



Incorporation No. 4234

www.dvsingers.org

Production Handbook 2023



Licensed exclusively by MTI, Australasia

Performances

Friday July 5 – 7:30pm

Saturday July 6 – 2pm & 7:30pm

Sunday July 7 – 2pm

Wednesday July 10 – 7:30pm

Friday July 12 – 7:30pm

Saturday July 13 – 2pm & 7:30pm

History

The Diamond Valley Singers (DVS) was established in 1985 to provide a medium for community members in the Diamond Valley and surrounding areas to exercise their talents, and at the same time to raise money for charity. Since our inception, we have donated over \$180,000 to charities, including World Vision, International Needs Australia, Open House, and the Elizabeth Nursery School in Malawi. We also respond to local and international crises and this year have already donated a total of \$5,000 to the Turkish Earthquake victims and to the ARSC for refugees.

DVS welcomes members of all ages, from primary school upwards. We have people from all walks of life, each bringing their own areas of expertise into the organisation, generously donating their skills when needed. We are one of the few companies in Melbourne who do not audition our chorus for musicals, unless we need to limit the number on stage. Members do not need to be able to read music to be involved.

Our annual program features a fully-staged junior production (March/April), and a fully staged musical production in the first half of the year, performed in July.

We are all volunteers. Our aims are to have fun, express ourselves, improve our musicianship, to delight our audiences and to raise money for charities. Being in a community organisation comes with some responsibilities: everyone is expected to pitch in and help, especially with the myriad of tasks associated with staging a show.

An annual membership fee of \$45 for adults and \$30 for under 18 years is required. Fees are due either at the start of February or August, and last for 12 months. Each individual program also involves a show fee.

We can be found on Facebook and Instagram

Check out our web site www.dvsingers.org for further information

Production Team 2023

Director:	Charli Lewis
Musical Director	Timothy John Wilson
Choreographer:	Kimberley Read
Production Manager:	Angela Hennel
Production Assistant:	Naomi Robertson
Set Design:	Mark Clark & Scott Patton
Ticket Secretary:	Angela Hennel
Publicity:	Malcolm Wilton

Contacts

Charli	0406 974 642	charlilewis99@gmail.com
Tim	0422 899 912	trumpetim@gmail.com
Kimberley	0432 513 743	kimberley.a.read@gmail.com
Angela	0407 552 049	a-hennel@netspace.net.au
Naomi	0402 068 472	jamrobo@hotmail.com.au
Mark	0402 890 377	mark.a.clark@optusnet.com.au
Scott	0433 997 309	scotty_patto@hotmail.com
Malcolm	0435 763 215	wiltonmgam@gmail.com

Membership of Diamond Valley Singers Inc. and Fees

All members of cast and ensemble are required to be financial members of Diamond Valley Singers for insurance purposes. A membership payment covers the individual for 12 months, meaning you may participate in any other DVS activity without having to pay membership again during that time – membership fees are \$45 for 18 years and over, and \$30 for under 18 years.

Fees

18 years +	Under 18 years
\$45 – m/ship	\$30 – m/ship
\$120 – show fee	\$100 – show fee
\$165 – total	\$130 – total

Show fees help to cover rehearsal materials, performance rights, rehearsal venue hire, accompanist, audition expenses, refreshments, and some costumes.

Please note: the Show fees include pdfs of the music/score and script. If you require these printed (not bound) this will incur an extra charge of \$30.

Fees are payable within one month of rehearsals commencing and are to be made by direct deposit into the DVS account: BSB 633 000 Account No. 135038693

Membership forms can be found at <https://www.dvsingers.org/become-a-member>

Please use your surname when depositing money so we can identify who has paid. We are happy to collect fees in installments; please discuss this with Angela if you like to pay in this manner. We will also have a Square Reader at the first rehearsal on Sunday March 3, and at a few more early rehearsals for credit card payments.

If you prefer to pay cash please contact the DVS Treasurer, Ian Lowe to arrange. jianlowe@bigpond.net.au

All participants aged 18 years and over are expected to have a current working with children check, or equivalent.

Personal Appearance

Please advise the Director and Choreographer if you intend changing your appearance – eg: hair style/colour/cut or getting tattoos, piercings – PRIOR to having these done in case it affects costuming, characterisation, blocking or choreography.

Key Dates – compulsory attendance

Rehearsals commence the week starting Sunday March 3 – read through, meet and greet session

Saturday June 22 – Bump-in – all day

Sunday June 23 – Tech Run – time TBA

Wednesday June 26 – Semi-dress rehearsal 7:30pm start

Friday June 28 – Dress rehearsal, sound bump-in 7:30pm start (calls from 5pm)

Saturday June 29 – Band bump-in (am), sitzprobe, full run – cast & crew calls TBA

Sunday June 30 – Preview Performance 2pm (with an audience) we then stay back and watch this performance on video (pizza night) 12pm call

Monday July 1 – Fix-up rehearsal 7:30pm (no costumes or make-up) cast and crew as called

Wednesday July 3 – Final Dress rehearsal 7:30pm start (call time from 5:30pm)

Performances – generally the theatre will be open two hours prior to curtain up

Friday July 5 – 7:30pm opening night

Saturday July 6 – 2pm & 7:30pm

Sunday July 7 – 2pm

Wednesday July 10 – 7:30pm

Friday July 12 – 7:30pm

Saturday July 13 – 2pm & 7:30pm

Sunday July 14 – bump out – all cast is expected to assist - start 10am

Rehearsal Information

Rehearsals run Wednesday evenings from 7:30pm and Sunday afternoons from 1:30pm at the Uniting Church corner of Main Hurstbridge Road and Wensley Street, Diamond Creek. We may include some Monday evenings (from 7:30pm) depending on how rehearsals are progressing at that time. You will receive advanced notification.

A schedule will be available in advance with details on who is required, where and when.

- Fees: All those participating on stage in our productions and/or concerts must be current financial members of DVS.
- Rehearsal Venues: Rehearsals for this production will be held at the Uniting Church Diamond Creek. After bump-in we will move rehearsals to the Warrandyte High School Theatre – Cnr Heidelberg-Warrandyte and Alexander Roads, Warrandyte. Variations to these, if any, will be notified by email.
- It is essential that all cast arrive at least five minutes prior to the scheduled start time for rehearsals so that you are ready to start on time. Please do not arrive too early as the venue has other users.
- The creative team may be in discussion – with each other or other members of the prod team, or other cast members – prior to, or after rehearsals. Please give them space to have any such discussions in private. They will respond to your questions after they have finished, or, message or email them with any queries you may have between rehearsals.
- Please be aware that when you arrive rehearsals may already be underway so do not to disturb them.
- If you are released early please either leave quietly, or if you wish to stay, sit quietly to watch. If you really need to have a conversation you are welcome to leave the rehearsal space and chat outside.
- Parents of our under 18 cast/ensemble members are asked to drop your child off. If /he/she/they is only called for a short time, ie an hour or less, you're welcome to wait in the foyer.
- Please be aware that the car park at the church is one way, and drive at walking pace through it to avoid accidents. Enter the lower entry and exit the upper.
- Water: Please bring your own water in a spill proof bottle.
- We have access to the kitchen (fridge, microwave, hotplates and oven) on Wednesdays (after 7:30pm) and Sundays (all afternoon). Feel free to bring your dinner/lunch with you if necessary.
- Refreshments: Light refreshments may be provided by DVS on Sundays. If you require extra, or are on a special diet, or have food allergies, please bring your own. If any spillage occurs please wipe it up or advise a member of the production team ASAP so we can minimise the possibility of injury as a result.
- Photography: On a date to be notified DVS will organise head-shots will be taken of the whole cast and ensemble. These are for the program and foyer display and are all taken at the same time for uniformity. You will receive advanced notification for these.
- Publicity Photos and Video Footage: Publicity photo and/or video shoots may be organised when, and if, required during the rehearsal period. Those involved in these will be notified.
- Publicity: Cast will be asked to assist with publicity by actively encouraging ticket sales and distributing show flyers on DVS' behalf.
- We ask you to be aware of those around you with regards to your language, discussion topics, and behaviour at all times during rehearsals and in the green and dressing rooms.
- Lost Property: DVS has a cupboard at the church. Any items left behind will be put into this cupboard for collection at the next rehearsal, including rubbish!
- **There is no rubbish collection at the church, if you carry rubbish in you MUST carry it out.**
- No smoking is permitted inside our rehearsal or performance venues, or on the properties on which they stand.

Rehearsal Guidelines

1. Please give your commitment to the production and do not undertake new activities that may take you away from our rehearsals. We ask you to submit, in writing, all dates on which you have prior commitments at the start of the rehearsal period to help us schedule more efficiently.
2. Please respect the Director, Choreographer, and Musical Director; remain quiet while directions are given, even if they do not involve you.
3. If for any reason you are going to be late for a rehearsal or are unable to make one, email or text the Production Manager a-hennel@netspace.net.au prior, or text/call Charli, Tim or Kimberley's mobiles on the day, alternatively post a message on the production's Facebook page.
4. The Director is responsible for the quality of the show, so be respectful of her direction. The Musical Director is responsible for the music and singing. The Choreographer is responsible for the dance elements of the production.
5. **It is expected that all cast members will participate in working bees, set construction, painting or costume or props making as required. All cast are required to participate in bump in and bump out.**
6. Please switch mobile phones, or other electronic devices, to silent during rehearsals.
7. Posting of photos on social media is embargoed unless permission is given by the creative team. This in particular applies to costumes, sets, and any "on stage" photos. We want to keep some mystery and surprise about the production for the audience.
8. Please keep movement to a minimum during rehearsals. eg: during blocking - do not walk in front of the director, but go behind, or wait until that scene is finished. If you miss something do not ask those around you and distract them, but wait and ask whoever is in charge when he /she/they is/are available.
9. If you miss a rehearsal please present to the director at the next one to be placed into any scene you missed. Also be aware it may not be possible to place you in a scene if you have missed a crucial rehearsal.
10. If you need to leave a rehearsal early, as a minimum courtesy, please advise a member of the creative team or the production manager **in advance**.
11. Each person must clean up after him or herself. There is no rubbish collection at the church so all disposable items must be removed by whoever brings these to the rehearsal.
The creative team is not there to pick after anyone.
12. Please attempt to give your best to your role and character. If you think it is not for you, or you are struggling with staging and choreography, please talk to the Director or Choreographer; if you have music concerns please discuss these with the Musical Director. Any other problems or situations that may affect your involvement or performance please discuss with the Welfare Officer.
13. Cast supply their own character shoes, socks, hosiery and make up. Some make-up may be provided, however, we recommend you bring your own. A basic make-up session will be given and we will cover this in more detail closer to the opening.
14. When rehearsals are underway use any spare time you have to practice!
15. **All fees are due within four weeks of rehearsal commencement.** Please speak to Angela to organise payment, or discuss payment options.

HEALTH, SAFETY AND FIRST AID

All members of DVS aged 18 years and over require a current Working With Children Check.

Occupational Health and Safety

- The occupational health and safety of all persons working for, or engaged in a voluntary capacity for Diamond Valley Singers is of paramount importance to the committee. All necessary initiatives will be taken to ensure that the workplace is safe and without risk to health, and to ensure that the company complies with the Occupational Health and Safety Act 2004.

COVID Safety

- DVS adheres to current Victorian Government recommendation available [HERE](#)
- Please remember to wash your hands and to use sanitiser before and after handling shared items or props.
- You must inform one of the creative/production team if you test positive for COVID and we ask that you not attend rehearsals until you test clear as an added precaution.

Safety/First Aid

- Medical Conditions: Please advise the Production Manager if you have any existing medical conditions or severe allergies which may require special attention during time spent at DVS rehearsals or performances.
- First Aid: DVS has three first aid kits – one at the shed, one at the church, and a portable one usually carried by a member of the production team. During production runs one of these will be located at the theatre. Please advise a production team or committee member immediately if someone is injured in any way.

Bullying

- DVS does not tolerate bullying of any kind. Everyone involved in DVS activities has the right to feel safe and a valued member of the DVS team. If at any time you feel unsafe, or bullied, or harassed on an ongoing basis, please notify Angela immediately.

Please DO NOT attend rehearsals if you're unwell. This includes any illness with coughing and sneezing symptoms. While these may not necessarily be COVID related, those symptoms will help to spread any other viral or bacterial illness through the rest of the group very quickly. We need to take care of the vulnerable among us so please do not "soldier on".

The production team has the right, at any time, to ask anyone who presents as unwell to leave.

In the case of any serious medical or other emergency, please phone 000

Diamond Valley Singers rehearsals and performances are being held on the lands of the Wurundjeri people and we wish to acknowledge them as Traditional Owners. We pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be here today.