



How We Put On A Show

Here's the 10-step process we use at SLT to select and put on our show season, with an indicative time scale.

Shows typically run for 5 nights (with additional nights or matinees for some family/Christmas shows) and have an 8 to 10-week rehearsal schedule with rehearsals 3 times a week.

What

1. Theatre committee (TC) invites directors to submit plays

2. Submissions are read by TC, who call directors for interview if selected.

3. Successful submissions scheduled and season announced

4. Directors advertise and hold open auditions

When

At least 6 months ahead of the season commencing.

Submissions window closes after 2 months.

Up to 2 months later.

13+ weeks before the show date.

Notes

TC is made up of three theatre directors who also sit on General Council

Takes a few weeks, depending on the number of submissions. Directors don't have to be members to submit, but they must join if their play is scheduled.

Directors recruit key crew such as assistant director, stage manager and lighting/sound designer. Performance rights are applied for, and the theatre reps appointed to shows to help guide and support directors.

Audition dates and pieces to prepare published on the SLT website at least 2 weeks in advance. Audition formats vary.





5. Directors cast the show and seek other crew members needed.

10+ weeks before the show date

All cast and crew members must be or become SLT members before first rehearsal.



6. Rehearsals start

10 weeks before show week.

Props and costumes are sourced. Rehearsals are pre-allocated 2 nights per week + a Sunday pm. Reps will attend occasionally.



7. Run up week

8 days before the show date

Get-in and several rehearsals plus at least one tech run. All cast and crew should be available every night if needed.



8. Dress rehearsal

On the eve before the first show night (normally Monday)

Performed under show conditions – usually a Monday. Stage Manager is now in charge of the show.



9. Get-out

Morning after the last show

All cast and crew should be available. Theatre space must be left ready for the next show to get in.



10. TC seeks feedback from the cast and crew.

Post-show survey.

To help directors and assess processes.

