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 a 10-week rehearsal schedule with rehearsals 3 times a week.

What	When	Notes	
1. Theatre committee (TC) invites directors (not writers) to submit plays	At least 6 months ahead of the season commencing. Usually done twice a year.	TC is made up of a number of SLT members with a passion for theatre and experience of acting/directing .	
2. Submissions are read by TC, who call directors for an interview if their play is selected.	Submission window closes after around a month.	Duration of reading process depends on the number of submissions. Directors don't have to be members to submit, but they must join if their play is scheduled.	
3. Successful submissions scheduled and season announced, including audition dates	Up to 2 months later.	Performance rights are applied for, and theatre reps appointed to shows to help guide and support directors. Directors recruit key crew such as assistant director, stage manager and lighting/sound designer.	
4. Directors advertise and hold open auditions	13+ weeks before the show.	Audition forms 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	9 days before the show date (so Sunday get-in for Tuesday of the next week)	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 of 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.	