

# ALOTCo INFORMATION BOOKLET FOR MEMBERS



**Albany Light Opera and Theatre Co (Inc)**

**Mobile: 0459 589 133**

**Theatre: 9842 5515**

**Email: [info@alotco.com.au](mailto:info@alotco.com.au)**

**Website: [www.alotco.com.au](http://www.alotco.com.au)**

**PO Box 124 ALBANY WA 6331**

**ABN: 75 171 375 636**



## **MANAGEMENT COMMITTEE**

The Management Committee is elected at the AGM.

The positions of President, Vice-President, Treasurer and Secretary are for twelve months.

Six ordinary committee members positions are for two years with three nominations renewed each year.

The Theatre Manager/s are also part of the Committee and are appointed by the Committee.

As per our Constitution ...

Any person nominated to fill the position of President shall have been a financial member of the Company for a continual period of not less than twelve (12) months and have served as a committee member.

three nominations renewed each year.

The Theatre Manager/s are also part of the Committee and are appointed by the Committee.

As per our Constitution ...

Any person nominated to fill the position of President shall have been a financial member of the Company for a continual period of not less than twelve (12) months and have served as a committee member.

Any person nominated to any other position on the Management Committee shall have been a financial adult member of the Company for a continual period of not less than six (6) months prior to the date of said nomination. The Management Committee is elected at the AGM.

## **THE OBJECTIVES OF THE COMPANY**

- To produce musical and theatrical entertainment within Albany and surrounding areas.
- To provide and improve facilities for the production of all forms of theatrical performing art.
- To co-operate with any other organisations with like objects.
- To do all other such things as are incidental or conducive to the attainment of the objects of the Company.

## **MEETINGS**

The Management Committee, elected at the AGM, meets once a month, usually on the third Monday of each month.

You are welcome to ask for something to be added to the agenda and attend a meeting to discuss your item. You can email any items of general business to the Secretary.

If you feel there is a need, you can request a general meeting to be held, so that more people can attend to discuss a concern.

You are requested to attend the Annual General Meeting and Busy Bees as part of your responsibility as an ALOTCo member.

## OUR HISTORY

In 1961 Bruce Houston, John Garritty and Stan Johnston made a bet of a case of beer with Wilson Weight that he could not start a successful theatre company. Wilson won and the Albany Light Opera Company was born.

The first production was the musical *New Moon* in 1962, performed in the Town Hall. A succession of musicals followed and the Company gained a reputation for quality performances of the talented players from Albany and surrounding districts.

Rehearsals and storage of costumes took place in a variety of venues until 1965 when the Company was able to get a peppercorn lease on the property that is now Dylans. Later, about 1970, they were able to purchase the old glass factory in David Street. In the long term that was a less than ideal location and when the opportunity to obtain a lease from what was then the Albany Port Authority, in half of a disused transit shed for goods to and from ship to road and rail, it was eagerly taken up.

The Company moved in 1991 and immediately turned the bare shell into a theatre. The first production in the new premises was *Old Time Music Hall* in 1995. Around this time it was felt that a change of name was appropriate and we became the Albany Light Opera and Theatre Company and also became an incorporated body.

A program of improvement is still ongoing with the Company dedicated to creating better facilities for members and audiences. With audience tastes changing the Company has taken on the challenges of popular modern shows such as *Les Miserables* and *Phantom of the Opera*. These have brought out the amazing talent that is in our community.

Some members, of quite early years when first appearing, have gone on to be professional entertainers. Others, not quite so ambitious, have stayed with the Company for many years, in some cases well over 50! There are others who prefer not to be seen and provide the creative and technical support necessary for the performance of our productions.

So we invite you to follow our link to Drop Box on our website and find memories galore from past productions.

If you have any photos that you would like to share please contact the Secretary at [info@alotco.com.au](mailto:info@alotco.com.au)



## HOW CAN I BE INVOLVED?

ALOTCo is an organisation run by its members.

No one receives any remuneration.

ALOTCo provides many opportunities for people who love musical theatre to come together in many ways.....

Director	Assistant Director
Rehearsal Pianist	Musical Director
Performer	Choreographer
Dancer	Chorus/Ensemble
Stage Managing	Creating Costumes
Scenery and Props	Sewing
Make Up	Painting Scenery
Musician	Hair Design and Wigs
Lighting	Backstage
Committee Member	Sound
Librarian	Front of House
Publicity	

There are so many ways to be involved and we depend on each other  
to produce wonderful entertainment.

You can follow us on Facebook and Instagram

## WHAT DO THEY DO?

**DIRECTOR** — the person who proposes the musical and has been given permission by the Management Committee to undertake the production. Their vision for the show will be brought to fruition during rehearsals.

**ASSISTANT DIRECTOR** — assists the Director in taking direction notes, offering suggestions and feedback and generally supporting the Director.

**MUSICAL DIRECTOR** — trains chorus, the soloists, organises orchestra and works with the Director to fine tune the musical accompaniment.

**CHOREOGRAPHER** — in consultation with the Director plans movements and trains dancers.

**STAGE MANAGER** — oversees all the cast and scenery movement on stage during rehearsals and performance.

**STAGE HANDS** – assist the Stage Manager to move and change scenery and props on stage.

**COSTUME CO-ORDINATOR** - liaises with Director and co-ordinates the fitting and making of costumes.

**WARDROBE MANAGER** — liaises with the Costume Manager and maintains and manages the costume area.

**SCENERY AND SET CO-ORDINATOR** — works with a team to create each set for the production.

**ARTISTIC DIRECTOR** — advises the scenery and set team on creating, painting and enhancing of each set.

**PROPERTIES (PROPS) MANAGER** — works with a team to create and or scavenge the props for each show. These are kept on the props table in the Green Room during the show run and must not be touched or handled by any person.

**LIGHTING TECHNICIAN**—liaises with Director to design and operate the lighting plan for the show. Has an assistant.

**SOUND TECHNICIAN** – liaises with Director to design and operate the sound system, including microphones, sound effects and levels to produce the optimum sound experience for the audience. Has an assistant.

**MAKE UP MANAGER** – liaises with the Director and Costume Co-ordinator to train ensemble performers to apply their own make up so that the make up manager can concentrate on the main characters needing enhanced theatrical make up.

**WIGS MANAGER** — liaises with the Director and Costume Co-ordinator to style and care for the wigs.

**PROMPT** — follows the show through the script and prompts actors who may forget their lines. Needs to have good concentration.

**PUBLICITY OFFICER** — is responsible for advertising, dissemination of posters, media coverage and social media.

**WE ARE ALL RESPONSIBLE FOR PROMOTING THE SHOW.**

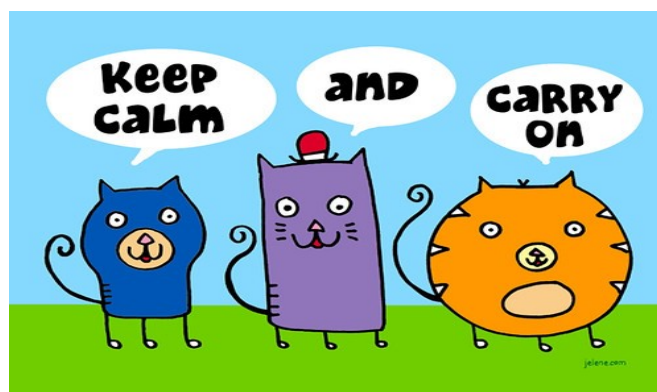
**FRONT OF HOUSE** — sells programmes, seats the audience, operates the box office, provides refreshments at the kiosk and keeps the auditorium, foyer, kitchen and bathrooms clean and tidy before and after performances. **Also responsible for following the evacuation plan of the building in case of emergency.**

**LIBRARIAN** — stores purchased scripts and scores and keeps a record of all items in the library.

**THEATRE MANAGER/s**— appointed by the Committee. The Theatre Manager/s have a working knowledge of the theatre and must be kept informed of any plans or ideas to make changes to any equipment or systems. The TM is the liaison between the heads of each area of responsibility and the Committee.

## CODE OF CONDUCT

- ALOTCo is committed to providing a healthy and respectful environment for everyone involved. We expect all our members to support that commitment.
- Harassment of any kind will not be tolerated. Making people feel embarrassed, vulnerable, ashamed or marginalised is bullying and will not be tolerated.
- Be aware that your language or topics of discussion may not be appropriate in a multi age environment. We are all responsible for stopping bad language or inappropriate topics or behaviour.
- If a difference of opinion occurs during a production, ensure that this does not escalate. Backstage problems should be referred to the Stage Manager and Director for mediation as soon as possible.
- General concerns can also be referred to any member of the Management Committee. Do not allow a problem to add to stress levels. Ask for mediation if you are concerned that a problem cannot be solved easily.





## EMERGENCY EVACUATION PLAN

Front of House and Backstage volunteers will help with the safe exit of all patrons during an emergency evacuation.

Patrons can exit from Auditorium doors, Foyer doors or doors between bathrooms.

**NB: In event of evacuation, move swiftly to car park (town side).**

**Nominated Front of House person calls 000 and sets evacuation plan in motion.**

Like any other organisation that admits the public to their premises, the Company has responsibilities under Local Government and Fire Authority regulations.

- Fire prevention is the responsibility of every user of the Port Theatre and nothing should be done which in any way creates the risk of such an event.
- If a fire does occur, there are extinguishers and a hose reel which can be used to put the fire out or control it until help arrives. Make yourself familiar with the location and operation of these. If you need help, ask and keep asking until you get the info you need.
- Safety involves elimination of tripping hazards, not overloading the electrical system, ensuring that heaters and other appliances are turned off before leaving the building and ensuring that anything that we make or install is adequate for its intended use.
- The security of the building is of paramount importance. Unauthorised access is not permitted and the keys are only handed to people that have a specific need.
- It is essential that all doors are properly locked when leaving the Theatre. The cost of theft or vandalism would be disastrous.
- The Company has invested heavily in the Theatre and its equipment. It is up to members to ensure that nothing is done to jeopardise that investment or expose other members to unnecessary risk.





## **MEMBERSHIP**

Subs are due on February 1st of each year and remain the same even if you join later in the year.

The subs are set by the Committee annually.

Membership forms are available on our website.

[www.alotco.com.au](http://www.alotco.com.au)

The Management Committee review all new membership applications at the next committee meeting.

If, for whatever reason, your membership application is rejected you will be contacted and your money refunded.

## **BUSY BEES**

Busy Bees are part of every volunteer organisation. We are not just there to perform on stage ... but also to assist in helping with scenery/wardrobe/painting etc etc etc

Once rehearsals have started we have a Busy Bee every Saturday from 10.00am.

Your help in any of the following areas will be appreciated.

- Create and make costumes and general sewing
- Create stage sets and scenery
- Paint stage sets and scenery
- Create props
- Help keep the theatre clean and tidy eg vacuuming, mopping, cleaning the loos etc etc etc
- Washing, drying and putting away of your own items.

**SOCIAL EVENTS** may include.....

Feb/March—Roasted Oscars

March—Trash and Treasure

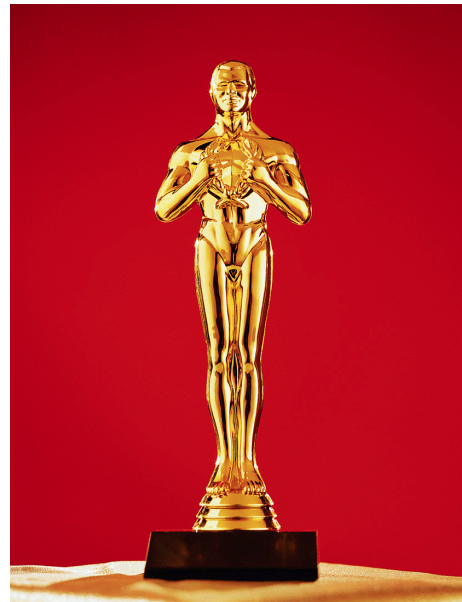
April—Wine and Cheese before the AGM

Back to the Future Night—watch an old show

Christmas in July

Halloween

Christmas Pageant and BBQ



## **NEWSLETTERS**

Newsletters are published bi-monthly. Contributions are most welcome. They are also posted on our website.

## **LOST PROPERTY**

There is a lost property tub in the kitchen. Please ensure any items you bring to the theatre have your name attached.

## **FEEDBACK**

We trust this booklet is helpful.

If there is anything else you need to know, please do not hesitate to ask any of the committee members.

Please remember that we are all here to enjoy ourselves and although this may seem a lot to remember, a lot of it is practical common sense.

The Company can offer a range of wonderful experiences and skills which you may have never imagined acquiring.

Enjoy!

## **GLOSSARY OF THEATRE JARGON**

**APRON**—front of the stage.

**AUDITORIUM**—where the public is seated.

**BACKDROP**—a large canvas hanging on a bar usually located at the rear of the stage on which the scene/setting is painted.

**BLACKS**—full black curtains that can be drawn to separate down stage from upstage.

**BORDERS**—Narrow curtains above the stage that hide lighting bars and curtain tracks.

**FLATS**—large timber or canvas covered frames with appropriate paintings to create the scene.

**LEG**—fixed narrow curtain at stage sides to mask wings.

**PROPS**—all items used on stage to create a character or setting eg walking sticks, flowers, chairs, swords, masks, helmets etc

**PROSCENIUM ARCH**—the arch that frames the stage area and separates the stage from the auditorium.

**REDS**—the main curtains that hide the stage from the audience.

**SCENERY**—the items used on stage to create an illusion of place or time eg trees, building, walls etc

**STAGE**—the elevated area on which the production is performed.

**STAGE LEFT/RIGHT**—from the point of view of the performer facing the audience.

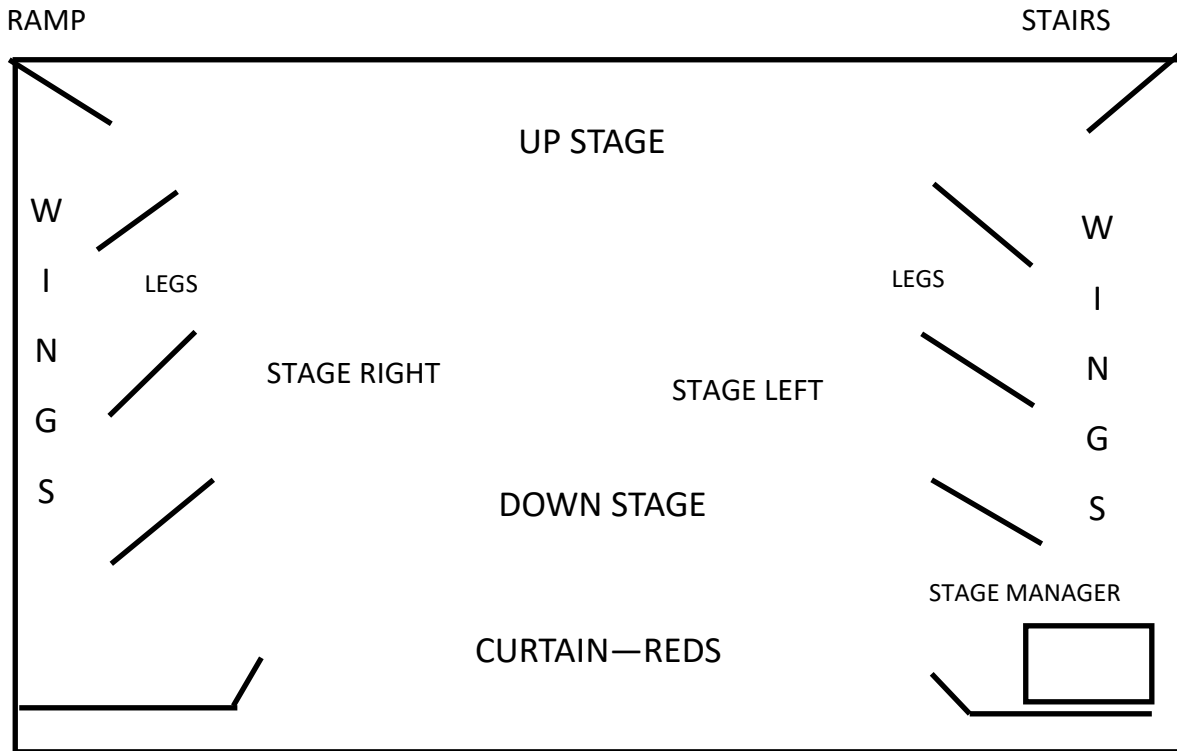
**TORMENTORS**—curtains used to shield back stage from the audience.

**TRUCKS**—large pieces of mobile staging which can be moved to provide different sets.

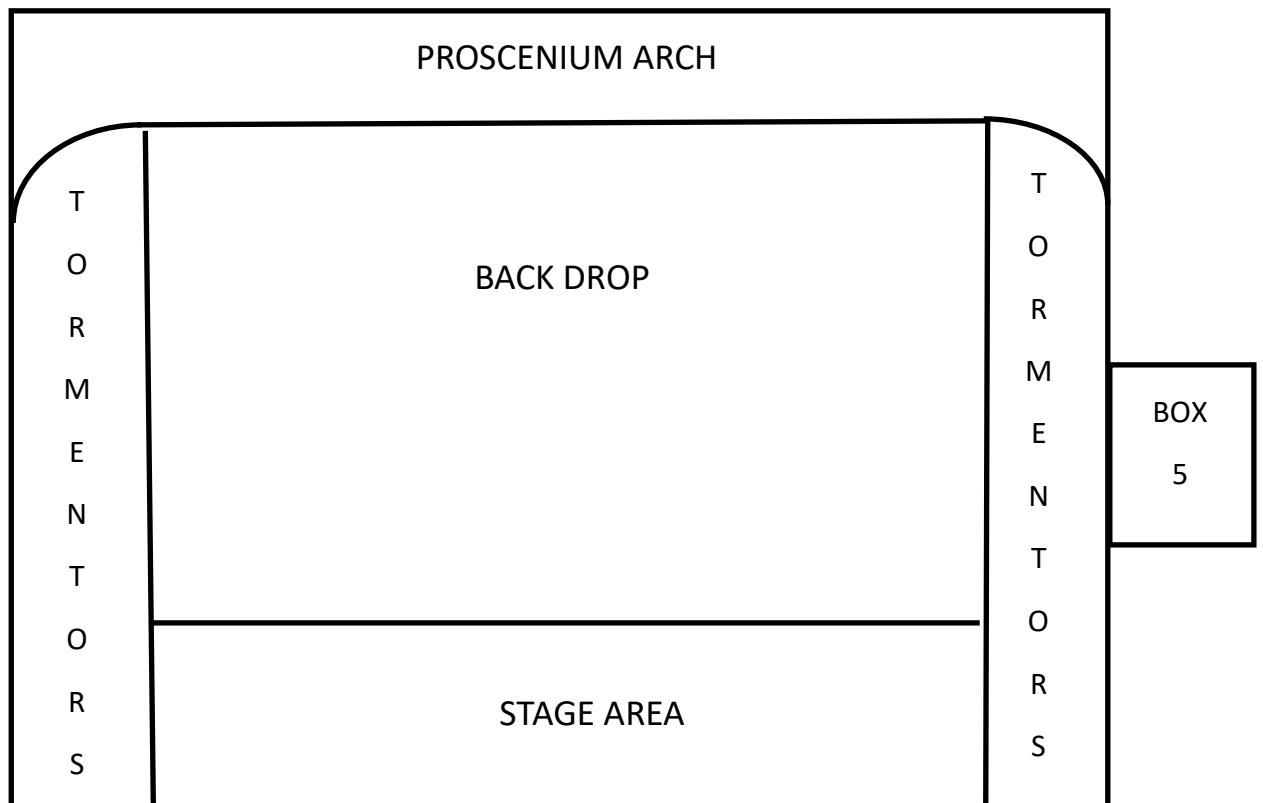
**WINGS**—the sides of the stage where scenery is stored and cast wait for their entrance on-to the stage.

# STAGE TERMS

## LOOKING AT STAGE FROM ABOVE



## LOOKING AT STAGE FROM AUDITORIUM



## ORCHESTRA AND MUCIAL DIRECTOR

## RECYCLING AND RUBBISH

We have no official rubbish and recycling collection at the Port Theatre but we do have rubbish and recycling bins throughout the theatre.

**PLEASE PUT ALL FOOD SCRAPS IN THE KITCHEN BIN** as the other bins are not emptied as regularly. There is nothing worse than rancid food in the auditorium or back stage.

Please ensure all plastic bottles and cans are emptied into the sink before popping them in the blue tub in the kitchen. **Leave lids off** or squash the container and then put the lid back on. Both these methods are acceptable to Cleanaway.

There is a special bag for **Containers for Change** as a fundraiser for the Company. **NO LIDS!** Only add those containers that have the 10c refund mentioned on the label.

IGA York St carpark is our closest deposit centre.

You deposit cans and bottles in a plastic bag marked with our code C10316210.

If you return them to Spencer Park you can scan the barcode when you make a deposit.

Laminated scanning cards are available in the kitchen.

Normal recycling—please place in blue tubs in kitchen.

**Rinse** milk containers and try to put lid inside the bottle or we have a milk container with a 'mouth' that you can place the lids.

**NB We cannot recycle long life milk containers, straws, ice cream wrappers or waxed food containers. Please place in the rubbish bin.**

We can recycle clean soft plastic including plastic wrap, biscuit packets and chip packets. Put it in the blue tub and it will be sorted to go in the Redcycle Recycling at the supermarkets.

