

ALTRINCHAM CHORAL SOCIETY

RNCM Saturday Concerts - Pre-Rehearsal Protocol

1. No Admittance to the Concert Hall itself at our RNCM booking time of 2pm (concert Saturdays) by any member of ACS or the Orchestra until the RNCM Stage Manager has advised the ACS Concert Manager that Set-Up is complete .
2. The ACS Concert Manager will then be responsible for informing choir members to enter by the Stage Door only and orchestra members by the Stage Left entrance.
3. At 2pm the RNCM Stage Manager (in the Stage Left Control Room) will liaise with the ACS Concert Manager to confirm that the nominated changing rooms will be available post-rehearsal and that the RNCM fire/safety announcement will be made at the start of rehearsal.
4. When there is no pre-2pm event in the Concert Hall, RNCM staff will be aiming to complete the Set-Up by 2pm and give the ACS Concert Manager clearance to allow entry to the Hall without delay.
5. For a normal RNCM Set-Up (120 choir seats max. and 35 orchestra seats max.) with a pre-event in the Hall, RNCM expect the "get-in" time to be around 2.15pm for choir and orchestra with the aim of starting rehearsal at 2.30pm.
6. For a combined choirs/large orchestra concert (150 plus singers and 50 plus orchestra players) with a pre-event in the Hall, RNCM expect that the entry time will be closer to 2.30pm and so rehearsal timings should reflect that situation.
7. In any event, the ACS Concert Manager will be on alert to give an earlier entry time if the RNCM Stage Manager confirms this is allowed.
8. ACS Concert Manager will give entrance details to the Orchestra Leader so that their members follow the same instructions as choir members. Orchestra changing rooms will be available from 2pm so that members can wait there with their instruments until given entrance go-ahead by the ACS Concert Manager.
9. Conductor and Soloists changing rooms will be available from 2pm.
10. The ACS flower lady will be provided with a temporary parking place at the Stage Door Entrance at the side of the RNCM building and she can bring the bouquets etc in through this door. However the flowers cannot be brought into the Concert Hall itself until the RNCM Stage Manger has given the "get-in" decision.
11. Choir members will be advised not to arrive until 2pm or just after in order to avoid undue crowding in the cafe/entrance area.

Prepared by W.F.Hetherington & agreed by ACS committee on 09/05/2016