



ACTORS FROM THE LONDON STAGE

Actors From The London Stage Residency Guidelines

Below are the guidelines for organizing an Actors From The London Stage (AFTLS) residency. All forms and documents referenced herein will be sent to the residency coordinator by the AFTLS office. They are also available online at:

<https://shakespeare.nd.edu/companies/actors-from-the-london-stage/tour-assets/>

1. **Residency Coordinator:** The Residency Coordinator is the central contact at your organization for the AFTLS residency. Although there should be no more than two (2) primary coordinators responsible for the residency, you may wish to furnish the AFTLS office with the contact information of several people, especially if you are working with a variety of schools or academic departments. It is essential for the success of the residency, however, that one (1) Residency Coordinator be the information “hub” for the residency. Please fill out the [Residency Coordinator form](#) as soon as possible.
2. **Actor Coordinator Positions:** In order to communicate effectively with each school’s Residency Coordinator and the AFTLS office, each Artist is assigned a specific set of responsibilities for the duration of the tour. The actors will choose their positions midway through the London rehearsal period; the AFTLS office will notify you once this has taken place.
 - a. **Education Coordinator:** This position will assign specific Artists to the workshops and notify the Residency Coordinator once the assignments have been made.
 - b. **Travel Coordinator:** This position will handle all travel issues.
 - c. **Publicity Coordinator:** This position will handle all travel requests for social engagements and interview requests.
 - d. **Technical Coordinators:** Two (2) of the Artists will serve as the Technical Coordinators for the tour. The Artist designated as “lead tech” is the contact for the Technical Director at each residency.
3. **Scheduling demonstrations/discussions:** As you plan the workshop schedule for your residency, please keep the following in mind:
 - a. The Residency Coordinator should forward via email all Class Visit Requests (including any necessary text excerpts) along with a completed draft of the residency schedule to the AFTLS office **at least three (3) weeks prior to the commencement of the residency.**

- i. Draft schedules allow the AFTLS office to catch potential scheduling problems and/or consult with the Artists about unusual requests. Last-minute requests are discouraged, as the AFTLS office may not be able to accommodate some requests.
 - b. Please observe the following guidelines in drafting your schedule. The AFTLS office and Artist serving as the Education Coordinator must approve any class requests that do not conform to these guidelines:
 - i. Each residency is entitled to ten (10) services per day—two (2) services per Artist per day—**Tuesday through Saturday**. Fifty (50) services is the maximum for the residency week.
 - ii. Each discussion/demonstration counts as one (1) service; each performance counts as five (5) services—one (1) service per Artist.
 - iii. No residency activity shall be scheduled before 8:30am.
 - iv. Discussion/Demonstrations should be held in rooms that are quiet, unshared, and allow for open movement. The Artists will often ask the students to push desks and tables aside in order to create a space more conducive to unrestricted movement.
 - v. The optimal class size is from twenty (20) to thirty-five (35) students. Classes with substantially more than thirty-five (35) students may limit classroom activities and may require more than one (1) Artist to facilitate. Such requests must be approved in advance by the AFTLS office.
 - vi. Discussion/Demonstrations may not last more than two (2) hours.
 - vii. All discussion/demonstration activities are to take place at the host institution unless prior approval has been obtained from the AFTLS office.
 - viii. On performance days, all services and/or travel must conclude at least three (3) hours prior to the scheduled performance time.
 - ix. Please also note that Sunday is the Artists' only day off while on tour. No residency activities may be scheduled on a Sunday without prior approval from the AFTLS office.
4. **Monday Meeting:** Before the classroom activities begin, the Artists **MUST** meet with all faculty members who will be participating in the residency. **This meeting is absolutely crucial to the success of the residency.** The Artists will introduce themselves, meet individually with faculty members to discuss class activities and goals, and give suggestions on how their experience can be utilized to the fullest potential in each class. **If this conversation between the Artist and faculty member does not occur prior to a scheduled service, the Education Coordinator reserves the right to cancel that service.**

If possible, the Technical Director of the theatre should also be present at the Monday Meeting. Since the Artists will arrive on Monday of the residency week, this meeting should occur sometime in the late afternoon or early evening. This meeting is the only

activity to be scheduled on a Monday.

For more information on the Monday Meeting, please reference the [Monday Meeting Guidelines](#).

5. **Student Guides:** The Artists appreciate having volunteers show them around during the residency, and these volunteers find the more relaxed interactions with the Artists rewarding. Volunteer assistance can include guiding the Artists to classes, providing recommendations on where to eat, etc. If guides are to be utilized, they should attend the Monday Meeting.
6. **Accommodations:** The AFTLS office pays for the actors' housing during the residency, but we rely on your help in identifying suitable accommodations on or as near your campus/theatre as possible. Hotels with room rates of \$70-\$90 per night and in close proximity to restaurants and shopping are preferred. If your organization is eligible to receive a special hotel rate (i.e., the state or federal rate), we would greatly appreciate your help in securing it.
7. **Social Events:** Please consult with the actor serving as the social coordinator before scheduling any social engagements. The actors are delighted to socialize with students and faculty, but their classroom preparation and rehearsals always take precedence. The actors typically eat dinner after a performance and are often pleased to have others join them. Sunday is the actors' only day off. They usually like to visit local attractions and will appreciate your recommendations on things to see and do. Some actors may accept invitations to dinners and other activities, while others may prefer to spend this day alone.
8. **Publicity:** Artists must always be billed as follows: Actors From The London Stage. Please note that the first letter of each word is always capitalized. Public performances and lectures must not be publicized as Royal Shakespeare Company or Royal National Theatre productions. Printed programs must include all copy given in Exhibit B of the Educational Residency Agreement. The actor serving as the publicity coordinator will handle all interview requests. The AFTLS office may also be able to assist you with other promotional needs.
9. **Taping and Photography:** No portion of the performance may be filmed, videotaped, broadcast, recorded, or mechanically reproduced without express written consent from the AFTLS office. Still photography during a classroom session must be approved in advance by the actor serving as the publicity coordinator and copies of all photographs must be sent to the AFTLS office.
10. **Correspondence:** If you need to contact the actors before your residency, please do so through the AFTLS office. Additionally, feel free to contact the office at any time with

questions or concerns. We want you to have a successful residency and open communication is paramount to achieving this goal.

PERFORMANCE/TECHNICAL GUIDELINES:

11. **Obligations of Presenter:** Presenter agrees to furnish:
 - a. A hall or auditorium staffed for the performance(s) hereunder and for necessary setups, technical run-throughs, and limited rehearsals. Lighting and stage arrangements are to be completed prior to Artists' arrival at the hall or auditorium. Rehearsal time will be made available to the extent necessary for Artists to adjust to the size, sounds, sight lines, and technical equipment of the hall or auditorium.
 - b. A crew adequate to handle customary and traditional back-of-house needs of Artists, including at a minimum one (1) light board operator, one (1) stage manager, and one (1) stage crew member.
 - c. Professional stage, lighting, and sound systems.
 - d. Tickets, the sale of tickets, and ticket takers.
 - e. Front-of-house staff, including ushers.
 - f. Distribution of house programs, publicity flyers, posters, and press materials in accordance with the guidelines set forth in paragraph nine (9) below.

12. **Obligations of University:** University agrees to furnish:
 - a. Artists' names.
 - b. Title of Performance.
 - c. Biographical material of each Artist.
 - d. Photographs of Artists.
 - e. Promotional material and program copy for the performance program.

13. **Reproduction of Residency Activities:** Presenter agrees to prevent, to the best of its ability, the photographing, filming, broadcasting, recording, or reproduction by radio, television, or any other device, of the residency activities hereunder (*e.g.* performance(s), lecture(s), and other teaching) without written permission from the University.

14. **Publicity/Program:** For any appearances by Artists for which admission is charged, Presenter agrees to provide all programs and publicity materials in accordance with the AFTLS Style Guide templates. AFTLS Style Guide materials can be downloaded from our [Marketing Resources page](#).
 - a. All AFTLS publicity and press materials will be available for download four (4) weeks prior to the commencement of the tour.
 - b. The AFTLS production program will be available for download two (2) weeks prior to the commencement of the tour.
 - c. Additional production photographs, reviews, and press materials will be posted online throughout the respective tour.

15. **Complimentary Tickets:** Presenter shall be the only party authorized to issue complimentary tickets to the performance(s). A maximum of ten (10) complimentary

tickets per evening shall be made available for use by Artists and University. Presenter shall at any time try to accommodate additional reasonable requests of up to ten (10) tickets per night for Artists and University. It is incumbent upon Presenter, through communication with Artists and University, to determine how many complimentary tickets will be required for each evening.

16. **Scheduling performances:** As you plan your performance schedule for the residency please keep the following information in mind:
- a. Performances shall not occur on the Monday or the Sunday of the residency week without the prior written approval of the AFTLS office.
 - b. If at all possible, performances should be on successive days.
 - c. The Artists prefer evening shows unless mutually agreed with University.
 - d. All performances will take place at the host institution unless mutually agreed with University.

17. **Technical/Rehearsal Requirements:**

The Artists require a technical/dress rehearsal on the day prior to the first performance. Please allow up to three (3) hours for this rehearsal. The performance space should also be made available to the Artists for rehearsal three (3) hours prior to each performance.

There should be a stage manager, technical director, and ample stage crew for all rehearsals and performances. The stage should also be swept and mopped prior to all performances.

Stage and Lighting Requirements:

Specific technical requirements (including a lighting and sound plot) for the performance will be furnished by the AFTLS office prior to the commencement of the tour. However, the Artists need the Presenter's theatre specifications in order to adapt to each individual venue. Please return the [Technical Specifications Form](#) to the AFTLS office as soon as a venue has been selected.

The AFTLS approach in performance is extremely adaptable by nature. The cast of five (5) will arrive with all production props and costumes in one (1) large suitcase. With this in mind, the ideal performance space includes the following:

STAGE:

- a. Stage dimensions: A minimum playing space of fifteen feet (15') by twelve feet (12'), but ideally twenty feet (20') by twenty feet (20').
- b. Access to sturdy chairs (as few as five and as many as fifteen) that will be used in the course of the production. Chairs should be able to withstand Artists using them in unconventional ways.

- c. Access to four (4) black rehearsal cubes/blocks with approximate dimensions of two feet (2') by two feet (2').
- d. Access to common props that are readily available for use, such as tables, chairs, podiums, and rugs.
- e. White gaffers' tape that can be used to mark out the performance area on the stage floor.

LIGHTING:

- f. AFTLS lighting plots are extremely simple by design with very few cues, often no more than lights up and down for Act 1 and Act 2.
- g. Specific lighting needs of each production are determined during each production's rehearsal process. The specific needs of the production will be communicated to the Residency Coordinator and/or Technical Director at the commencement of the tour.
- h. Depending on the nature of the production, either a warm and/or cool wash of the playing space is often all that is necessary to properly light the show.

SOUND:

- i. Use of amplified sound through a sound system is rarely employed in an AFTLS production.
- j. Similarly, the use of microphones is discouraged, but will be considered should the acoustics of a specific venue prove problematic in the audience's hearing of the Artists in performance.
- k. The Artists often use musical instruments in production. They will bring these with them to the performance venue. A secure place to store these instruments at the performance venue during the residency week is appreciated.

DRESSING ROOM PROVISIONS:

- l. Three (3) bottles of water for each of the five (5) Artists per performance
- m. Tea and coffee with standard service (including milk, sugar, and lemon)
- n. Wardrobe assistance: please check with the Artists daily to inquire if they need access to a washer/dryer and/or iron/ironing board
- o. Assorted snacks are always appreciated, but not required. A list of Artists' dietary restrictions (if any) will be furnished by the AFTLS office prior to the Artists' arrival.

AFTER THE RESIDENCY:

Please send the following to the AFTLS office:

1. **Faculty Evaluation Forms** – To be completed by each faculty member who participated in the residency. AFTLS uses these forms to evaluate the effectiveness of the residency and to make adjustments for future tours.
2. **Residency Coordinator Form** and **Performance Attendance Report** – These forms can be completed and submitted on the AFTLS website.
3. One (1) copy of the house program and any publicity materials created to advertise your performance(s).
4. Performance reviews – Please send a hard copy of each review about the residency/performance to the AFTLS office via mail. If electronic versions of these reviews are immediately available, please send the links to the AFTLS office.

Finally...

The AFTLS office is always here to assist you. Please let us know how we can help to make the residency as successful as possible.

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