



ALPHASHOWS

COMPANY CAST MEMBER

TOURING MANUAL & HEALTH & SAFETY INFORMATION

Cast Member Touring Manual

This manual has been compiled to give you important, useful information that will assist you to perform as an outstanding Company Cast Member with ALPHASHOWS. It is imperative that every member of the team knows and understands exactly what is expected of them. Please read this manual carefully, as it does form part of your official contract.

Rehearsals

During rehearsal it is your responsibility to:

1. Be fully prepared having completely learnt your script and lyrics, and any work from previous rehearsals. It makes direction really great if you know your lines, then we can get deeper into character and the stuff that makes our shows unique and loved! Thanks for all your work you'll be doing! :)
2. Arrive at the rehearsal venue AT LEAST 15 minutes prior to the scheduled start time, warmed up and preparing for the day ahead. This is usually 7:45am.
3. Ensure the rehearsal venue is left clean; litter free and tidy at the end of every day. TAKE YOUR RUBBISH!
4. Turn off heaters, and don't overuse the big gas one as the gas is expensive.
5. Cast members who are falling behind should put in extra effort during the evenings to catch up
6. Familiarise yourself with the touring set and equipment. Ensure you know what jobs you will be expected to undertake within your team. If you are unsure of something, talk to your Tour Manager as soon as possible
7. Your Tour Manager may call extra evening rehearsals as required
8. Ask questions and make requests of your Tour Manager and Director – they are there to help you!
9. Read the "Alpha Actors Manual" for information on how to perform in the show and information that will be helpful in creating your character/s.

Accommodation

Alpha provides accommodation usually for the entire length of contracts. We assume all actors are Melbourne based and that the accommodation is simply provided as a convenient place to live during the weeks we're touring in metro Melbourne. If you are not Melbourne based, you are welcome to use the accommodation for the entire time including weekends for no charge. When we're away from Melbourne, you are also provided accommodation; this varies from hotels to motels to apartments. Certain codes of conduct are essential in all company provided accommodation:

1. You should ensure the accommodation is left clean and damage free upon departure.
2. Clean up your mess immediately after you make it. This means cleaning the kitchen BEFORE you eat so as others can use the pots and pans etc that you've dirtied
3. All accommodation kitchens must be left as they were found – do not leave this job to the morning, as we are often short on time! Langwarrin kitchen needs to be kept pretty clean, please
4. If you are sharing with someone, keep your room clean as different people have different preferences for cleanliness
5. Keep any kitchen / bathroom clean at all times.
6. Check the guidelines for accommodation posted in the Main Room, and in all bedrooms at Langwarrin
 - a. Clean the accommodation at the end of each tour, even if you're returning.
 - b. You must also keep it clean during the tour as well, and provide your own toilet paper, clean your own bathrooms etc etc.
 - c. Whilst internet is available at Langwarrin, its use is limited to basic email and web browsing only. Strictly no downloading of anything large, no torrents, no movie streaming, no music downloads...
7. Every member of the team must be at the company accommodation from 10pm onwards, on any night that has a show the following day. This is obviously flexible if you have important business to attend to, it's just a guideline as most mornings we leave quite early and you don't want to wake others who

TOURING MANUAL / HEALTH & SAFETY INFORMATION

have probably already gone to bed. To arrive later than 10pm you need to ask your Tour Manager if it's ok.

8. In hotels, keep noise to a minimum, past 10pm, so as not to disturb the guests in other rooms.
9. In Langwarrin, it's also best to keep noise down past about 9:30 or 10pm, as the walls are thin and some people like to go to bed quite early to be at their best the next day. This means you should not be chattering away at night-time in the rooms.
10. Times before 10pm are not quiet time, so don't expect others to be quiet
11. SHOWERS in the morning: be sensible with bathroom time, just because we have to share.
12. **All guests (anyone outside of the tour cast) are not permitted to stay in company provided accommodation at any time, without explicit permission from the Managing Director.** This includes friends, partners, cast members from another tour, cast members not currently on tour, unless arranged specifically with the Managing Director and Tour Manager and it is suitable and appropriate at the time. All bed sharing rules as per below must continue to be upheld if you have been given permission, and no bed is to be shared overnight at ANY TIME.
13. Liaise with the team and your Tour Manager for trips to the supermarket or other food outlets.
14. Please let your Tour Manager know at the earliest time possible if you have an issue with being assigned a room with a member of the opposite sex. We expect our cast members to be highly professional and respectful in all situations on tour, and it's often nice to switch roommates around a bit so you get to know everybody! If we do not hear from you we will assume you are fine sharing with anyone
15. **GUIDELINES FOR SEXUAL ACTIVITY etc. ON TOUR**
 - a. Under no circumstances are beds to be shared with fellow cast mates if either you or the other person you would be sharing with are not single.
 - b. What happens on tour stays on tour, of course, but you are not to cheat on your significant other with your fellow cast mates and/or share a bed with them.
 - c. Sleep in your assigned beds at all Alpha provided accommodation. Bed swapping isn't appropriate on a professional tour if it makes anyone feel uncomfortable / put out. This includes girls with girls, boys with boys etc etc. To repeat – NO SHARING beds.
 - d. This also means no sleeping in random areas that are NOT your assigned beds. No sleeping out on couches. We have had problems in the past from circumstances arising from not sleeping in assigned beds.
 - e. This includes any drunken nights on the weekends – if a person is hired by Alpha and not single they are not to kiss or have any sexual contact with ANY other member of the team at any time during the contract. Too many complications!
 - f. If a guest is staying in the accommodation, under no circumstances are they to share a bed with an Alpha cast member, unless cleared explicitly with the Managing Director.
 - g. Under no circumstances are single members of the cast to bring 'guests' to the accommodation (to stay in their bed), whether they are friends, Alpha cast from other tours, Alpha staff not currently on tour, or random people they have met out at the local club etc etc.

TOURING MANUAL / HEALTH & SAFETY INFORMATION

Equipment/Sets

All team members are responsible for company equipment/sets supplied to your team. A great deal of money has been spent on our productions so please look after it all! Please adhere to the following rules:

1. All equipment is safely and properly loaded and unloaded from the company vehicle. Flats should be packed in a way that minimises scratches, as repainting them is a right kerfuffle
2. Do not leave lights or other objects leaning against walls.
3. Do not leave flats leaning against walls outside – they blow over in the wind.
4. **Try to only take items out to the truck when they are ready to be loaded. Ask the truck loader what is next, or make a list together as a cast if you don't utilise a truck loader position in your team**
5. All leads are secured so as to avoid the risk of tripping or pulling lights over – especially in areas where the public have access. Use a mat to cover leads as a first option, gaffer tape as a second option.
6. Run all leads around the EDGE of the room as much as possible, and ensure plenty of slack is available for all leads coming down from lighting/speaker stands, to prevent things being pulled over accidentally. Put electrical plugs (eg. Fog machine power lead) underneath a sand bag to prevent accidental unplugging/tripping
7. ALL BLACK POLE STANDS or BASE PLATES for BLACKS THAT HOLD CANVASES/BLACKS SHOULD HAVE AT LEAST 1 SANDBAG ON THE BASE. This is what the sandbags are for, so one of the last jobs for everyone should be to go around and place the sandbags where they do their job.
8. Be careful with any rigging, truss or winch up stands, as they can come down unexpectedly. If unsure, ask.
9. Any damage to sets, equipment and costumes must be reported to an Alpha representative as soon as possible so we can get it fixed. Please don't 'put up' with something that is broken whilst on tour, you shouldn't have to deal with that kind of stuff, we'll just get it fixed/replaced for you asap.

Microphones

Our headsets/earsets are VERY FRAGILE. Unfortunately, we have had a lot of problems with them based on how we care for them, so to avoid any issues we beg of you to follow these guidelines:

1. Ensure your microphone is always put away between shows and afterwards.
2. Do not, under any circumstances, be walking around with your microphone on unless we're sound testing or doing the show. The less time you're using it the less likely it is to break
3. Please do not eat whilst wearing a microphone. This means do not eat during a show!
4. Please do not go outside wearing a microphone
5. Please do not risk the cord being pulled, either by the mic pack dropping, or it being pulled through clothes etc. The most sensitive areas of the mic are the plugs where they connect to the mic pack, and the plug that connects to the actual earset
6. Ensure the screw plug is screwed tightly into the mic pack to prevent the plug slipping and causing a cracking or popping sound
7. Ensure there is no unusual amount of pressure exerted on the plug by your body or costume
8. Ensure no sweat manages to get on any part of the mic pack or earset. If you do sweat, the mic pack should be put in a plastic bag, and/or you should wear your mic belt on the outside of any under garments like t-shirts. If you sweat on your face, you should have the earset tip be angled away from your face as it will cause damage if sweat enters the tip. You also may need extra tape on your face and near the plug. Ask your Tour Manager or Director for help on all this
9. Please do not wear a microphone without a mic belt. This includes rehearsals or any time before a show. Alternatively, for sound tests only, you can hold the pack in your hand whilst doing a sound check. Avoid having the mic pack in your pockets, as it is likely to fall out. Also having the cable exposed on top of clothing can cause accidental catching of the cable which can cause damage
10. For sound test, you should endeavour to have the earset in the exact position it will be during the show to get an accurate level of your sound output. If that means you need to tape it down with mic tape, do so.
11. When you are putting your mic on, don't leave the earset dangling around/on the ground
12. For extra security, to prevent strain on the cables and sweat, 2 or 3 pieces of mic tape should be used:
 - a. One on the cable on your neck just before it heads down your back. Leave enough slack for head movement
 - b. One on top of the plug behind your ear

TOURING MANUAL / HEALTH & SAFETY INFORMATION

- c. And optionally, one at the top of your ear over the earset band, which keeps the earset from moving during physical parts of the show.
 - d. You may also need one on your face near your ear, although it's best to avoid this for aesthetics
13. After use, please do not tightly wrap the cord up, just gently wrap the cord around your hand. Try to avoid tangles
 14. Ensure all cables, pack and the earset are securely in the pocket of the case and placed neatly in the microphone drawer of the sound desk. Be careful not to catch any part of the cable in the zipper of the case
 15. Ensure the aerial (if you have a removable aerial) is securely placed in the holder, we have lost aerials before
 16. **Please do not let anyone else be responsible for any part of your microphone.** Always put your own microphone away after each show so you know for sure that all elements (pack, aerial, earset) were there. You are responsible for any loss of any element of your microphone. Do not leave your microphone lying around, on or near your costume box etc when you are not there. If your microphone or any element is the one to go missing, it will be your wages the cost will come out of
 17. So again, do not leave a mic lying around. Too often we've completely ruined an \$800 earset because it's gotten jammed in between chairs, tables, on the floor, fallen somewhere, etc etc. Just don't do it. You will be charged for any mic you completely wreck.
 18. Unfortunately we don't have a mic technician with us, as you may have been used to in amateur shows. You have to be your own mic technician, so work with your Tour Manager to ensure you get the best performance out of your microphone
 19. Only change the battery when the battery is flashing or on 1 bar.
 20. Please turn off your mic between shows and between sound test and the show start. Batteries are very expensive and it is appreciated if you can conserve battery power as much as possible
 21. Please do not leave old batteries or the plastic from new batteries in the microphone drawer. Keep this drawer nice and clean, it is a communal area that we all use. Put all rubbish in a bin or a plastic bag near the lighting desk. Make sure you replenish the supply of bags!
 22. If the batteries in the mic drawer are running short in numbers, you can replenish the supply from the box in the truck

Company Vehicle/Drivers

Whether you are in a company owned truck or a hired truck, the care and maintenance of your touring vehicle is extremely important. As a team you must ensure:

1. **The vehicle is kept clean and tidy at all times.** Do not leave your litter or cutlery from the day in the truck – at the end of each day, take your litter with you once you leave the truck. **NO EXCEPTIONS!**
ALL BINS EMPTIED AT THE END OF EACH DAY!
2. **The truck is a work area, not your personal bedroom.** You will spend a lot of time together in the truck, which often means socialising or having fun. So you need to keep it a happy, holistic & cohesive environment
 - a. Be co-operative. The truck is everyone's area, you don't get to 'shotgun' certain seats or have your stuff in certain areas. The Tour Manager may require certain areas to use for work, please be flexible to move your stuff when required.
 - b. Try not to bring anything into the workplace that would be inappropriate in any other professional workplace. Obviously this includes leaving mess and stuff like that, but please try to avoid anything that could be considered offensive like inappropriate jokes or dvd's with bad language. We are, after all, a children's touring show!
 - c. Generally, the truck must head directly back to the accommodation after shows, to allow people to have their free time. Only for official company business will there be any stop offs or diversions.
 - d. Cast will not be dropped off home or at other locations unless the drop off is DIRECTLY on the route home. Pick-ups are NOT possible on the way to a gig, although are possible on a travel day.
 - e. The Truck will not be used for social outings or other trips to get food at a restaurant or supermarket; it will go to the supermarket upon request once a week only. If you wish to travel somewhere from the accommodation in the evening or on weekends, you are responsible for your own travel arrangements. A special trip request can be made to your Tour Manager; all such trips must be approved by your Tour Manager.

TOURING MANUAL / HEALTH & SAFETY INFORMATION

- f. The small bed in the 'Luton Peak' (above the luggage box) was originally intended for Ben when he used to tour. Nowadays it reverts to 'Tour Manager's Discretion'. If you feel like you need a nap, especially if you've been driving, just ask and it should be fine. It's nice to be able to make your touring experience on the road as nice as possible.
 - g. There is an office area/desk for use by the Tour Manager (again, originally for use by Ben when he used to tour). This area should be used for official company business only, and kept clean.
 - h. There is a fridge that you are welcome to share and use – provided it is working. We have had a lot of problems with batteries and the care of them, so it's difficult to sometimes maintain a charge. So ensure the truck is plugged in overnight and one of these days the fridge may work again! (once we get the batteries replaced!)
 - i. There are 4 actor chairs in the rear section, and 3 in the front including the driver. The drive section is completely separate from the rear. At no time is a driver to be left alone when there are passengers in the truck – unless the driver specifically says they would prefer this. Otherwise, 1 or 2 passengers must sit up in the drive section at all times along with the driver.
 - j. There is an entertainment system in the rear section of the truck (as well as a separate system in the drive section). This is for use by anyone, just be cooperative. Again, only in operation if the batteries are in good working order
 - k. IF YOU USE THE ENTERTAINMENT SYSTEM OR THE POWER IN THE Truck AT ALL, PLEASE BE RESPONSIBLE AND HELP TO PLUG IN THE POWER UPON ARRIVAL AT OUR ACCOMMODATION / LANGWARRIN.** The entertainment system uses a lot of power and it's there as a privilege, so please help by charging it up every evening.
 - l. If there is mobile internet available in the truck and you have been given access as a Tour Manager or Ensemble Member or Senior Cast Member – please do not overuse as there is a lower download limit (currently 1GB)
 - m. You must be very clean and careful in the new truck. Mess and carelessness will not be looked upon favourably. It was VERY expensive to fit out.
 - n. Do not store your luggage in the passenger section for long trips. There is a special luggage compartment just behind the drive section. Whack em in there.
3. **Try to eat breakfast before we leave.** Not only is cutlery and cups etc messy and noisy, we also prefer to try not to dirty the truck. If you are to eat, please try to not be messy.
4. **When arriving at a venue or when it's obvious the driver would need help backing, jump out and help!!!** Please be ready to jump out of the truck to help reverse it as the driver has a lot to focus on and it gets repetitive to have to ask for someone to reverse the truck every time.
- a. All 5 cast members must help reverse the truck at all times. Simply bang the side of the truck to give the signal to stop or ask the driver what they prefer for signals. When backing towards a wall/post/loading dock, signal with your hands how big the gap is so the driver gets a sense of how close they are. If turning is required, use the direction 'left/right hand down'
5. **DRIVERS** – if you have checked the box on your application form that you can drive, consider that you are a driver on tour. If you are asked to drive you are required to drive. Please also be co-operative and offer to drive – the driving is a team effort, you are not a last resort when Ben is almost dead. Generally you or another secondary driver (not Ben) is to drive back from each venue at the END of the day, every day, back to the accommodation. This may not always be the case but be ready to do this if you have agreed to drive.
- a. Drivers must not consume alcohol unless they have a clear 8 hours before being required to drive again – drivers will be liable for all damage if they are over the limit. So this means **ZERO BLOOD ALCOHOL AT ANY TIME DRIVING THE TRUCK**
 - b. **If you do not have a Medium Rigid Manual Truck license, but you have a full manual driver's license and we need a driver, we may pay for you to gain your truck license so you can drive the truck.**
6. Vehicles are parked safely and off the road whenever possible
7. Vehicles should never be left unattended with equipment on board, unless it is locked, alarmed and parked in a safe area
8. **Tyre pressures, oil and water must be checked weekly. NEVER LET THE OIL GET LOW!**
9. If the Truck gets excessively dirty, it should be washed at a manual car washing place
10. The Truck rocks, you'll enjoy travelling in it!

Costumes

Every team member will sign for personal costumes/props, and their uniform. It is the responsibility of each cast member to look after and maintain his/her costumes

1. Do not sit on any costume or prop boxes. They are not strong enough to hold your weight
2. Only costumes are to be kept in the costume boxes, as well as any prop items or makeup item that would make sense to keep in there. Don't keep other personal items especially rubbish. Don't stick old mic tape to the costume boxes – gross!
3. After each performance costumes are to be folded neatly and placed inside the costume box
4. Socks, tights, shirts and other light costumes must be washed every couple of days or as you feel it necessary (company washing is done every weekend for you if at Langwarrin)
5. If you sweat in any way, you **MUST** wear something underneath your costume to protect it. We can supply a couple of T-shirts if you need them, and towels for use during the show
6. Ensure you put the parts of your costume that are washable in the washing bag at the end of the show on a washing day (usually Friday)
7. If your costume needs any maintenance repairs, report it to the Tour Manager immediately. There is no need to do makeshift repairs that look silly or are uncomfortable for you
8. Your company uniform must be returned at the end of the tour (unless returning for next tour). Please ensure it is accounted for by your Tour Manager and put in with the washing – it is your responsibility to ensure all items are returned
9. Once the tour starts your characters costumes are your responsibility.
10. These costumes are a tool to help you with your job and you are required to look after them.
11. If you have been instructed to wear a costume a certain way then this must be observed. If you fail to follow these instructions and damage occurs then you may be required to pay for the damage or the replacement of the costume
12. WASHING – All instructions for washing (given to you during rehearsals) must be observed.
13. Washing needs to be put into the washing bags.
14. All velcro must be done up before it is put in the wash bag and before you put your costume into your basket so as to not wreck material
15. REPAIRS – Remove all Gaffer from costumes before you put them in the wash. Repairs are not always fixed before the costume is washed. Gaffer that has been through the wash can be very hard to get off and can actually cause damage to the costume. You may have to pay for any damage caused by gaffer that was not removed. Gaffer is usually used to get a broken costume through to the end of the week. It is not a permanent solution to the problem. If you needed to put gaffer on a costume then it needs to be reported as a repair.
16. Urgent damage may occur during the running of the show. If you have been authorised to use gaffer by any member of management you can use the gaffer for the length of the show. Once the show has ended it is your responsibility to inform your Tour Manager and anyone else who should know of the damage. Assess the costume in conjunction with management to find the best possible solution to get the costume to the end of the week.
17. Costumes need to be checked regularly for any damage. It is best to get any damage whilst it is still small.
18. Repairs can be put in the repairs bag or the wash bag (if you don't get it out the truck then it can't be repaired)
19. All Damage must be reported. This can be done on the social network/forum
20. Repairs need to be posted with as much details as possible. The Head of Costume does not get to see the damage until Saturday or the next time they are there.
21. Wigs must be stored in the bag or on the foam head provided. Wigs or hairpieces must be placed in your basket on top of everything else unless discussed otherwise.
22. END OF TOUR – Check that every item on your list is in your box. Report anything that is missing. We have lots of problems losing stuff at the end of tours, so please try to get everything back where it belongs in the costume room (if not being put in for washing)
23. Remove all personal objects from your box.
24. Tour Managers – do a list of all repairs. Cast Members report all damage at end of tour to your Tour Manager

TOURING MANUAL / HEALTH & SAFETY INFORMATION
Smoking & Drugs

Obviously, we cannot tolerate the use of illegal substances by any member of the team.

As for smoking, it is an activity that unfortunately is highly incompatible with this job and a children's touring theatre company. If you do still smoke, we still have this section here so you know our rules about it.

If you don't smoke you can skip this section.

1. Smoking in or around a school/venue/accommodation is strictly prohibited
2. Smoking in company uniform at any time is strictly prohibited – this includes any activity that would reveal you to be a smoker to the casual eye (eg. preparing a cigarette, buying cigarettes etc)
3. Cigarette stops whilst travelling in the company vehicle, time allowance to purchase cigarettes or other smoking related behaviours aint gonna happen on tour
4. Smoking is not permitted whilst in the vicinity of an Alpha staff member unless they also smoke. This is at ANY TIME during your contract
5. Please don't have cigarettes just before a show or in the morning. It gets onto costumes and fellow cast mates can even smell it on stage. You guys work closely!
6. You MUST NOT allow children (and preferably not fellow cast mates either) to smell cigarettes on your breath/clothing/hands at any time.
7. You can't smoke onsite at Langwarrin – just putting that out there. You'd have to go out into the car park. This is at any time. This also includes anyone else coming to the venue to watch a show. We have children around 24/7 and even outside, the smoke drifts into children's play areas.

Social Responsibility

Alpha and its Company Cast Members are highly visible to tens of thousands of children every year. We take this responsibility very seriously, mainly because children admire and often imitate the behaviours that they may see or hear us doing – and whilst we understand we can't force you to do or do not do certain things, we can ask that you, whilst working for Alpha/wearing our uniform, have the same high standards and take that responsibility as seriously as we do.

1. It is important that we generally do not be seen to be endorsing unhealthy food or drink in front of children. They look up to us and will most definitely mimic our behaviour
2. Take the time, if the topic comes up, to reinforce with children the importance of healthfulness and how you personally maintain a healthy lifestyle
3. Please – never eat McDonalds and the like around audiences or at any time in uniform. You are not permitted to enter a McDonalds, KFC, Hungry Jacks etc (any big American cancerous food company) in uniform.
4. It's nice to have them see you drinking water, being happy and positive, and being a great role model for the thousands of children you'll see during the tour
5. It is extremely important that NO teacher, child, or non-Alpha staff member (anyone really) hear you use ANY language that could be considered offensive by anyone. This includes discussing topics (ie. Telling stories, gossiping, jokes etc) not appropriate for children/conservative people
6. Generally it is impossible to tell who might be listening at a venue, even when you're in the truck, so any language or topic that you know is inappropriate should wait until you're at home
7. It is appreciated if you can be respectful of your fellow teammates by not cultivating a workplace that endorses bad language. It's hard to turn bad language 'on and off', it's easier just to stop!
8. So really, you can't say "Oh my God" or "ass" or other terms you wouldn't normally think of when you're in company uniform – these things are considered very inappropriate by the majority of our clients and very risque to our children customers.
9. Swearing like a trooper in the truck isn't acceptable either. This is our workplace.
10. From the moment we arrive at a venue to the moment we're in the truck and driving off, you're "on duty", which means you simply don't do anything that would reflect badly on yourself or the company; as a children's theatre company
11. We understand that tours are fun – we also strive to present a professional image in public. We can go crazy back at the accommodation!

Cast Conduct/Dress

Alpha wants to ensure that we are perceived in the very highest standards in terms of the way actors conduct themselves when in a school/venue. We ask that you follow these guidelines, as it is how you are perceived by those thousands of children, and by your fellow teammates:

1. You arrive at venues in a sober, well-groomed tidy manner, already in your uniform. Do not turn up at venues (in your own transport or the truck) without your uniform on. It is important that you are easily identified at all times when arriving and working at a venue with children (which are all of the venues we perform at!)
2. Whilst at venues, we:
 - a. Do NOT discuss stories about our personal lives
 - b. Do NOT argue with each other
 - c. Do NOT make derogatory comments about fellow cast members
 - d. Do NOT have private conversations / whisperings with a cast member thereby segregating others (only exception is if your Tour Manager is 'managing' someone about a professional note or issue)
 - e. Do NOT be aggressive, prickly, selfish, rude, quiet, upset, or be otherwise hard to get along with
 - f. Do NOT have children in the venue without a teacher present (if at a school)
 - g. Do NOT be in a separate area with children by yourself
 - h. DO be pleasant to be around!
 - i. Remember always that you are a PROFESSIONAL role model and it is your responsibility to lead by example for not only our fellow cast mates, but also the children and clients.

TOURING MANUAL / HEALTH & SAFETY INFORMATION

3. We would ask you turn up to work as a professional, ready to work. Too often we have had actors who are moping, consistently in a bad mood, rude, or otherwise hard to get along with. Deal with your negative emotions in a private and sensible way. Don't repress them but you also can't project them on others whilst at work
4. **Whilst at work, and especially during shows, we require that you not eat lollies and chocolates and the like, or dangerous drinks like Red Bull etc.** Simply have a whole lot of water and some healthy food to eat between shows. So please, do not eat at all during a show. Water only during shows. Mints and lozenges are fine of course especially if you've got something to keep your voice in shape.
5. Guys should be clean-shaven (unless they are bearded or have been asked to grow something for the show)
6. All cast members must wear appropriate clothing and closed toed footwear. No thongs are to be worn; you must have neat and appropriate footwear for all bump-ins. Something strong with a good grip.
7. You must wear & have visible your nametag at all venues, from the moment you exit the truck to the moment we enter it again as we leave (only excluding in-costume time). It is imperative that we are identified at venues, and it is also nice for children and teachers to easily know our name. The nametag also has a pen so it makes it easy to sign autographs quickly. Again - NO EXCEPTIONS! The day you 'forget' your name tag is the day we have a ferknicky venue/school who is psycho about visitor identification. We try to save time by telling our customers we cannot sign in at reception (like most schools are crazy about nowadays) - please help us to look professional despite this requirement by wearing your nametag - ESPECIALLY if you wander around the school or go to the toilet etc
8. Try not to wear 'extra' clothing that covers your uniform/nametag or looks unruly. We must look reasonably consistent and easily identifiable.
9. If you 'tie' your lanyard up a little so it sits higher, it will be less likely to be in the way of your work as you carry things and set up.
10. You maintain a high standard of personal hygiene, including being aware of body odour, breath, as well as the factors that cause unacceptable levels of hygiene (this includes your diet!). Generally, 2 or 3 litres of water a day should solve most problems!
11. Showers in the morning are a good idea for most people to keep the costumes clean and you smelling nice. This is completely up to you, of course, I know some people prefer evening showers.
12. Excessive drunkenness is discouraged at all times but especially on evenings with shows the following morning
13. Avoid using children's toilets at schools. Do not use an opposite gender toilet, we get in trouble for doing this. SOMETIMES it's ok if the toilet is backstage and relatively cut off from others.
14. At all venues and for all clients, the operating principle for the company and the Company Cast Members is that we "need nothing" ie. coffee, tea, tables, water, food, tissues etc. **If you need something, ask your Tour Manager, not the client.** This includes asking a client to turn heaters off/on or other things. Feel free to ask a client where the restrooms are located if their location has not already been determined by one of us, or if you're the lighting guy, where the switches are for the hall lights. If you are offered anything from a client/teacher, feel free to accept and it's ok with your Tour Manager. We do this as we have heard on the grapevine of other companies who turn up at schools demanding all sorts of things - we want to be the complete opposite of this. Some people love us so much they just want to give to us in some way, so it's nice to accept that if that's the case.
15. **DO NOT SPEAK FOR THE TOUR MANAGER. This means, don't agree or authorise things from the clients. Refer all requests or otherwise to the Tour Manager.**
16. You are expected to be friendly and approachable to all those with whom you come into contact. Take the time to say hello to anyone you meet within the venue especially passing teachers
17. Alpha cast members are always warmly received at schools and other venues - everyone will love you, especially after they have enjoyed the show and seen how amazing you are

TOURING MANUAL / HEALTH & SAFETY INFORMATION

THE WAY IT ALL WORKS!

This section basically outlines the entire day and how and why you do the things you need to do. It's important that you know what your specific jobs are whilst on tour. You will be assigned certain responsibilities that will be yours for the whole tour. If you are unsure of anything at any time, do not assume you'll be ok, please ask lots of questions. We know a lot of this is hard to get up to speed with so no question is a dumb question. Seriously, as we get going in rehearsals and you see all the millions of things we ask you to be proficient at **you may seem completely overwhelmed**. This is ok - just keep yourself in a great state and ask lots of questions until it falls into place. The company has now done a lot of touring and without fail all our Company Cast Members have shown themselves to have an amazing capacity! You of course are no different - that's why we hired you! It's quite a unique job and we know you're up for it! We really appreciate all the work you have done and will be doing.

Arrival times/route/timing

It is imperative that you stick to the arrival times at venues. Failure to do so will throw the whole day's schedule into disarray. Please ensure you give yourself enough time to get organised in the morning and arrive up to 15 minutes before you are required. The touring schedule is extremely tight and you will put the rest of your team under pressure if they are made to wait or hang around for you. Some simple guidelines follow:

1. Call times should be strictly adhered to, as the venue has been provided documentation announcing what time the cast will arrive. It looks unprofessional if the team are late, even by a couple of minutes. Clients are asked to have the venue opened 20 minutes before your arrival time, so it may be beneficial to arrive around 20 minutes early.
2. NEVER BE LATE at a venue. Give 2 or 3 times the normal reasonable time for travel. If unsure about a leave time that's been calculated from the past (especially if it's a new client) double check it and increase if necessary.
3. Please be at the truck 2 or 3 minutes before the leaving time the Tour Manager has announced the day before (or as available on your printed/iPhone schedule). Remember this may be quite early, so ensure you have gotten enough sleep and have woken up early enough to do everything you need to do in the morning, including have breakfast if you want it. The truck never stops for breakfast, and you should NOT bring breakfast in the truck. The truck should leave at the time it has been called to leave to ensure it arrives on time - this includes a time allowance for unusually heavy traffic which happens every few days.
4. Upon leaving, whomever is in the front seat should help the driver with the address and to get it correct, putting it in the Satellite Navigation system.
5. Get to the next venue before deciding if you have enough time for a lunch break. Do not break after the morning show, as you will undoubtedly be late for the afternoon performance. If you have a long day ahead it is often wise to organise some form of packed lunch as quite often you will not have enough time to stop and get food. If you can, it's wise to arrive at the afternoon show 15 minutes early as sometimes there are last minute changes and things to consider that are helped by an early arrival.
6. It is completely unacceptable and unfair to be late if you are driving to a venue yourself (not in the Company Truck). The other cast members will have to cover for you during set up and it puts unnecessary stress into a process that is usually only fun. Sometimes the Truck will arrive at venues 15-45 minutes before the scheduled arrival time, this is to ensure we are not late, you should give yourself plenty of "get lost" and "get set" time.
7. **IF YOU ARE LATE MORE THAN ONCE, YOU MAY BE ASKED TO STAY WITH US AND TRAVEL IN THE Truck.**

After we arrive

1. Once we arrive at venues, the Tour Manager will go and meet with the teacher/s or venue staff. The location for the show will be determined and the truck moved if necessary.
2. Before you enter the venue and/or grounds, the Tour Manager must get the conditions signed on the iPad
3. If you have driven to the venue in your own car, if possible park near the truck, but preferably not in staff car parks. We have gotten in trouble for parking in staff car parks before - teachers can be quite precious especially if space is at a premium (which is the case at most schools)

PH: 1300 850 658 | FAX: 03 5978 6855 | WEB: <http://www.alphashows.com.au>

Alpha Media Pty Ltd ABN 98 006 737 391 T/as Alpha Theatrical Productions & Alpha Shows

TOURING MANUAL / HEALTH & SAFETY INFORMATION

4. Please do not wait in your car, join the cast in the truck so the Tour Manager knows where you are and can easily transport the cast in one go if it is discovered the venue is elsewhere
5. Please be aware that taking public transport to venues under any circumstances is not acceptable! It is simply too risky
6. As indicated in your contract, the 'performance' starts and ends at the discretion of the Tour Manager. If you need to use the toilet, try to do so before we start unpacking the truck. It is unappreciated by all if cast members disappear for the setup. Obviously if you're busting, just go. Always let your Tour Manager know where you are going
7. Let's just repeat that one – if you need to go to the toilet really desperately, just go and don't feel bad about it. However, if we've been at a venue and been waiting for 5 minutes or so in the truck or at a hall, and you've just been talking and having fun and then you disappear off to the toilet once we start unloading the truck... well, that's just rude!

Nametags and uniforms

1. Always wear your nametag whilst at a venue! It is vitally and legally important that you be identified at ALL times at all venues that Alpha performs at. This is to protect both you and the Company, as well as ensure you are recognised by venue staff and they feel comfortable in approaching you because they know your name
2. Remember that you must also be in your uniform at every venue. This also ensures you are easily identified in a venue, especially from behind. We want venues to feel completely certain about who is on site for the show; random people in random clothes isn't acceptable!
3. This means always wearing an Alpha T-shirt, and an Alpha jacket on top if you are cold. Wearing some other jacket on top of an Alpha T-shirt isn't acceptable, neither is wearing a jacket over your personal clothes and removing the jacket when you get hot to reveal yourself to be out of uniform.
4. We are adamant that we always present a professional image to clients. Even if you can't 'see' any clients around, or you're backstage, it's important to still be in uniform just in case. We want to appear more professional than other groups so that is why we ask you be in uniform
5. Of course the only exception is when you get into costume after sound check. Try to do your sound check in uniform as clients are still usually hanging around at this point. Don't do sound check half naked.
6. Leave the nametags hanging in the truck at the end of the day. Try not to take them home with you as they inevitably get lost
7. If in doubt about procedure with uniforms and nametags etc, just do what your Tour Manager does! That way you can avoid the uncomfortableness that results from being asked repeatedly to do what seems like such a small and petty thing

The Tour Manager

These notes below are just specific examples that each cast need to be aware of with regards to the Tour Manager

1. If the Tour Manager is talking to a teacher immediately upon arrival and it is clear where we are setting up, just get going – don't wait for the Tour Manager to give the go ahead as they may be distracted
2. Sometimes your Tour Manager won't be able to participate in all of pickup and setup – their focus should be the client and ensuring they are satisfied, checking feedback, booking in for the following year etc etc
3. All venues are requested to provide feedback, pay their invoice and discuss shows for next year – this is very important to the future success of the company and the future employment of actors like you so your understanding of the important job your Tour Manager has is appreciated

TOURING MANUAL / HEALTH & SAFETY INFORMATION

Starting to Setup

So now the job really begins. You will have learnt and become certain about this part of the job during rehearsals. If unsure about anything always ask. Check the 'equipment/sets' section above for more information on your duties. Here are some further tips to make it easy for everyone:

1. Unloading the truck is done as a team. Nobody is to start setting up the set or other jobs until the entire truck is empty (unless specifically arranged with the Tour Manager – usually the lighting person must start earlier).
2. When bringing stuff in from the truck, try to put it in the approximate place they go. So hazer/fog machine in the right place, poles, base plates, lighting/speaker stands and set bases all where they go.
3. Costume boxes should be put in the correct place for each actor, but keep away from the wall so that cables can be laid behind them along the wall.
 - a. Only leave costume boxes out the front if the venue is small and you really feel you have to, otherwise **costume boxes are to be put in the correct place from the start.**
4. Once you have completed your assigned jobs, please move to helping someone else complete theirs. Once the set, lights, sound etc have been completely set up, help to get ready for a sound check. You are not done until everyone is.
5. If we have 2 shows in 1 venue, immediately after the 1st show EVERYONE is to help set up for the 2nd show. This is called a 'pre-set' so don't be going off to the toilet or eating until the pre-set is finished. Sometimes audiences come in for the 2nd show much earlier than you were expecting, so don't wait to do the pre-set
6. Sound checks are important and should be done at every new venue. The Tour Manager will do the sound check and call out to everyone when it is to be done. Sound checks should take precedent over almost anything else, so try not to cut them even if you're running short on time. Bad sound wrecks the entire show
7. You should be ready with your microphone on, even if you are still doing your jobs. As soon as the Tour Manager calls for "sound test" you should get your mic on no matter what you are doing so that sound test can happen quickly (and the Tour Manager can get back to helping set up)
8. Always be on the lookout to make sure the setup is done at the very highest of standards. This includes noticing the things that your Tour Manager or senior cast members 'fix' or finish off and doing them yourself next time. Some of the more common things like this are the 'last' few things that need doing, like bringing our equipment/boxes/spare black curtains back stage, putting sandbags on poles, helping others finish their jobs, putting chairs out for teachers on the sides etc etc.
9. Bring all the stuff backstage and into correct place BEFORE you start getting ready/makeup etc.
10. There is very little need for you to be chatting with teachers or other people before the show – save this for afterwards. Be approachable and pleasant but refer any question to the Tour Manager if the answer is not a quick one, so you can get back to setting up. The quicker the set up, the more pleasant the experience (rushing right before a show is horrible!)

Getting ready to perform

1. Once the setup and sound check are done, you can begin to focus on your personal needs, including makeup and preparing your costume. Try to avoid going into costume or going to the toilet before sound check.
2. Depending on time (ask your Tour Manager or check your printed schedule for specifics on when the show is to begin, when children are entering etc) you will most likely need to get ready for the show straight away after sound check
11. If you need water or anything else, get it EARLY. Once the audience is coming in, you're stuck backstage, without EXCEPTION. If you need to go out the front once an audience is in for something urgent, ask your Tour Manager first.
3. If you're first on the sound or lighting desk, be ready to go with that stuff too
4. As per your contract, have your own mirror, make up, applicators/removers and personal hygiene items. REPEAT – GET YOUR OWN MIRROR! Don't BORROW MIRRORS. It's just annoying.
5. You must have your own bottle of water, try not to share water bottles

TOURING MANUAL / HEALTH & SAFETY INFORMATION

Waiting for the show to start!

Alpha normally starts on time, as we can see when the audience has finished coming in by our video screen. At theatres we wait for front of house clearance. Here are some further tips:

1. You need to be ready to 'go on stage' by the scheduled start time – no exceptions (unless you're not on stage for a long time after the show starts). Don't be annoying by always asking 'what time's the show?'. It's on your schedule, use it.
2. If you are first on stage, once you are 'ready to go' you should indicate to the Tour Manager so he/she feels comfortable that when the teacher indicates, the show can start without delay. It is your responsibility to let your Tour Manager know you are ready or if you are going to be delayed from being ready at the start time for whatever reason
3. If there is a bit of a wait before the show starts and you're in costume and ready, sometimes it is easy to slip into your own little world. When at venues, it is requested that you remain focussed on the job, on the show, and anything you can do to make life easier or to improve something. We request that you don't start reading or texting etc, as this diverts your focus away from the job, from your audience etc. These are your audience, your fans! Play with them, see what works. These are the people that will buy your product (ie. You). So use this as an opportunity to connect with them and find out what they like about you.
4. Please understand if there is what seems like a ridiculous amount of time from the end of setup to the start of the show. The Tour Manager has a lot of touring experience and understands what is necessary to create a successful tour. There is often more going on than you might be aware of

During the show

1. During the show, if anything goes wrong, please keep calm and do your best to correct any problem.
2. When things do go wrong, help by logically thinking through the problem to come to a solution, but have sensory acuity to notice whether you're being a true help or a hindrance
3. If there is microphone feedback during the show, please don't let it alter your performance (ie. stay at full energy and keep to the script!), except being aware that sometimes being near another person can cause feedback problems so you may want to move to a different part of the stage, or move away from the speaker.

Expanding your Awareness

Alpha shows aren't like other performing jobs. We've communicated to you right from the start, when you first looked on the website, to your audition and in rehearsals, that there is far more to this job than just performing. Those who excel at the Alpha Touring thing, generally have one thing in common. They start to expand their awareness, and notice things that are outside of themselves.

We would suggest that once you become reasonably familiar with your character and your performance, especially if you've done a few tours, try to expand your awareness to other things that are part of the touring experience. It can be very rewarding. There is no time limit or expected number of shows it takes for you to do this (if at all), but think of it as a list of things that when you notice yourself just naturally starting to do, you can then know you are on the right track to true fulfilment in your job. Again, it isn't a requirement – you are also more than welcome to just come in and do the basic job. We hired you to do that and can expect that from you – we can only hope you also want to do more!

These lists aren't exhaustive it's just what I could think of at the time. The first list is specifically things to expand your awareness about that happen during a show (the hardest thing to do):

1. Does a child have their hands over their ears? Indicate to a teacher to get them moved etc.
2. Is the sound level too high/too low? Is one person louder than another? Let your Tour Manager (TM) know. Don't change the gain levels (the red knobs) without co-ordinating with the TM
3. Are sliders on the sound and lighting desks not where they are supposed to be? Fix them or ask your TM
4. Is everyone's microphone on? (check on the sound desk, if it says "MUTE" it's off!)
5. Is there a problem with a speaker? Is only 1 speaker working?
6. Are 1 or half or all of the lights not working? See if you can fix it or let Ben know.

TOURING MANUAL / HEALTH & SAFETY INFORMATION

7. Is a set piece not correct? Has something fallen down?
8. Are the blacks not correctly set somehow, allowing audience to see backstage? Are they not wrapped around the telescopic poles making it look untidy? Fix it!
9. Is the fog machine in the right place and the floodlight sitting straight? Are they on and working?
10. Is someone else's costume broken or coming apart?
11. Are the canvases hanging correctly and not stuck or crooked?
12. Is someone illegally videotaping the show? See if you can signal them to stop or tell your TM.
13. Are some teachers showing displeasure at something? How can you fix it?
14. Are the grade 6's, 7's, 8's engaged?
15. Is everyone having fun and working at his or her best, including your fellow cast? Communicate everything you notice to your TM
16. Is the audience having the best time of their lives? If not, what can we change to make it better?

There are also a number of things you can notice yourself doing outside of your on-stage time:

1. Does your TM or driver need extra help with something?
2. Does your TM seem unusually stressed about something that may just be something silly to do with setup or the team? Can you help with it, make it better?
3. Are all the sandbags in place, blacks gaffered, leads safe with plenty of slack, chairs around lighting trees, plugs secure, banner straight, earplugs hanging on blacks, circuits checked?
4. Did we get the rebooking?
5. What was the feedback like?
6. Does the truck need to be moved?
7. Is the truck too messy?
8. Do we need diesel?
9. How's the tyre pressure? Oil? Adblue supply?
10. Is the truck locked up secure, plugged into the power source overnight?
11. Do we need more gaffer tape/masking tape/batteries/fog machine fluid/wristbands etc?
12. Has show washing been done / all accounted for / put in the truck before we leave?
13. Does a specific team member seem sick / disconnected / habitually moody? Discuss with Tour Manager
14. Have people been gossiping, or is someone being a pain in the neck? Discuss the reasons with your TM or Managing Director and see if we can sort it out. Communicate everything you notice to your Tour Manager.
15. Have you an idea for a future cast member?
16. Have you any connections that could get us a booking?

After the show

1. Once the show has finished, do not take off your costumes straight away. Almost always we do a Question Time, but also after Question Time you may be required for photographs or meeting children. Your final full costume is worn during the question time, which will be at a duration determined by the teachers and Tour Manager. If you're a suit character, you'll most likely not wear your head.
2. After each show, you need to remain 'on deck' to be available for autographs, photos or answering children's questions, and of course, to pack up. If you are in desperate need to go to the toilet let the Tour Manager, or at least, someone, know where you are going
3. Do not stay out on stage after the show/Question Time is over – we leave altogether as a cast for one final time. We also want to create scarcity with regards to the 'characters'.
4. After the show/question time, you should only go out to talk to audience members in full uniform. Do not be in costume or half in costume. Completely change, remove makeup if you're done for the day, and wear your full uniform and nametag before going to greet and talk with the audience. Your TM may break this rule as it is more important to catch the teacher who has booked the show to get their feedback and hopefully the rebooking. Please don't mimic this example haha.
5. At most venues there will be children around who will be keen to talk with you, it's nice that it is clear who you are by your uniform, what your name is by your name tag so that children can refer to you by your real name, and it's just nice for children to see the 'actor' rather than the 'character'. This gives them a better understanding of the job of being an actor. Please be available and 'child accessible' for this experience. Don't be like a teacher though, speak to them like they're a good friend. Answer questions normally, not in 'kidspeak'.
6. Please refer any questions about booking shows to the Tour Manager.
7. If a teacher tries to give you a FEEDBACK FORM (that is also the booking form) DO NOT TAKE IT! ALWAYS make sure you refer them to the Tour Manager, so that they can check it for the booking and for feedback to follow up on. NEVER NEVER NEVER take a feedback form!
8. If we are travelling back to Melbourne at the end of a week or on a Saturday, and you wish to instead not travel in the truck and find your own way home (either via plane or otherwise), this is acceptable provided:
 - a. You are not a Company Driver (unless you have arranged special consideration from your Tour Manager)
 - b. You do not leave pack up early
 - c. You do not require extra time for the Truck to take you anywhere special
 - d. It doesn't happen more than once or twice per tour! (We'll miss you otherwise!)

Microphones off first after the show

1. Once it is clear the show is done, your microphone should be taken off first, if possible, and placed in the microphone drawer in the sound desk
2. Keep your mic belt in your costume box
3. Do not leave your mic lying around at any time, even between shows
4. Do not allow someone else to care for or put away your microphone under any circumstances
5. Be careful to place the aerial securely in the aerial spot so it doesn't fall out (if you have a removable aerial)
6. If you notice that all the microphones are away and all aerials in the spot, you can close the drawer carefully, ensuring no cables are likely to be jammed

TOURING MANUAL / HEALTH & SAFETY INFORMATION
Mobile Phones

1. Generally, apart from lunch breaks, mobile phones are not permitted to be on from the time we start unloading the truck in the morning to the time we have finished loading the truck at the end of the day
2. This means you don't take/make calls or start texting whilst you're packing up
3. Please let your Tour Manager know if you have a legitimate reason for having your phone on. It's unfair on others and hard to bring up from a Tour Manager's point of view if you are talking on your phone or texting when you're supposed to be packing up, when you have not communicated any reason as to why you need to
4. If you prefer, you can keep your phone on silent (so you know at the end of the day who has called etc) but please do not answer calls or respond to text messages, most especially during a show or whilst setting up/packing up
5. You need to be focussed on the tasks at hand
6. Mobile phones have a remarkable talent for removing a person from the present moment, something that is really not beneficial to the job you have been hired to do
7. Please note that the only exception to this rule is the Tour Manager's phone and iPad, who will keep their phone on the entire time (on silent during the show). He/she will most likely be taking company phone calls etc or responding to the Managing Director etc

Pack up & Truck Loading

1. Try to get your personal items out of the way first, into the truck is best. That way it's easier to get to cables etc, as well as being easier to do a final check once the last thing is loaded in the truck
2. Also make sure your costume box is packed and ready to go, and removed from top of any cables. Do this BEFORE you start your pack up jobs
3. During pack up, attend to your specific jobs first (set, sound or lighting), then help others to finish theirs
4. Once everything is packed up and ready to go into the truck, open up the truck and load it up!
5. One person will have assigned to them the 'truck opening beeper thing', usually kept on this person's lanyard (ie. nametag). Therefore you don't need the keys from your Tour Manager or Driver in order to start packing the truck
6. Note that there is an order to the loading of the truck, and it helps if you bring things out in the correct order. The truck loader (if you have a specific person) should know what should come out next, so ask that person

Spending time with children

Part of your job with Alpha is that you are fun and easily accessible to children. This is part of the impact we hope to have and to give positive role models to the youth of today. Something that is REALLY needed.

So, with that in mind, unless we are rushing to another venue, take as much time as you want to spend time with children and teachers, chatting, giving autographs etc. Here are some specific tips on how to make this whole process run smoothly:

1. Have sensory acuity and don't let one cast member work at the packing up whilst you stand around chatting
2. If you had people you know come see the show (which we encourage!), let them know you can chat with them after you have finished packing up
3. Generally, the fair thing to do is split the packing up and signing autographs/talking time equally amongst the team
4. If children are crowding round the truck during pack up, put down some poles and ask children to stand behind them. Ensure they aren't standing on the poles otherwise they might break
5. NEVER EVER NEVER EVER EVER EVER EVER be like a teacher (or the stereotype of a teacher)
6. Instead use your skills as a performer to focus children on what you want them to do (rather than asking or demanding that they NOT do certain things)
7. If you get in doubt about crowd control, refer any 'teaching' that you feel is needed to firstly, an actual teacher, or secondly, to the Tour Manager

TOURING MANUAL / HEALTH & SAFETY INFORMATION

8. Play a game with them if you want. Whatever you do, take them far AWAY from the packing up / truck loading area
9. Remember that entertaining and talking to children is still considered work (and sometimes is even harder than packing up!) so don't get upset with someone who is doing that. In fact you are highly regarded by management if you can successfully entertain and engage children outside the show, and create the most ultimate experiences for them possible
10. The Tour Manager will most likely only remind everyone to 'get going' in packing up if he/she knows something that you don't, such as the trip to the next venue being longer than normal or just that you need to all get moving so you're not late/so you can go home
11. If it's at the end of the day, some cast members may want to rush off whilst others are easy-going and happy to take longer packing up. Generally Alpha's policy is that talking to children and teachers (ie. Maximum time possible with the clients) is absolutely encouraged, as long as it is fair on everyone
12. Just so you know, Ben, and the core production team, actually love what they do for their job (what a concept)... and we don't have any actual cynicism or contempt for children, our shows, school touring or the company (even when we pretend to). It is expected that you follow this example. Unless you specifically ask to pack up quickly for a specific reason that is reasonable and highly important, and everyone agrees, Ben will always encourage as much time spent with children as possible, and you are expected to go along with this as part of your job. It's unlikely you would be invited back to tour with us if you were someone who showed contempt or cynicism for what we do

Autographs

One of the cool things about this job is that children will often want your autograph or at least connect with you in some way. We generally don't encourage or discourage autographs. Encouraging them seems loser-ish and desperate, and discouraging them seems arrogant and snobby. So we just go with the flow and every so often it will be obvious that 'today is an autograph day'. However, things can get out of hand pretty easy so it's great if we can all be aware of a few things:

1. Only start an autograph session on an 'autograph day'. This will be announced by Ben or senior cast.
2. The best times for autographs is at a school that has had 2 shows and it's recess or lunchtime between or after the shows
3. If we don't have time we don't have time...
4. And if we don't have time, we will do one master autograph sheet and give it to teachers to photocopy
5. Please be available and 'heads up' for quickly getting the master autograph sheet done. It takes priority over all other packing up as often the teacher is in a rush to leave
6. Sometimes it's best to not encourage autographs and instead spend time talking. Often a better connection and communication of role models can be achieved by simply playing games and talking
7. Take turns signing autographs and encourage a 'line'
8. Announce to the children that you will be signing autographs 'over here' (away from packing up)
9. Try to take the children as far away as possible from the set. Our set has been damaged in the past by children being too close. Some set items are also inclined to 'fall'
10. Do not let children go backstage, especially if there are people still changing
11. **DO NOT LET CHILDREN BACKSTAGE!** Use your microphone on LOUD to ensure children do not go backstage
12. Don't do autographs near the truck
13. ONLY sign Alpha Autograph sheets or if they have run out, Alpha Colouring Sheets
14. Again, ONLY sign Alpha Autograph or colouring sheets!
15. **Do not sign body parts, homework, uniforms, hats, random pieces of paper or anything else!**
16. One more time, ONLY sign Alpha Autograph or colouring sheets!

TOURING MANUAL / HEALTH & SAFETY INFORMATION
Finishing up and Leaving

1. Remember that the Tour Manager may not be there at all for the pack up and bump out, it should be your goal to have the truck packed and ready to go upon the return of the Tour Manager. Under no circumstances is the Tour Manager looking to 'get out of work'. In fact hanging out and packing up with everyone is usually a lot more relaxing, stress-free and fun than the Tour Manager's job
2. Please remove any rubbish Alpha has made in a venue, even if it wasn't "your" rubbish
3. Again, please take all our rubbish and put it in a bin. No exceptions!
4. Try and leave the room as good or better than you found it. Try to put tables and chairs back away or at least neatly against the wall. We have had complaints from the mess left by casts in the past.
5. If you have a legitimate excuse for needing to head off before the pack up is complete, you'll have to buy everyone a drink to return the favour!
6. You can only leave early once per tour and only then if it is a significant and important reason
7. You can't leave early just because you have a dinner date or need to go to your chiropractor. Schedule your appointments appropriately
8. You also can't leave early to go do 'another job', 'uni' or an 'amateur show'. Remember, unless otherwise arranged, you were contracted to exercise your talents solely for Alpha during the contract period, for obvious reasons
9. The term 'leaving early' also applies if you are 'out of action' for any significant portion of the pack up, such as important phone calls or long toilet breaks. Yes all of this has happened all too often!
10. Please let your Tour Manager know before the Tour starts if there is likely to be more than 1 day you may need to leave early
11. If there is going to be more than 1 day that you will have to leave early, you may have to sacrifice some of your salary to be given to the other Cast Members. This is a last resort only but is an option if your circumstances don't allow flexibility

Back at the Accommodation

1. Once we return to the accommodation, be aware that if you take anything OUT of the truck that is part of the equipment/set/costumes or anything that we use for the show (eg. For repair etc), it is YOUR responsibility to make sure it goes back in the truck before the next leave time
2. If washing is to be taken out, whoever is in charge of show washing must check that the washing goes back in before the next show day
3. Hang name tags up in the truck
4. Remove rubbish
5. Take your belongings
6. Go relax and make yourself at home in Langwarrin / in regional accommodation!
7. Or if heading home, make sure you take the time to relax and recharge
8. Have fun spending time with your fellow cast mates, but also remember you or others may need some 'alone' time, depending on where a person gets their energy from. One of the toughest things about touring is not feeling you are 'allowed' to take your alone time because of other cast feeling you are being 'anti-social'. Please try not to project at others who take time for themselves. Don't ridicule or tease people who take time for themselves. Let them do this – and if you find yourself always wanting to be around all the cast, try to take some alone time for yourself and look at why you always want to 'hang out' constantly. Give people space!
9. The Truck is now in non-travelling mode! It will make one trip to the supermarket upon request per week. It will not make any other trips for any other reason! You can request a special trip to your Tour Manager but all special trips must be approved by Ben.

So that's it for 'How it all works'! The following is just some final important points about Alpha Touring.

TOURING MANUAL / HEALTH & SAFETY INFORMATION

Relating and Personal Matters

If you have any challenges on tour, the first thing to do is SPEAK YOUR MIND, and never let any frustration turn into resentment by not expressing yourself. This means express yourself to the TOUR MANAGER, not by gossiping to each other. If something has happened that relates to the tour, either professionally or even personally and how we relate to each other, you MUST discuss it immediately with your Tour Manager, or Ben and/or Katja. Only bad things happen when you don't.

Honesty and openness, as well as respect, is of paramount importance, and no opinion or problem will ever be dismissed, and the earlier you bring up the topic the quicker it can be resolved. If something in this manual concerns you, come talk to us immediately. If someone has upset you, let your Tour Manager know. If you feel something is happening that prevents you doing your job or enjoying your job, come talk to us.

The casts spend a lot of personal time together and it's easy to misconstrue things and become emotionally entangled with your fellow cast mates in inappropriate ways. It's best to not 'couple up', bitch with your buddy, whisper secrets, or otherwise cause segregation amongst the cast or uncomfortable situations where others have to 'tiptoe' around you for fear of upsetting you.

That said, if you have an emotion come up whilst at a venue, take the time to process it and feel it fully, just like we teach. Just try to stay out of 'victim' mode. However, if someone is consistently acting unprofessionally it's your duty to report it. Feeling your feelings is one thing, and good to be humble about the events that happen to you, even in your interactions with your fellow cast mates, but don't allow yourself to be consistently treated badly.

You can decide how you want to run your tours, whether that's by having regular meetings, or just having casual chats about any problems.

Future Productions

As a Company Cast Member you can help to ensure we get more bookings or referrals! Please help in any way you can! You can especially encourage clients to talk to other venues to encourage them to spread the word – even for the current tour you're on! We might even be able to offer a last minute free show to a new venue, especially if you have a personal connection to that school or venue!

Be positive. Get excited about future productions when talking to venue bookers. Make sure you are an excellent ambassador for the company. Please do everything you possibly can to leave a favourable impression of the company. Remember future sales affect the number of productions we are able to tour and therefore directly affect future employment for actors – this means you (and your friends!).

Away from venues, it is appreciated that you talk to anyone who might be interested in booking us, especially Primary School Teachers. As stated, it is an extremely difficult job winning a new client. The more bookings we get, the easier it is to fill up the weeks with 10+ shows each, and the easier it becomes to pay you guys more! Anything you can do to tell friends, family, teachers, and fellow actors about the great experiences Alpha provides for kids and actors alike, will be much appreciated and reciprocally rewarded back to you!

The Company's Future and You

Do not hesitate to let us know about any way that we may have slipped up – if you know our outcomes, which you do by now, you'll know when we don't meet them! Suggestions for how we can improve are welcomed, including all ways we communicate and work with you guys, with teachers, other clients. And we also welcome the possibility of your future total involvement in Alpha – and expanding what roles you take on with us beyond performing.

There's lots of opportunities to grow within Alpha! So if you have plans to make a new show, write a script, direct, Tour Manage, be an Ensemble Member (with extra privileges), choreograph, or do a filming project, please come tell us about it! We can probably help make it happen!

HEALTH AND SAFETY INFORMATION

The following information has been compiled to ensure your safety whilst working for the company. Please read the information carefully and immediately discuss any point which may give you cause for concern with your Tour Manager. This is for your benefit so please read it very carefully, even if it seems like common sense.

Loading/Unloading Vehicles

1. Never lift heavy equipment on your own
2. Never carry more than you can EASILY manage
3. Take care when stepping in or out of the company vehicle
4. When lifting equipment ensure you do so properly. Bend your knees not your back
5. Never rush when carrying equipment
6. Ensure your pathway is clear
7. When using the tail lift (the hydraulic lift at the back of the truck to lift heavy stuff) follow these rules:
 - a. Never stand on the lift as you are raising or lowering it, but if you do, stand to the side of the equipment, not at the end of the tail lift (both for safety and for weight issues with the lift. Stand on the side or on the truck end of the platform)
 - b. Always have people holding and guiding equipment to ensure it does not fall off
 - c. Wrong buttons can be pressed, which means it might tilt unexpectedly. Do not be in the way of the tail lift in case equipment rolls off.
 - d. Always announce all movements before you occur and check that it is safe to make the lift/drop before pressing the button
 - e. Always lock it off when finished.
 - f. When raising equipment, always have the engine running
8. Ensure children and all others are far away from the truck and from the path to the truck from the venue. You can place a few of our black poles on the ground to separate children from the packing the truck space
9. Ensure no other person is obstructing you or in your way
10. Always look in the direction you are travelling
11. Stow gear in truck properly. Equipment should not be able to fall, smash or move around whilst the vehicle is in motion
12. NEVER reverse the vehicle without manual guidance from behind!
13. Ensure all entrance doors are safely held back to ease the bump in (use sand bags to prop open doors). You must check that any doors unlocked or opened are securely relocked or closed as soon as all of the equipment has been safely loaded/unloaded. This is extremely important, especially in school buildings

Setting up Scenery/Sets/Backdrops

1. Select the area carefully. Make sure ground/floor is even and free of obstructions
2. Never leave set equipment standing until you are sure it is safe to do so
3. Be very careful of the large truss, rigging and winch up stands
4. Do not try and put up heavy sets on your own, work together with your team
5. Do not leave parts of the set sticking out in such a way that they could cause injury
6. Ensure access to and from stage/performance area is clear and free from obstruction
7. Ensure access pathways to stage/performance area are wide enough to allow all cast members safe and easy entry/exit. If there is a potential issue, alert the Tour Manager straight away
8. Ensure no part of the set/scenery could fall and hit any member of the cast/audience
9. Ensure poles and blacks are gaffered where necessary to prevent them falling over
10. Use sandbags where necessary to hold down poles
11. When working on a raised stage ensure extra care is taken and the stage space is appropriate
12. Ensure any masking tape line you use to mark the front of the stage also includes a centre line and that the space is large enough to accommodate the movements of the show and/or any sword fight

Striking Scenery/Sets/Backdrops

1. Do not rush when striking sets
2. Do not try and manage heavy/awkward items on your own
3. Do not leave unstable set items unsupported
4. Remove all gaffer tape from sets, unless it can be effectively used again
5. Take care to avoid hitting people with poles or sharp objects
6. Always look in the direction you are travelling. Have sensory acuity about your surroundings

Sound/Lighting Equipment

1. Always take great care when transporting sound and lighting equipment
2. Where necessary ensure all cabling is either gaffer taped to the floor or covered with a mat. Nobody should be able to catch their footing or trip over sound/lighting cables. Keep cables towards walls when possible
3. Always plug in equipment with care
4. Before the power is switched on or off ensure that all of the cables are securely connected. Each team member must be fully aware that the power is being switched on or off, this should be announced by whomever is switching the power
5. Ensure the dimmer racks are switched off before the power is switched on to prevent bulbs blowing
6. Ensure all connections are securely fastened
7. Lighting/Speaker stands should be located in an area away from the audience. **If this is not possible they should be cordoned off with chairs to ensure nobody can accidentally knock or push them over**
8. Do not raise/lower the lighting bank/stand alone. At least two people should be present for this manoeuvre
9. When focusing lighting ensure you are completely supported and another person is present in case you slip
10. Do not attempt to move a lighting stand when it is fully extended with the lighting bank on it
11. Warm up the lights for 3 minutes before use – about 10% brightness
12. Speakers should be lifted on and off stands by a minimum of two people
13. **Check sound levels carefully.** Most complaints in the past have been due to excessive loudness of music and voices
14. Take great care to protect sound and lighting cables from damage. Immediately report damage or wear and tear to the Tour Manager
15. Do not use cables, leads, or connectors if any terminal wiring is exposed
16. Stow all sound and lighting equipment/cabling with great care. Gaffer tape must be removed from cables before they are coiled up after each show
17. You will be taught to wind cables – ask if you do not know how to do it properly. You will ruin cables if you do not wind them properly

Use of Pyrotechnics

1. Always take great care when handling all pyrotechnic materials.
2. When not in use ensure all pyrotechnic equipment and combustible materials are safely and carefully stowed away
3. Never point pyrotechnic equipment directly at other people or flammable materials
4. Do not use pyrotechnic equipment unless you are totally convinced it is safe to do so
5. Wait until just before a show to load a pyro, either a hand pyro or the flash pot
6. Never look directly into a loaded pyrotechnic
7. Never leave pyrotechnic equipment or combustible materials unattended in a venue
8. Never place pyrotechnic equipment or combustible materials near a direct heat source (including sunlight)
9. Dry combustible materials in a safe controlled place
10. At the end of each day the pyrotechnic equipment should be cleaned using the correct materials provided
11. There is a Hazardous Materials sheet for the Flash Powder in the truck, ask your Tour Manager if you need it for any client who requires it

TOURING MANUAL / HEALTH & SAFETY INFORMATION

Fog Machine

1. Ensure that the liquid inside the machine can not spill at all
2. Ensure you have securely tightened the lid of the container to prevent spillage
3. Do not open liquid or pour liquid anywhere that you could be knocked, or in an unsafe environment
4. Ensure you always use gloves when refilling the fog machine
5. Do not activate the fog machine at any time except at the correct time during the performance, unless you are testing it
6. Avoid excessive use of the fog machine; we have had complaints in the past that the fog causes problems for asthmatic children. Use it strategically on a lower setting, and ensure the machine is set up in a location that avoids the fog going out into the audience
7. There is a Hazardous Materials sheet for the Fog Machine in the truck, ask your Tour Manager if you need it for any client who requires it

Stage Combat

1. Ensure all fight scenes are safely choreographed
2. When using swords or any other weapon take great care to avoid injuring other cast members. If unsure about a move, do not do it
3. Ensure no member of the audience or cast is at risk from ANY fight scene or weapon
4. Always rehearse a fight scene before a show to assimilate to the performance area, and be aware before the show starts where the audience will be sitting
5. When working on stage ensure no danger of falling off the stage exists by being aware of your surroundings
6. NEVER drop or throw equipment in the direction of the audience or a cast member (even if it is supposed to 'look' like you are involuntarily dropping a weapon)
7. Check swords for cracks or damage. If a sword is damaged, do NOT use it
8. Ensure you understand the concept of 'safe distance' and always work within that onstage during combat
9. Always maintain eye contact with whomever you're fighting on stage. Do not start any new move until you have eye contact and are both sure it is safe to do the choreography

Suit Character Work

1. Ensure you are safe when entering and exiting stage/performance areas
2. Only take part in choreographed fight scenes if you feel it is safe to do so
3. Take great care to avoid falling from a stage area. You must always ensure you know exactly where the edge of the stage is and take steps to ensure you are under no risk of falling off it. Practise movement in costume before a show to assimilate to your surroundings
4. Drink lots of water and always have water on hand as suit character work is hot and you must take great care to avoid dehydration. Other liquids other than water do NOT hydrate you (they dehydrate you more)
5. Ensure you also replace salt/electrolytes as sweating and lots of water put you out of balance
6. Remove the suit-head whenever possible

Company Drivers

1. Never consume alcohol when nominated as the driver of a company vehicle (ie. when you're driving)
2. Do not consume alcohol a minimum of 8 hours before you are due to drive a company vehicle
3. Do not drive a company vehicle if you consider it unsafe to do so
4. Do not drive a company vehicle if you are overly tired
5. Do not break the legal speed limit in a company vehicle
6. Smoking in the company vehicle is strictly prohibited
7. Do not use a mobile phone when driving a company vehicle
8. **Never reverse a company vehicle without the assistance of another person standing at the rear of the vehicle providing safe guidance**
9. **Take exceptional care when driving in and around schools/performance venues. Drive at walking pace in playground and have the cast herd the children in the playground to ensure safe passage**
10. Keep windows and lights clean. Check oil/water/washer levels and tyre pressures once a week
11. Ensure all members of cast/passengers wear seat belts at ALL times

TOURING MANUAL / HEALTH & SAFETY INFORMATION **SEXUAL / WORKPLACE HARRASSMENT**

Harassment is unwelcome conduct that humiliates, offends or intimidates people. Under federal anti-discrimination law an employer, regardless of size, may be legally responsible for discrimination and harassment which occurs in the workplace. Employers must actively implement precautionary measures to minimise the risk of discrimination and harassment occurring. For this reason as well as wanting to ensure the workplace is pleasant for all Alpha staff, Alpha has a very strict policy on harassment of any kind.

Bullying is another form of workplace harassment. Examples of bullying behaviour include

- unfair and excessive criticism,
- publicly insulting victims,
- ignoring their point of view,
- constantly changing or setting unrealistic work targets and undervaluing their efforts at work.

What is sexual harassment?

Sexual harassment is any unwelcome and uninvited behaviour or comments of a sexual nature. Sexual harassment may include unwelcome actions such as:

- offensive gestures, jokes or the display of offensive pictures (including in an electronic format)
- leering, patting, pinching, touching or unnecessary familiarity
- persistent and unwelcome demands or subtle pressures for sexual favours; or
- offensive comments on physical appearance, dress or private life.
-
- If such behaviour could reasonably be expected to make a staff member feel:
 - offended, disrespected and humiliated; or
 - intimidated and frightened,
 - then it is against the law.

If you are not sure whether certain behaviour constitutes sexual harassment, you should discuss this with your Tour Manager or Alpha's Personnel Manager.

Harassment complaints procedure

Informal complaints

Informal ways of dealing with sexual harassment can include the following action:

- You may wish to deal with the situation yourself but may also wish to seek advice on possible strategies from your Tour Manager, sexual harassment contact officer or Manager Director
- You may ask your Tour Manager to speak to the alleged harasser on your behalf. The supervisor will privately convey your concerns and reiterate Alpha's harassment policy without assessing the merits of the case
- A complaint is made, the harasser admits the behaviour, and the complaint is resolved through conciliation or counselling of the harasser
- A supervisor or manager observes unacceptable conduct occurring and takes independent action even though no complaint has been made.

Formal complaints

This procedure assumes that informal resolution of the grievance has been unsuccessful or is inappropriate.

- A formal complaint of sexual harassment will need to be in writing and should be made to the Managing Director, Ben Jackson.
- The Managing Director will undertake a preliminary investigation of the complaint
- The Managing Director may carry out further investigations if necessary, including referral to an external mediator/conciliator.
- The Managing Director will then take appropriate remedial and/ or disciplinary action.
- All parties to the complaint will be advised of the outcome.

Principles

The principles which apply to the sexual harassment complaints procedure are:

- Everyone has a right to be treated with respect, privacy and professionalism

TOURING MANUAL / HEALTH & SAFETY INFORMATION

- Everyone has a right to “due process”, ie the person against whom the allegation is made has the right to know what is alleged against them, the right to put their case in reply and the right for any decision to be made by an impartial decision maker
- Wherever possible a non-adversarial and non-judgemental resolution to the problem will be pursued
- Complaints will be treated in confidence and where confidentiality cannot be guaranteed this will be clearly indicated.

BOTTOM LINE: Alpha will not tolerate any kind of harassment in the workplace. If you are found to be acting unprofessionally the consequences will be severe. At the very least you will NOT be invited back to tour with us if there have been ANY complaints of bullying or other harassment in the workplace by any current or former cast member.

All complaints are taken very seriously and will be followed through to its full conclusion. If you have a complaint against anyone please bring it immediately to your Tour Manager to be dealt with immediately. Do not wait until the end of your tour.

Important Notice to all team members:

It is your responsibility to ensure you have read and understood all points discussed within this manual.
You will be signing to that effect.

Again – you really must absorb fully all information contained in this manual.
It is unlikely life on tour will be easy without doing so.

This manual is, and remains, the property of Alpha Shows Pty Ltd. It should not be copied, sold or recreated in any way without the express permission of a company director.

This manual should be returned, along with your script and CD, at the end of your contract.