

# BACKSTAGE WELCOME PACK

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Welcome to the Gordon Craig Theatre, Stevenage from the Backstage team!

We've compiled this pack to help make your visit to the Gordon Craig a success. If you have any questions, comments or suggestions, please don't hesitate to contact your Duty Stage Manager. Alternatively you can drop us all an email through [backstage@sll.co.uk](mailto:backstage@sll.co.uk).

In this pack you will find information about:

1. Facilities
  - Backstage; dressing rooms, green room, rehearsal room, wardrobe, backstage car park, our address
  - Building; bar & catering, sports, Front-of-House, Box Office
  - External; local restaurants, local convenience stores, transport, hotels, digs, local health services
2. Staffing
  - Backstage staff
  - Your Gordon Craig Theatre production team
3. Gordon Craig Theatre Programme
  - In-house productions
  - Touring productions & Private Hires
  - Concert Hall Productions

## Social Media

 /thegordoncraigtheatre

 @GCTStevenage

 /gordoncraigtheatre

 @GCTStevenageBS  
(Backstage)

If you are looking for staff contact details, technical specification details for the Concert Hall or Gordon Craig Theatre, Hanging Plots, Health & Safety Information, Ground-plans and Equipment Hire Prices please see the downloads section of the Gordon Craig Theatre website (<http://www.gordon-craig.co.uk/technical-information/downloads/>).

If you have any questions please ask any of the Backstage team. We hope you find this useful and have a pleasant time with us.



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## FACILITIES:

The Gordon Craig Theatre is situated in the corner Stevenage Arts & Leisure Centre. This multi-purpose building comprises the theatre and backstage areas, foyer (with bar), Coffee House, Pi Bistro Restaurant, Box Office, Conferencing Suites, Gym, Indoor Bowls Hall, Squash Courts, Sports Hall (which also doubles up as a Concert Hall), Dance Studios and Stevenage Leisure Limited Head Office. Though the building is owned by Stevenage Borough Council, it is managed by Stevenage Leisure Limited.

## BACKSTAGE:

**Licensing:** The backstage area is licensed to hold no more than 150 persons, including all persons backstage – not just performers. With the rehearsal room included in a Private Hire Package this increases to a maximum of 200 persons backstage.

**Dressing Rooms:** There are 13 dressing rooms – of differing sizes – situated backstage at the Gordon Craig Theatre. They are spread across the first and second floors. Keys to these can be found on the hooks at the bottom of the stage right stairs; please replace these after you have completed your get-out. Access to all dressing rooms can be found, via the staircase, at the stage right end of the backstage corridor.

In addition, **QC1 & QC2** are small quick-change rooms situated just off the backstage corridor on the ground-floor. These are ideally suited for uses requiring quick access to the stage, e.g. as a small company office or a more private quick change area. If you require an onstage quick-change area, please let a staff member know and we can arrange a masked-off area.

**On the first floor you will find Dressing Rooms 1-8.** Dressing Room 8 also doubles as a company office. Generally these dressing rooms suit 3 or 4 persons each.

**On the second floor you will find Dressing Rooms 9-14.** These are larger dressing room suitable for holding chorus groups or large groups of juvenile performers (up to 12 performers comfortably in each). Dressing Room 11 is slightly smaller and is sometimes used as a make-up-specific dressing room.

All of our dressing rooms are heated, have mirrors and mirror lighting, clothing rails, chairs and a volume-adjustable show relay. If you should find any defects with the dressing rooms please inform a member of staff immediately. Please do not hang costumes on mirror lighting. All of the dressing rooms have sinks: toilets and showers can be found in the washrooms on the first and second floor.

**Green Room:** This can also be found on the ground floor at the end of the backstage corridor. This is solely for the use of incoming companies. You will also find the current Wi-Fi code here.



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**Rehearsal Room:** This can be found on the ground floor with a code-lock entrance direct from stage door and a further door onto the backstage corridor. The stairs in the corner are one route to access the first floor dressing rooms. Please note that if you are a Private Hire User, use of the Rehearsal Room will be charged as extra. If you need access for large instruments or props into/out of the rehearsal room please ask one of the team to raise the shutter.

**Wardrobe facilities:** These can be found on the top floor of the dressing room. We have a large washing machine, two tumble driers and a good-sized workroom. To access this area please first ask any member of backstage staff. Please note that there is no lift direct to this area.

**Backstage car-park:** This car park has an coded entry barrier. On arrival please press the call button to contact the Duty Manager who will raise the barrier. If you plan to make subsequent trips in/out of the car park please ask a member of the team for the code. The barrier will raise automatically when exiting the car park. This car park is also used by staff elsewhere in the building so spaces can be short during the day but there are plenty available after 1800. Access to the car park is from the 3rd exit of the round-about just off Lytton Way.

**Directions:** Directions to the Concert Hall and the Gordon Craig Theatre can be found in the ["Contact Us"](#) section of our website.

Address: You can find us at:

Gordon Craig Theatre,  
Stevenage Arts & Leisure Centre,  
Lytton Way,  
Stevenage,  
Hertfordshire,  
SG1 1LZ

## Building:

Bar & Catering; Located next to Box Office the Coffee House is usually open 0900-1500 (Mon-Fri) serving hot and cold drinks, snacks and sandwiches and jacket potatoes at lunchtime. On performance days the Coffee House is also open from a couple of hours before the show until after the interval. In addition the foyer bar is open at these times. The Pi Bistro restaurant is usually open for lunch through until dinner (the restaurant is closed on Mondays); the menu can be found here (<http://www.pi-bistro.co.uk/>). Unless arranged prior to the performance date, catering is NOT provided backstage for acts.



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**Sports:** A fully-equipped cardio and free weights gym is located on-site ([Lifestyles by Stevenage Leisure Limited](http://www.sll.co.uk/Lifestyles_by_Stevenage_Leisure_Limited)). There is also a spinning room, regular and varied exercise classes, squash courts, table tennis tables, badminton courts, an indoor bowls hall court, indoor football pitches & basketball courts, an in-house physiotherapist, personal trainers and changing rooms. For more information please see ([http://www.sll.co.uk/Lifestyles\\_stevenage/Lifestyles\\_stevenage](http://www.sll.co.uk/Lifestyles_stevenage/Lifestyles_stevenage)) and/or speak to a member of staff. Stevenage Swimming Centre (also run by Stevenage Leisure Limited) is a short walk away. To access the sports areas please take a right out of Stage Door, follow the edge of the building round and enter via Sports Reception on Ground Floor.

**Front-of-House:** The FOH manager will typically be in attendance from two hours prior to the performance. If you have merchandise but do not have someone to sell it, the FOH manager may be able to allocate someone to do this for you (this is subject to staff availability). A facility fee is applicable to all merchandise sold at the Gordon Craig Theatre. Please contact us in advance to discuss this. Ushers are present throughout performances and will regulate the use of photography etc.

**Box Office:** The Gordon Craig Theatre Box Office is typically open 0900-1800 (Mon-Fri) for bookings and sales. It is also open for collections, in addition, from an hour before a performance, through until curtain up. Should you need to make arrangements for ticket provision please contact us prior to your performance date. To access Box Office please take a right out of Stage Door, follow the edge of the building round, climb a flight of stairs and enter via the glass doors.

## External:

Local restaurants; If you are looking for chain restaurants your best bet is to walk across bridge (which crosses the dual carriageway) through the station concourse and down the stairs into Stevenage Leisure Park. Here you'll find a wide selection of chain restaurants in addition to a ten-pin bowling alley, children's play centre, multiplex cinema (with IMAX and 4-D theatres), two-course Crazy Golf and other attractions. The leisure park also has McDonald's and KFC drive-thru restaurants. For independent restaurants you are best to walk straight out of the backstage car park, past Tesco's on the right, across the footbridge and onwards about a quarter of a mile into the Old Town area of Stevenage. Here you will find a crew favourite Raj Mahal curry house, several Chinese, Thai and Indian restaurants and other takeaway options. The nearest coffee chain is the Costa outlet on the station concourse.



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**Local convenience stores:** The Tesco's across the car-park is a Tesco Extra so has plenty of selection. Further into Stevenage New Town (take a right out of Stage Door and walk past Mecca Bingo) you will find traditional high-street stores and cut-price retailers. Tesco Extra is open 24 hours Monday-Saturday and traditional opening hours on Sundays and Bank Holidays. There is a Tesco Express located at the far end of the High Street in the Old Town which is open 0600-2300 every day but Christmas. Within the vicinity of Stevenage other supermarkets can also be found; e.g. ASDA, Sainsburys, Aldi, Waitrose etc.

**Transport:** Stevenage Railway Station is located 30 seconds walk away. Regular services run to the north and direct south to Kings Cross (with a short walk to St Pancras International Station). Stopping services are very regular with half-hourly semi-fast options running direct to Finsbury Park (useful for crossing London via The Underground) in 20 minutes. Other services take slightly longer and stop at more intermediate stations. Buses to local destinations run, start and terminate at Stevenage Bus Station (located in the New Town). To get to this take a right out of stage door and walk past Mecca Bingo. London Luton Airport is a short drive away, and is also serviced by a semi-direct bus route. Tour buses, cast transport, equipment haulage and production vehicles can be stored at owners risk in the backstage car-park; please contact us in advance. If arranged in advance – and for a small fee – power can be provided in the backstage car park. Please advise in advance if you are bringing large and/or articulated vehicles as we can then cordon off parking areas in the car park prior to your arrival. Please note that to unload articulated vehicles it is sometimes necessary to back them in from the round-about into the Scenery Dock area. Once unloaded these vehicles may need to be moved in order to clear access for delivery vehicles servicing other parts of the building. Please inform your drivers of this before arrival. If this will be an issue please inform us in advance.

**Hotels:** Several hotels are located nearby; Ibis on Danesgate and the Holiday Inn in the New Town.

**Digs:** A Digs List is available on application; please contact [backstage@sll.co.uk](mailto:backstage@sll.co.uk).

**Local health services:** A pharmacy is located in the Tesco Extra across the road. Your nearest Doctors Surgery is located in the Old Town; King George Surgery (<http://www.kinggeorgesurgery.co.uk/>). The nearest Urgent Care/Minor Injury units are located in Luton and Welwyn Garden City. A 24-hour A&E department is located a short car-ride away in the North Old Town, at Lister Hospital. All full-time backstage staff are First Aiders.



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## STAFFING

Backstage Team:

Working backstage is a full-time team of 6. Each member of the team has strong specialisms, in addition to performing as all-rounders.

Dave Nott:	Chief Technician	(Head of Sound)
Anton Holmes:	Deputy Chief Technician	(Head of Stage)
Al Rivers:	Senior Stage Technician	(Head of Lighting)
Ashley Chappell:	Stage Technician	(Sound & Stage)
Alex Farrow:	Stage Technician	(Lighting & Stage)
Joe Leggett:	Stage Technician	(Sound & Stage)

Our full-time staff hold a wide range of entertainment industry qualifications:

- ARTS 2 Harness Access & Rescue Training
- Competent Harness Inspection
- iPAF
- PASMA
- LadderCard Use
- LadderCard Inspection
- Pyrotechnics Awareness
- First Aid at Work

We also have an extensive team of highly-skilled Casual Staff.

In 2015 the Gordon Craig Theatre was nominated, and shortlisted, for the Technical Theatre Award for Receiving House of the Year. In 2016 we have been nominated again.

The backstage team have a twitter account: [@gctstevenagebs](https://twitter.com/gctstevenagebs)

**Your Gordon Craig Theatre Production Team:** We build your production team to suit the needs of your production. For every performance you will have a Duty Stage Manager who is primarily responsible for the safety of all of those onstage, secondly running the backstage production team during fit-up, performance and get-out, and thirdly; coordinating what is happening onstage with other technical departments.



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## GORDON CRAIG THEATRE PROGRAMME

### **In-house Productions:**

As well as operating as a receiving house the Gordon Craig Theatre also stages three new productions a year; a drama in October, a family-friendly musical in the Easter school holidays and a mainstream musical in August. These productions are produced and directed by Catherine Lomax; SLL's Artistic & Creative Manager. An external Deputy Stage Manager is contracted for these productions, and the rest of the staffing is provided by the full-time and casual backstage team.

Recent Easter Productions have included; Alice in Wonderland, Charlotte's Web, James & The Giant Peach and Peter Pan. Recent Summer Productions have included; Sister Act, Hairspray and Fame. Recent October dramas have included; Woman in Mind, Moonlight & Magnolias and Bedroom Farce.

The Gordon Craig also co-produces the annual traditional pantomime with Jordan Productions. This favourite runs from the end of November until the end of the January. Recent productions have included; Sleeping Beauty, Aladdin and Cinderella and Peter Pan.

### **Touring Productions & Private Hires:**

Between these productions the Gordon Craig Theatre hosts a wide range of entertainment; from high-profile comedy acts, tribute bands, plays, bands, conference events, charity gala nights, variety performances, children's shows, opera and dance productions. The Gordon Craig also hosts a great deal of local dance schools when they stage performances, local amateur productions, as well as new works of theatre and dance which are being produced for the first time.

### **Concert Hall Productions:**

Located on the other side of the building the Concert Hall, or Sports Hall as it is known in the daytime, can be converted into a 1200 seat flexible auditorium. This venue regularly hosts Boxing, Wrestling, high-profile comedy acts, gigs, conference events, weddings and corporate events.

