

## Notes for the Teacher Co-ordinator

*Necessary Documents, How to Prepare, Presentation Requirements, The Day's Schedule*

### Documents on the Website ([www.theatreprospero.ca](http://www.theatreprospero.ca)):

- Our edited version of the script. Please make a copy for each of the student actors
- “Student Roles”:
  - Use it as your guide for casting. **Please do not cast students in any role that is not included in this outline.** It allows 12-14 speaking roles, up to 11 non-speaking roles, and up to 4 technicians. If you have fewer than 12 actors, don't panic! **We can do this play with as few as 3 student actors, we require students to play 2 Witches and Donalbain.** However, please let us know in advance if you do not have enough student actors to fill the roles. **Please do not give any student more than one role.** We spend the morning working in groups, with one professional actor per group of students. Even if two characters don't appear in the same scene they may belong to different groups, making it impossible for the same student actor to rehearse both roles.
- Sides:
  - Each speaking student role has the sides for the scenes that they are speaking in with their lines bolded. **They must learn their lines before we arrive.** On the day we will be working them into these scenes and teaching them where they need to be. Non-speaking student scenes are not included in the sides, we will work the students into those scenes on the day of.
- Groundplan
  - This will show how the gym must be set up for our “theatre-in-the-round” performance.
- “The Story of *Macbeth*”
  - If you use students who have not read the script, please ensure that they read this. Please also ensure that classes who come to see the play have read this, if not the entire play. A great resource for younger students is Lois Burdett's *Macbeth for Kids*.

### To prepare for the performance, please:

- Cast students into the roles. The roles range in the degree of challenge.
- Because Murderer 2 has to do a staged fight with a sword, ***please only cast a confident, physically co-ordinated, responsible individual in this part.***
- ***The witches must be in two groups:*** those for scenes 1 and three, and those for scenes 14.5 and 16. Otherwise, there is not enough time to rehearse them all.
- ***The students MUST have their lines memorized.*** You will need to help them with this. Parents and peers may also help. **One of the easiest and most important ways that you can help them is by giving them their notes and lines at least three weeks before performance time. If they get their lines only a week before performance, it places them under needless stress.** If students are unprepared for their roles on performance day, the professional actors are prepared to take over the roles. Please tell them this. This is preferable to allowing a student to fail in public.
- Help them to understand their lines and to speak them naturally.
- No British accents.

- Tell the student performers to wear black clothing that allows freedom of movement (t-shirt, tights, sweats, etc.). We will supply costume pieces to add to this base. Please no blue jeans or revealing clothing. Footwear must be practical and easy to move in.
- Have the students come to rehearsal with their scripts and pencils, so that they will be able to write down directions.
- Let students know that they will need to commit the entire school day to rehearsal and performance, with no exceptions.

### **Presentation Requirements**

Our performance will be theatre-in-the-round. We will perform in the gym (or equivalent large, empty space with high ceiling for fighting), surrounded by the audience. Please supply the following:

- Exclusive use of the performance space all day, with access to breaker panels.
- 1 or preferably 2 other rehearsal spaces (ex. empty classroom or stage)
- **Seating to be set up before we arrive** (groundplan is on the website). **This is critical – if it is not set up before we arrive we lose 30-40 minutes of rehearsal time. We will need to cut student parts as a result.**
- 4 Extension cords
- 2 rolls of Duct tape, for affixing extension cords to the floor.
- 3 eight-foot tables for props.
- 2-4 students to set up and work lights (experience is not required, but interest is a big plus).
- Bells and announcements turned off in the gym for the afternoon and morning, if at all possible.

### **Sample Schedule Based on a 3:15 Dismissal Time**

8:15	We arrive at the school. Student Technicians come to gym.
8:30	Student Actors come to the gym.
12:00	Lunch
1:00	Audience called to the gym.
1:15	Performance begins. The play will run approximately 100 minutes. Allow 5 minutes to introduce the performance.
3:00-3:30	Theatre Prospero will need the gym for 30 minutes to pack up.

**The audience must be seated at least 2 hours before the end of the school day.** If you dismiss your students earlier than 3:15, please adjust the start times of all events accordingly.

Please contact us well in advance if you need to adjust this schedule.

Please check our website at [www.theatreprospero.ca](http://www.theatreprospero.ca) occasionally for further information.