

Transportation

Transportation to and from rehearsals is the responsibility of the Parent / Guardian. Car-pooling can reduce this burden, particularly if there are several people from your group travelling the same long distance.

On Weekend Rehearsals, for the overnight stay, transportation will be organised by the Patrol Leader. We try to ensure that there are enough licensed drivers in each patrol for this to occur safely, however, parent support is always appreciated. If you have any concerns please contact your child's patrol leader.

KEY CONTACTS

Producer

Mark Rosenberg
0411 896 030
producer@southmetroshowtime.org

Support

Deb Goble
0413 822 678
deb.goble@yahoo.com.au

Production

Tara May
0401 427 001

Tom Lanyon
0422 973 991

Kate Prossor
0443 401 912

Sarah Schache
0430 054 854

Simone Stublely
0421 103 514

Costumes

Suzy Freeman
9551 7291

Suzanne Zuccarini
0403 679 629

Patrol Leaders

Astor

Michael McGee-Stebbing
0432 285 154

Forum

Daniel Lorimer
0407 041 020

Her Majesty's

Rachel Osborne
0431 666 851

Palais

Molly Hastings
0439 364 999

Phoenix

Tiffanie Thomas
0422 048 965

Princess

Breanne Simmons
0459 704 111

Regent

Jesse Carter
0423 245 546

Tivoli

Lachlan Setter
0455 576 028

UNIFORM

SMST is a Scouting/Guiding activity, so full & correct uniform (including black shoes) is required at the theatre during the show, for photo sessions, & other occasions as notified. If you have any queries please feel free to discuss with your Patrol Leader.

During rehearsals, we understand that wearing full uniform is always not ideal, so a t-shirt will be issued to all cast members to wear at rehearsal. This shirt must be worn at all rehearsals. Please also wear your Showtime scarf, if you have one, or your group scarf if it is your first year in the show. Scarves must be worn for parade but then can be removed after parade.

We do understand that the time of year is cold, so make sure you wear something warm with it, but be aware that you will be active. The aim here is not to show how fashionable you can be, but how comfortable for proper rehearsal. You are of course most welcome to wear full Scout or Guide uniform if you wish.

Performance Uniform

Scout Uniform

The policy of South Metro Showtime for members of the Victorian Scout Association is to wear the standard section navy-blue shirt and Showtime scarf, plain navy-blue slacks/dress pants and belt. (Please note, cargo pants, jeans or similar are not allowed.)

Footwear is an all-black flat sand shoe, runner, or leather school shoe with black socks for boys and girls wearing pants. Girls who wear skirts or culottes should wear tan pantyhose and appropriate black footwear.

Guide Uniform

The policy of South Metro Showtime is for members of Guides Victoria to wear the following:

- 10 - 15 years: 'Blue & Orange' Polo Shirt/V Neck, & Sash (with badges as appropriate in correct position)
- 15 years plus: Blue dress shirt is preferable or 'Navy & Orange' Polo or V Neck.

All the above should be worn with plain navy slacks/pants/culottes; Unit/Showtime Scarf.

Footwear is normally a black flat sand shoe/jazz shoe/character shoe or similar with tan pantyhose.

South Metro Showtime Scarf

Those who are new to the show will wear their group scarf until the weekend rehearsal. They'll get the opportunity to be part of a "fun" ceremony, where they'll be presented with their scarf. Parents will be invited to join us for this.

SMST scarves are only to be worn when you are on a Showtime activity, all other times you wear your regular group scarf. The SMST scarf must not be sold, swapped, lost, given away. You only get one, so look after it.

Name Tags

Name tags and bar-coded check in tags will be issued to all cast at the start of rehearsals. These must be worn at all rehearsals so we can call you by the correct name and issue you with correct instructions, costumes that fit, and generally get to know you. They must also be worn on arrival at the theatre.

For your safety, only those with name tags or backstage passes will be allowed back stage at the theatre. Automatic check in via bar code scanning will be used. The people who are ensuring entry by the correct personnel do not know everybody, so no check in / pass, no entry.

OTHER INFORMATION

Spotlite

Spotlite is our weekly (and daily when we get to the theatre) newsletter. Each week & every night at the we will distribute a newsletter at the end of rehearsals via email. Make sure you read Spotlite. Spotlite contains important info such as special rehearsals etc. You can contribute items to Spotlite i.e., birthdays, achievements, engagements, gossip, jokes etc. We want to know what you have done during the week!

Social Media

The internet can be a great way to share the good times and great times you have at Showtime. However, they can also be very devastating if information is written about our members or activities in a negative light. Whilst we appreciate that we cannot control this, Showtime believes we need to reinforce to our members the importance of not demeaning fellow members of the Movement and ask that our members conduct themselves in an appropriate manner.

Canteen

We have a canteen, which operates at rehearsals and the theatre, where you can buy soft drinks & confectionary. You can bring money to buy each week at the canteen, or start a tab providing money up first. Our friendly catering manager, Nick, will look after you if you have any questions. Water/Cordial/tea/coffee/ nibbles are provided free of charge.

Please bring your own water bottles and label them clearly.

Parents and Supporters

The success of the show depends on many people; none more important than Parents & Supporters. We need them to help with a variety of jobs i.e., helping with refreshments (canteen on rehearsal nights & theatre), cooking for weekend rehearsals and sewing. In fact, just about every area of the show can do with some assistance. So, if you know anyone who can do anything for us – bring them along.

Program and DVD

One of the highlights of the show is our Souvenir Program. All members of the show will be issued with a special free copy. But they are also on sale at the Show for Nana & anyone else who wants one. We produce a professional quality DVD every year. Order forms will be available during rehearsals.

RECOGNITION OF SERVICE AWARDS

At Showtime, we like to recognise those who have been with us for a while (some longer than you probably have been alive). To recognise this, members of Showtime will receive a laminated certificate for every 5 years they are involved in the show.

On top of this, after 10 years, you will receive a cloth badge to attach to their Showtime scarf, and get an updated badge every 5 years. The badge indicates the number of years that the member has been involved in Showtime. Furthermore, after 20 years, the member will get a new scarf with a red bias, showing continued long service.

What is a year of service?

We have introduced new rules around what constitutes a year of service. We understand that not everyone is required at rehearsals during the rehearsal period. However, once we hit the theatre, in order to be recognised as a year of service, the member **must attend at least 5 nights** at the theatre (rehearsals and performances) and either bump-in or bump-out. This ensures that the recognition for service is fair across the board.

SMST LIFETIME ACHIEVEMENT AWARD

The purpose of the SMST Lifetime Achievement Award is to acknowledge Service above & beyond the call of duty for Showtime & forms part of the recognition of service process already in place. A list of all SMST Lifetime Members will be displayed on the website in future.

Selection Criteria

- A minimum of 20 years of service to the show
- A significant contribution to the show over several years in any area of the show
- Be an ambassador for Showtime via their enthusiasm and support for the show
- That the person nominated show a degree of innovation or leadership within the show.
- The award may be achieved by Parents and Supporters of the Show
- People who aren't currently associated with the show may be nominated

All Lifetime Members will receive:

- A certificate to be proudly displayed
- A numbered key ring
- Acknowledgement on SMST website
- Acknowledgement on Honour board

Nominations for the Award

Any person can make a nomination, or be nominated, for this award. The Producer shall form a committee to decide on the suitability of the nominated person to receive the award. There is no lower or upper limit for the number of awardees in a year.

DONATIONS

We try to keep the cost of the show to a minimum, both for those directly involved in the show as well as those who come to see it. A lot of this cost saving comes from our sponsors, the families, and friends of Showtime.

We NEED your help

Does your family business want to put advertising in our program? Imagine all that publicity! Scouting & Guiding Families like to support their own.

We also need your personal time to help sew costumes, paint sets at Weatherall Road, or help serve food at rehearsals and shows.

We also accept any donations that you can make:

- Nightly best ticket sales prices
- Our annual Trivia Night Fundraiser
- Our Ticket Sales Competition – in the past we have had such things as a Nintendo Games machine donated for a prize
- Power Tools, Paint, Timber and all that other stuff that builds the sets for the show

Our major financial sponsors receive free advertising and the whole show benefits. Maybe you can think of other things we haven't even thought of yet?

PARTY TIME!

As good as the show is, it is the friends we make that add the icing and cherry to the top of the Showtime cake. So of course, we have celebrating to do. With Showtime it is hard work so we need to relax with a few parties. Do not miss out on these they are fantastic.

Venturer, Rover, Olave and Older Guides Nights

A party for all older members. Come and see the show, bring your Unit, your Crew, your Rover and Venturer age friends. A combined ticket for the show and party- what a way to enjoy the show.

Opening Night Party

After the opening night, once all the costumes have been put away and the make-up taken off, we are planning on having a celebration of all the hard work to get to the opening night. We will have drinks and nibbles available with music for an hour after the show to help you relax after getting to the opening night.

Final Night Party

After the final night show, after the dressing rooms have been emptied, after the Shonky Bros have taken all the sets and costumes and everything else home, it is time for a party, disco, food, drinks, laughter, tears, smiles, giggles and lots of letting our hair down for the final time. You just must be there to celebrate all the hard work we have done. It is our Reward. Enjoy it.

THE SHONKY BROTHERS

There are stories told of a land of mythical Showtimers, bigger than history itself. They are strong. They are larger than life. They are our modern-day heroes. They are the Shonky Bros. And they live at Weatherhall Road, Cheltenham, build our sets, paint our boxes, lift heavy things, and have a great time doing it.

And there is always room for more people to join this band of heroes.

Come to Weatherhall Road and help BUILD the show, provide moral support, enjoy lavish feasts, slay dragons (well maybe not that part) The Shonky Bros are always looking for help.... Bring your mum, bring your older brother, get Uncle Bob away from the TV on a Sunday afternoon, even come down yourself and lend a hand. There is a lot of work to be done. And they can always use the help. And when we are at the theatre they play an important role in making the cast look good on stage. True unsung heroes!

To become one of these heroes, contact Darren Stephens on 0426-981611.

AT THE THEATRE

After all rehearsals are done, and you have sung and practiced and know all your words and moves it's time to reach the theatre. You finally can put into practice everything you have been working for. But it is important to remember, there are a few rules you must know.

Backstage Passes

All members of the show, including technical personnel, management, costumes, canteen helpers & others will be issued with backstage passes for reasons of COVID tracking, fire & OHS regulations. They must be produced when entering the theatre. Friends and relatives are not allowed backstage anytime.

If you do forget your pass, you will need to manually sign-in.

Dropping Off and Collection

Parents are not allowed backstage. When dropping off children, please drop them off at the backstage door. All show members must enter via the backstage door. Collection will be from the theatre foyer.

Checking In

When you arrive at the theatre (in full uniform, remember, you will need it for the finale) you need to scan your barcode at the entrance. The barcode scanner will be inside the entrance.

Tips for in the Theatre

- **NO** running in the corridors / on the stairs.
- **DON'T** talk or hang around in the wings, you should only be there when you are due on stage.
- Cast should clear the stage as quickly as possible; stage crew need to work and if you are in the way they cannot stop
- The canteen will be operating; it is always available, except during interval to cast, this is the time for the Technical Crew to get refreshments

Cast members and other members who do not operate within the teams are not allowed in the lighting booth, audio booth, theatre offices and foyer. Also, equipment on stage is not to be touched. Do not pull out/ push in anything you see lying around or borrow an electrical cord that is not associated with your job. Doing so may result in something vitally important not working or may even be dangerous. If you see something that looks out of place, please find a Head of Department and let them know.

Arrival Times

Arrival times are available in the rehearsal schedule, but for evening performances it is 6:00pm and for afternoon performances it is 1:00pm. Access will not be available before these times. If you are running late, please let Deb Goble know.

Make-Up

It takes time to make up lots of faces, so please make sure you go to the make-up area when told to. Bring an old towel and cold cream; remove your make-up before leaving the theatre. More information will be given closer to the theatre.

Costumes

A lot of time and effort has gone into making your costumes so please take good care of them. Remember to hang them up after wearing them on stage. Keep them off the floor, (if possible hang them in order of use) otherwise there may be confusion on who's costume is who's. It is particularly important to keep make-up, food & drink away from costumes. Also, clearly name any cast-supplied gear and bring a coat hanger for your uniform.

All cast are to supply and bring their own flesh coloured underwear. Other colours show through costumes when you are under the lights on stage. Again, we will provide more information closer to the theatre.

Props

Take care of any props you use and remember to hand them back when your item has finished, someone else may need to use the same prop. If they are mislaid, what will you use for your next performance?

Bloops, Bleeps and Bouquets

Bloops, Bleeps and Bouquets is issued to all cast and Heads of Departments via email at the end of each performance. These sheets constructively criticise and encourage. It is important that you read them and take note of any changes you need to make, or any special rehearsals you need to attend.

SMST CODE OF CONDUCT

Where possible adults involved in Showtime will be registered Leaders of Scouts / Guides Victoria. Sometimes we require the assistance of adult experts / parent helpers. Adult experts / parents and all adults (persons aged 18 and over) involved in supervising youth members of Showtime on a regular basis will be required to have a completed Working with Children Check. All registered leaders will have been police checked as part of their adult warranting process. It is in the best interest of our Scouts and Guides to make sure this happens.

The basis of adult conduct is the Scout Promise and the Scout Law.

The purpose of Scouting is to encourage the physical, intellectual, emotional, social & spiritual development of young people. This is achieved by the example & guidance of dedicated people who help youth members in their fulfillment of the Scout Promise and Law, so that they become constructive and responsible citizens. This Code of Conduct is expected of all adults, uniformed and non-uniformed, who work within the Movement, always recognising that they should act responsibly and exercise a duty of care.

Alcohol and Drug Policy

There is to be **NO** alcohol consumption for Showtimers under the age of 18 Years – this includes Showtime functions such as Rover Night, Trivia Night and Reunion.

For over 18 years, there is to be **NO** alcohol consumption whilst a formal Showtime activity is in progress, or at the rehearsal or performance venues. Social activities such as trivia nights and “Over 18 only” after show parties are exempt. Responsible consumption levels should be maintained at social events.

Use of illicit drugs will not be tolerated at any time or event. Showtimers who do not adhere to these guidelines will have their position within the show reviewed.

All Showtimers will agree to follow a “**Fit to Work Policy**”. We acknowledge that the consumption of alcohol outside of “on duty” times may be carried out via personal choice. SMST, in line with Duty of Care & the Safety of its members will consider the impact of people who aren’t “fit to work” (eg arriving at the theatre, or parents / adults picking up Youth members at the completion of a show, in an inebriated state) The Producer will designate Showtime Personnel to monitor the “Fit to Work” Policy

Smoking Guidelines

Showtime aims to have all aspects of the show 'Smoke Free'.

All smokers will agree to the following requirements.

- They will only smoke in a designated smoking area at rehearsals or the theatre
- All smokers will agree to properly dispose of butts, matches, lighters etc.

Youth Members

Members under 18 will not be allowed to smoke during rehearsals or performances. It is illegal for those under the age of 18 to purchase cigarettes and SMST believes that we must support that position, as well as promoting the health aspects of not smoking.

Adult Members

Adults will agree to exercise discretion with regards to Smoking in front of Youth Members.

Designated Smoking Zones

- At the rehearsal Venue, the designated area will not be within ten meters of any entry door
- At the theatre, smoking is not allowed in the grounds of the school, and only allowed up to 30 minutes prior to the show