



# ACTORS FROM THE LONDON STAGE

## RESIDENCY GUIDELINES (EXHIBIT C)

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 on the AFTLS Web site at <http://www.nd.edu/~aftls>.

### 1. Residency Coordinator

The residency coordinator is the central contact at your organization for the residency. Although there should be **no more than two 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, however, that the residency coordinator be the information hub for the residency.

Please return the **Residency Coordinator form** to the AFTLS office as soon as possible.

### 2. Actor Coordinator Positions

In order to communicate effectively with the residency coordinators and the AFTLS office, each actor takes on a specific set of responsibilities for the duration of the tour.

- a. Education Coordinator: He/she will assign specific actors to the classes and notify the residency coordinator once the assignments have been made.
- b. Travel, Social, and Publicity Coordinator: He/she will handle all travel issues, requests for social engagements, and interview requests.
- c. Technical Coordinators: Three of the actors will serve as the technical coordinators for the tour. The actor designated as “lead tech” is the contact person for your technical director.

The actors will choose their positions midway through the London rehearsal period; the AFTLS office will notify you once this has taken place.

### 3. 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.

### 4. Transportation

You are responsible for providing all local transportation for the actors during their stay. This includes transportation to and from the airport, transportation to and from classes and performances, transportation to and from off-site events, and the arrangement of and payment for the actors' rental cars.

- a. Transportation to and from the airport: When picking up or dropping off the actors at the airport, please remember that each actor usually travels with one large suitcase and one or two carry-on bags. There will also be one case for their costumes and props. Therefore, two SUV's or three medium-size cars, or a large van are usually needed for the actors and their luggage.
- b. Transportation to and from classes and performances: Much of the transportation needs for the classes and performances can be filled by the rental cars. However, guides should also be provided until the actors become familiar with the area. This is especially important in a campus setting.
- c. Transportation to and from off-site events: When there is a class at an off-site location, a driver or escort is needed to prevent the actors from getting lost or struggling to find their way.
- d. Rental cars: The actors will need two rental cars unless their hotel is located within a five-minute walk of the theatre/campus; then only one car is necessary. All rental cars must have collision damage waivers and personal accident liability insurance.

Please return the **Actor Transportation form** to the AFTLS office as soon as your transportation arrangements have been made.

### 5. Scheduling Performances

As you plan your performance schedule for the residency, please keep the following information in mind:

- a. You are entitled to three performances during the residency. A fourth performance can be scheduled at an additional cost of \$3,000. As with all performances, the extra performance counts as five services.

- b. If possible, performances should be on successive days.
- c. The actors prefer evening shows. If you would like to schedule a matinee, it should not be on a day when there is also an evening performance unless it is totally unavoidable. Matinees should begin no earlier than 10:00 a.m. and must be approved in advance by the AFTLS office.

Please return the **Performance Schedule form** to the AFTLS office as soon as you have chosen your performance dates and times.

## 6. Technical & Rehearsal Requirements

The actors require both a technical rehearsal and an all-cast rehearsal on the day prior to the first performance. Please allow at least one hour for each. The theatre should also be available for rehearsal three hours prior to each performance.

There should be a stage manager and ample crew for all rehearsals and performances. Stage should be swept and mopped prior to all performances.

Dressing Room Provisions:

- a. Three bottles of water for each actor
- b. Tea and coffee with standard condiments
- c. Wardrobe assistance—please check with the actors to see if they need access to a washer and dryer or iron and ironing board
- d. Assorted snacks are always appreciated but not required. Please keep actors' dietary restrictions, if any, in mind.

Specific technical requirements—including a lighting plot and any audio needs—for the performance will be sent out by the AFTLS office prior to the start of the tour. However, the actors need your theatre specifications in order to be sure they can adapt the performance for each venue. As soon as you have chosen the venue for your performances, please return the **Theatre Tech Specs form** to the AFTLS office.

## 7. Green Room

If possible, please offer the actors a room where they can relax between classes and rehearsals. Often a room adjacent to the performance space is ideal. Bottled water, assorted snacks, and a computer with an Internet connection are also appreciated.

## 8. Scheduling Classes

Please alert faculty members who may be interested in class visits as soon as possible so they can plan their academic schedule accordingly. Participating faculty should fill out a **Class Visit Request form** and submit it to the residency coordinator six weeks in advance of the residency. The residency coordinator should forward these requests (including any necessary text excerpts) along with a complete residency schedule to the AFTLS office **at least three weeks prior to the residency**. Although email is the preferred means, please send the requests and schedule in the manner most convenient for you.

You may wish to submit a draft of your residency schedule to the AFTLS office for review. Draft schedules allow us to catch potential scheduling problems or to consult the actors about unusual requests. If you wait until the last minute to send your schedule, we may not be able to accommodate some requests, which leads to discontent all around. Please do not hesitate to phone or email the AFTLS office if questions arise about the suitability of classes or potential scheduling problems. The office will send your schedule and class requests to the actors at least one week prior to your residency so they can prepare accordingly.

Please observe the following guidelines in drafting your schedule. The AFTLS office and the actor serving as the education coordinator must approve any class requests that do not conform to these guidelines:

- a. You are allowed ten services per day (two services per actor per day), Tuesday through Saturday. Fifty services is the maximum for the week.
- b. Classes count as a single service; a performance counts as five services (one service for each actor).
- c. No classes should be scheduled before 9:00 a.m.
- d. Classes should be held in rooms that are quiet, unshared, and allow for open movement. The actors will often ask the students to push desks and tables aside in order to create a space more conducive to free movement.
- e. The optimal class size is 35. Classes with substantially more students may limit classroom activities and must be approved by the AFTLS office.
- f. Classes should not last longer than two hours.
- g. On performance days, no class meeting should run later than three and one-half hours prior to the start of the performance. If there is travel involved, it must be completed three and one-half hours prior to performance.
- h. Classes are only intended for students affiliated with your organization. Classes for others must be approved by the AFTLS office. All classes should be held on site, but if this is not possible, travel time to the off-site location should not exceed 30

minutes.

- i. Please do not assign specific actors to the classes. The actor serving as the education coordinator will make the final decisions on class assignments. We will attempt to accommodate requests for a specific actor. The request can be made on the **Class Visit Request form**.

For more information on the range of activities possible during the classroom sessions and workshops, please reference “**AFTLS in the Classroom.**”

## **9. Monday Meeting**

Before the classroom activities begin, the actors should meet with all faculty members who will be participating in the residency. **This meeting is absolutely crucial to the success of the residency.** The actors will introduce themselves, meet individually with faculty members to discuss class activities and goals, and give several suggestions on how to be best utilized in class. These discussions may be brief, but this is often the only chance for the teachers and the actors to discuss the needs of each class.

The actors find it extremely difficult to walk into the classroom of someone they have not met. However, if a particular faculty member is unable to attend the meeting, the onus is on him/her to contact the actor assigned to the class at least one day prior to the class session to discuss the class activities and goals.

If possible, the theatre technical director should also be present at the Monday meeting.

The actors will arrive on Monday of the residency week; the meeting should occur either in the late afternoon or early evening, preferably after the actors have had one or two hours to rest at their hotel. Depending on the number of people involved, the meeting can take place before a casual reception or dinner, but the actors should be free to decline social engagements on Monday evening.

For more information on the Monday meeting, please reference “**Monday Meeting Guidelines.**”

## **10. 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.

## 11. Student Guides

The actors always have high praise for students who volunteer to show them around during the residency, and students find the more relaxed opportunities to interact with the actors rewarding. Assistance can include guiding the actors to classes, providing information on the best places to eat, going to lunch with an actor, etc. If you choose to use student guides, they should attend the Monday meeting.

## 12. Publicity

Artists must always be billed as follows. Please note that the first letter of each word is always capitalized.

### **Actors From The London Stage**

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.

## 13. 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.

## 14. 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.

## 15. After the Residency

Please send the following to the AFTLS office:

- a. Payment check – The AFTLS office will send you an invoice for your records.

- b. **Faculty Evaluations forms** – To be completed by each faculty member who participated in the residency. We use these forms to evaluate our effectiveness and to make changes for future tours, so please make every effort to have the faculty complete them.
- c. **Residency Coordinator Evaluation** – This form can be completed and submitted on the AFTLS Web site.
- d. **Performance Attendance Report** – This form can be completed and submitted on the AFTLS Web site.
- e. One copy of the house program and any publicity material created to advertise your performances.
- f. Performance reviews – Please send a hard copy of each review by mail. If electronic versions are immediately available, please send the links to the AFTLS office.

## **16. Finally**

The AFTLS office is always here to assist you, so enjoy the actors and your residency!

Actors From The London Stage  
University of Notre Dame  
230 Performing Arts Center  
Notre Dame, IN 46556-4600

574.631.3777 phone  
574.631.3566 fax  
aftls@nd.edu  
[www.aftls.org](http://www.aftls.org)

Revised 02/20/2012