



ACTORS FROM THE LONDON STAGE

MONDAY MEETING GUIDELINES

1. The meeting should take no more than 45-60 minutes, and the actors will tell faculty who will be coming to which class at this meeting. The actors decide class assignments based on their own experience and expertise. We may be able to fax a schedule with actor assignments ahead of their arrival if we have received your final schedule in good time.
 2. All faculty whose classes the actors will visit must be present.
 3. Technical persons in charge of performances must be present.
 4. Student guides should be present.
 5. Provide copies of actors' biographies or vitas and complete residency schedules for everyone before the meeting.
 6. Ideally, the meeting should occur on campus, after the actors have had a chance to check in and rest at their hotel (1-2 hours). The meeting usually goes better if it is not also a social occasion; If the actors' arrival is very late, however, you might consider taking them to the meeting immediately after the hotel check in, and providing some food and drink to fortify everyone and encourage faculty to attend. Faculty absences often get the residency off to a poor start, so make every effort to encourage attendance.
- If the actors arrive too late for a Monday meeting, arrange to have the actors call or meet faculty members individually. Provide the actors with relevant telephone numbers or meeting locations. Tuesday morning meetings normally aren't feasible due to teaching schedules.
7. The meeting will be most effective if, after introducing actors and faculty, the actors then speak individually with the faculty whose classes they will be visiting. The actors are prepared to run the meeting, if you wish; you will probably need only act as coordinator to make sure that each faculty member has a chance to speak with the relevant actor(s). **Do not hand out new class material to the actors at this time; send it to us earlier to forward to them so they can adequately prepare.**
 8. Directly following the meeting, two or more of the group may want to meet with the Technical Director and possibly see the performance space.
 9. Keep any plans for socializing after the meeting flexible. The actors may need the evening alone or may choose to join a group for dinner. It is important for this first evening that nothing fixed or formal be planned.