



## Jack Studio Theatre Information Visiting Companies

### The Theatre

- The Jack's seating and layout is flexible. The theatre's capacity is 50 end on or in 3 sides, and 57-63 in the round (depending on the layout)
  - Floor and rig plans are on our website. The theatre's playing space is 7mts x 5mts
  - The Jack is well equipped for lighting and sound designs. Our technical details are on our website here: <http://www.brockleyjack.co.uk/about-us/venue-hire/>  
If you have any further technical questions, please email us and we will get back to you
  - Our performances run Tuesday - Saturday at 7.30pm.
  - Ticket prices are £16 full and £13 concession for full length plays
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### What to expect during your time at the Jack Studio

#### Press and publicity

- We will provide you with a schedule for publicity deadlines, from booking tickets to press night
- We promote the production on our website and through our social media (Facebook & Twitter, 9,000+ followers)
- We send regular e-shots to the theatre's mailing list before and during your production (8,000+ members). Visiting companies are featured on our e-shots with information about their production and links to booking
- We do all press listings (local/national/industry) for your company
- We create a press release for your production, which we distribute to our press list with invites to press night, which we host
- We will work with you on your flyer design and copy. We have an in-house template for all flyers and posters
- We can organise a local door to door drop (2,000 – 3,000 flyers)

#### Rehearsals

- All companies who perform at the Jack have a week's free rehearsal space (Monday - Friday 10am - 5.45pm)
- The rehearsal room is 10mts x 7 mts. Tea, coffee, kettle, fridge and microwave are all provided
- There is Wi-Fi and sound equipment in the rehearsal room

- If you are auditioning at the Jack, we can provide up to two free audition days (subject to availability)
- Any subsequent rehearsal or audition days at the Jack are charged at the reduced rate for visiting companies of £40 per day
- For companies not performing at the theatre, the daily rehearsal room rate is currently £125. Commercial hires & filming start at £300 for both spaces.
- The Jack has a costume and props store, which you are welcome to use, free of charge

### **Get-in:**

- Companies get-in to the theatre on the Sunday prior to opening on the Tuesday. The theatre manager will be at the get-in and get-out
- Companies have access to the theatre and the rehearsal space on the Sunday, Monday and Tuesday (10am - 10.30pm) of their opening week
- Visiting companies also have access to the theatre on the Wednesday and Thursday of the week their production opens (10am - show time)

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### **Further information**

- We meet all companies before they start rehearsals to go over any production requirements, including PRS, insurance and any design plans
- We pay your PRS for any incidental music. You will need to arrange permission and payment for interpolated music
- Throughout your time with us, we also provide production advice and support, box office staff, and regular ticketing updates

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### **Programming at the Jack**

- We're always pleased to welcome new companies to the Jack, with bold and ambitious ideas
- Throughout the year we programme a diverse mix of productions, providing a platform for new writing, innovative revivals of classic texts and musical theatre
- Please see our production archive on our website for examples of past programming
- We programme two - three week runs, and on occasion four week runs
- We're happy to meet all companies interested in coming to the Jack to discuss your proposal and production plans

### **From visiting companies we require:**

- A proposal, which includes play title, and if the rights are available (should they be required)
  - If it is a new play, we would need to read this before meeting up
  - Possible dates and length of run
  - Any other company information (company biographies/reviews/links to website etc., where possible.)
  - Please note, the Jack receives many enquiries about programming, and we might not always be able to accommodate your production in our current schedule.
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### **Hire of the space:**

- We offer a box office split with no minimum guarantee, or a rental (please email the theatre for further details)
- The company can choose which option they prefer
- We require a small deposit in advance of the production for a two – four week run, with the signed contract and any rights agreement.
- At the end of the run you are provided with a full box office breakdown for each performance

If you have any further queries, or wish to arrange a time to visit the Jack, please do not hesitate to contact us. Thank you.