

MEMBERS HANDBOOK

This handbook is aimed at giving you the contact details of Trustees (Board of Directors), Officers, Heads of Departments and Team Leaders. It means that getting involved in the life of the theatre has never been easier. So whatever your interest, why not give the appropriate person a ring or send them an email.

We have also provided a number of links to our membership form, social media and a range of policy and production documents.

We will regularly review the content so if there is something you think should be included, and isn't in yet, then please email Chris Baldock at publicity@halifaxplayhouse.org.uk



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HALIFAX THESPIANS BOARD OF TRUSTEES



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E - president@
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M - 07715 363662
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E - publicity@
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E - Rhysbmusic@live.com



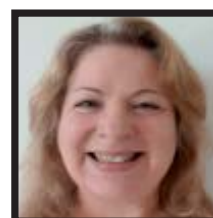
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DIRECTOR
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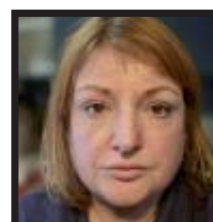
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DIRECTOR
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E - socialmedia@
halifaxplayhouse.org.uk



DIRECTOR
Keith Royston
M - 07873 596178
E - membership@
halifaxplayhouse.org.uk



DIRECTOR
Paul Wadsworth
M - 07590 509805
E - greenwad
@btinternet.com

TECHNICAL TEAM

The Thespians Stage Director is Gerard Marescaux (07715 363662) stage@halifaxplayhouse.org.uk, who oversees the technical and stage teams as well co-ordinating the technical training and liaison with hirers. The Technical team is made up of a number of disciplines and the contact for each is listed below:



LIGHTING - stage@halifaxplayhouse.org.uk

Designing, setting up or operating the lighting for a show can be a rewarding experience. You get to play a part in the success of the production and you don't have to be a technical genius to be involved. If you can read a script and push a button you can operate the lighting for a performance. As for the slightly more technical aspects, such as design and preparation, we can get you up to speed through the technical courses that we run.

SOUND - Alex Bryan. Sound organiser Keith Royston (07873 596178)

As with Lighting there are a great many opportunities whether you're a beginner or an experienced practitioner. Call Keith for more details or email membership@halifaxplayhouse.org.uk



SET BUILD TEAM - Leighton Hirst elhirst34@gmail.com

The Set Build Team is a group of Playhouse members who build and paint the magnificent stage sets required by the Thespians' plays. The team meets for two to three hour stints on a mixture of weekday day-time and evenings, fortified in its work by a drink and biscuit break each session. At the end of a production run, the team strikes the set to clear the stage ready for its next use. Many a time, the first applause of a play performance is that for the set! If you're interested in joining in and helping to wield power drills and paintbrushes, please contact Leighton.



FURNITURE Manager Paul Wadsworth greenwad@btinternet.com or 07590 509805. This role includes large and small items of furniture; plus radios, clocks, sinks, mirrors, carpets, rugs and other large props. Also transfer from the store and The Playhouse.



PROPS Team Organiser - Janet Clegg (07985 599118) cleggieuk@hotmail.co.uk

A props team usually consists of 2 or 3, occasionally 4 people, with experienced leaders who are always grateful for extra help.

WARDROBE

We have our own costume store at the Carlton Rooms. If you would like to become part of the Wardrobe Team please contact Norma Bateman on 07710 405764 or 01422 246369 or email normabateman@outlook.com.

SOFT FURNISHINGS

Soft furnishings cover curtains, both drapes and nets, cushions, bed linen, tablecloths and serviettes (but not carpets and rugs). It sometimes involves re-covering chairs and settees, so it helps to be able to sew.

PROMPTING

Prompting is a great opportunity to see how directors work and understand what goes into creating a production. If you would like more information, then please contact stage@halifaxplayhouse.org.uk

CHAIR PLAY SELECTION COMMITTEE

Sharon Old. Email: socialmedia@halifaxplayhouse.org.uk

Members are responsible for choosing up to 8 principal productions each year as well as a number of Studio Bar plays and rehearsed readings. The team read up to 100 plays during the year and their democratic choice of programme is presented to the Board of Directors for approval.



CHAIR CASTING COMMITTEE

Julie Johnston. Email: business@halifaxplayhouse.org.uk.

Members are responsible for casting all the 8 principal productions each year as well as Studio Bar plays and rehearsed readings.



BUSINESS MANAGER

Julie Johnston. Email: business@halifaxplayhouse.org.uk. Julie is responsible for all hirings of The Playhouse and the Carlton Rooms.

PUBLICITY TEAM - Chris Baldock publicity@halifaxplayhouse.org.uk

The Publicity Team looks after all the publicity for the Halifax Playhouse, including Thespian main stage and Studio bar plays; performances by the wide range of community and professional hirers; and other one-off events. This includes communication with public, companies and members using a wide variety of media.



All Social Media is handled by Sharon Old socialmedia@halifaxplayhouse.org.uk. For website related content contact martyn@halifaxplayhouse.org.uk. For anything else, please contact Chris on 0789 999 1965.

Curtain Up is our members newsletter so if you have a story or event of interest to members, then please contact Editor Ian Byfield ianbwrites@btinternet.com.

BUILDINGS MANAGER - Nick Starwind nickstarwind89@gmail.com

Nick is responsible for the buildings maintenance of the Playhouse and the Carlton Rooms. If you spot any issues with these buildings, then please report them to Nick.



BAR COMMITTEE

The Bar committee is responsible for all aspects of the running of our friendly theatre bar and would welcome new helpers – experience is not needed as you will be given support and training where necessary. If you would like to help, please contact: Bar Chair Ian Byfield on 07803 989446 or ianbwrites@btinternet.com



HOSPITALITY MANAGER

Polly Bryan: 01422 833759 email: pollybryan@ymail.com

Polly is responsible for welcoming both members and visitors to the Playhouse and raising the Thespians profile and represents the Front of House Team on the Management Committee. Her team includes:

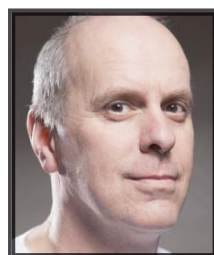


FOYER / COFFEE SALES

If you would like to help with selling sweets and ice-creams from our Foyer kiosk or serving coffee in the Courtyard Cafe at our main stage shows, then please contact Melanie Murray by email melanielisamurray@gmail.com

FRONT OF HOUSE DUTY MANAGERS

As a Front of House Manager you are responsible for looking after all matters concerning “Front of House” at the Playhouse. Your duties will cover the audience and overall responsibility for Front of House before, during and after performances these include opening entrances, switching on lights and liaising with the stage manager and bar personnel. As a potential new FOH manager you will be given thorough support through our shadowing training programme. Why not come and join us for a rewarding experience. Intrigued? Then contact Mike Bellenie for more information, at belleniemike06@gmail.com



HEALTH & SAFETY MANAGER

Sharon Old is responsible for all issues relating to Health & Safety at The Playhouse and at the Carlton Rooms. Sharon can be contacted by email: socialmedia@halifaxplayhouse.org.uk



FINANCE TEAM

Our Financial director Ian Henderson is open to offers of assistance. Contact Ian if you are interested on 01422 373252 or email finance@halifaxplayhouse.org.uk

GARDENING TEAM

The Playhouse garden is much admired by members and passers-by alike, and this is due to the love and care lavished on it by a group of dedicated members. So to enjoy their company and good fresh air contact stage@halifaxplayhouse.org.uk

REHEARSAL ROOMS

Our rehearsal rooms are at the Carlton Rooms, Hill Street, off Savile Park Road, Halifax HX1 2EN



The building includes two rehearsal rooms as well as our costume and furniture stores. There is a separate garage set build area.

Website www.halifaxplayhouse.org.uk

Season brochure:

http://www.halifaxplayhouse.org.uk/page_contents/2024-25AutumnWinterBrochure.pdf

Scan these QR Code with your smart mobile phone camera.



This will enable you to sign up to our regular free emailed newsletters that gives you the latest news on shows and events at The Playhouse.



This links to the Halifax Thespians shows page on Ticketsource



This links to the Halifax Thespians membership page on our website, where you can download our membership and gift aid forms.

Policies and Statements

2023 - Data Protection Policy

2023 - Privacy Policy

2023 - Accessibility Statement

2024 - Safeguarding Policy

2025 - Advertising Policy (Mar 2025)

2025 - Social Media Policy (April 2025)

2025 - Whatsapp Communities Social Media Principals and Etiquette

2025 - Health & Safety Policy (**Pending**)

2025 - Bullying & Harrassment Policy (**Pending**)

Production documents

Halifax Thespians Actor's Rules & Etiquette (Feb 2024)

Halifax Thespians Dressing Room and Backstage Etiquette (Feb 2024)

Halifax Thespians Casting Principals (Feb 2024)

Halifax Thespians Production Director Best Practice (Feb 2024)

Halifax Thespians Productions Policy (Feb 2024)

Link to the above policies and documents:

http://www.halifaxplayhouse.org.uk/resident_files/policies.html

Legacy Giving Information:

http://www.halifaxplayhouse.org.uk/page_contents/LG_Information.pdf

Social Media Links:

Halifax Thespians www.facebook.com/groups/2398028804/

Thespians Archive www.facebook.com/groups/136571739066385/

Instagram: www.instagram.com/halifaxplayhouse/

Twitter: @HXPlayhouse

Tiktok: www.tiktok.com/@hxplayhouse

Whatsapp Communities

2025-26 THESPIAN SHOWS ... continues with

May 8	VE Day 80th Celebration
May 13-17	Ghost Train by Arnold Ridley (Revised)
Jun 10-14	Duke In The Cupboard by Susan Wear
Aug 26-30	Bleak Expectations by Mark Evans. Hilarious send up of Dicken's shows. (Radio 4 comedy)
Sep 14	Heritage Open Day
Sep 15	Annual General Meeting
Sep 23-27	Mirror Crack'd by Agatha Christie adapted by Rachel Wagstaff
Oct 21-25	Breaking The Code by Hugh Whitmore - Studio Bar
Dec 9-14	A Christmas Carol: A Ghost Story by Charles Dickens adapted by Mark Gatiss
Mar 17-21	Crown Matrimonial

OTHER EVENTS

Please look out for details of other events, including our monthly Sunday afternoon Open Mic sessions, auditions, workshops, play readings, extra bar plays and social events.

NOTICEBOARDS

These are controlled by the Publicity Team and if you spot any issues please email Sharon at socialmedia@halifaxplayhouse.org.uk or ring Chris on 0789 999 1965

HALIFAX THESPIANS

A company limited by guarantee. Registration number 5010701
Registered charity number 1103913 VAT No. 333 5885 40

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