

Tannoy calls and Procedures for Show Callers

***Always clearly mark what switch is for the Back of House tannoy and what switch is for the Front of House tannoy system
do not confuse the two!***

Calls – Backstage and Front of House

Backstage Pre-show calls.

Half Hour Call (35 Minutes before the show starts)

"Good evening Ladies and Gentlemen of the (*name of show*) Company, this is your half hour call.

You have half an hour. Half an hour, please.

Thank you."

Quarter Hour Call (20 Minutes before the show starts)

"Ladies and Gentlemen this is your quarter hour call.

You have 15 minutes. 15 minutes, please.

Thank you"

5 Minute Call (10 Minutes before the show starts)

"Ladies and Gentlemen this is your 5 minute call.

You have 5 minutes. 5 minutes, please.

Thank you"

Beginners Call (5 Minutes before the show starts)

"Ladies and Gentlemen this is your Act 1 Beginners call.

Your call please: Miss Andrews, Miss Best, Miss White, Mr Murphy, Mr Thomas

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(note: actors names , women first, and alphabetically listed, repeated)

Standby please: Stage Management, LX, Sound, Crew, Dressers.....etc

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(note: call as appropriate!)

This is your Act 1 Beginners call.

Thanks You."

Front of House Pre-show Calls & Bells.

When you are ready to open the house i.e.

- SM Clearance** The stage has been checked, everything is set, the correct LX state and sound are in preset and Beginner's are standing by.
- F.O.H Clearance** The F.O.H manager is ready to let the audience into the auditorium.
- F.O.H / Call** *(As the house is being opened commonly at the quarter.)*
- "Good evening Ladies and Gentlemen and welcome to the Theatre, the auditorium is now open for this evenings performance of
- May we remind patrons that the taking of photographs is strictly forbidden. Those patrons who wish to order drinks for the interval may do so now, however beverages may not be taken into the auditorium"
- 3 Bar Bells** *(5 Minutes approx. before start of show give after your BEGINNERS CALL)*
- "Ladies and Gentlemen, would you please take your seats, as this evenings performance of *(name of the show)* will begin in 3 minutes. The Performance will begin in 3 minutes. Thank you.
- 2 Bar Bells** *(3 Minutes before show to start)* "Ladies and Gentlemen, would you please take your seats, as this evenings performance will begin in 2 minutes. The Performance will begin in 2 minutes. Thank you."
- 1 Bar Bell** *(2 Minutes before show to start)* "Ladies and Gentlemen, would you please take your seats, as this evenings performance will begin in 1 minute. The Performance will begin in 1 minute. Thank you."
- 1 Long bar bell** *(1 minute before start of show)* "Ladies and Gentlemen would you please take your seats as this evenings performance is about to begin. Thank you.

Start of Show Procedure

The DSM /Show Caller then starts the show when they have received:

Backstage Clearance:

The SM has confirmed that the actors and technical staff are standing by.

Front of House clearance:

The F.O.H manager has all the audience are seated and you are clear to start.

Backstage call

(Once the show has started)

"Ladies and Gentlemen we have lights up on Act 1."

Interval procedure

5 minutes before the interval.

Backstage Call Standby for the end of Act 1
F.O.H Call Give 1 warning bell front of house to warn ushers and bar staff.

Ending the interval – Calls & Bells.

5 Minute Call ***(10 Minutes before the show restarts)***
"Ladies and Gentlemen this is your 5 minute call.
You have 5 minutes. 5 minutes, please.
Thank you"

Beginners Call ***(5 Minutes before the show restarts)***
"Ladies and Gentlemen this is your Act 2 Beginners call.
Your call please: Miss Best, Miss White, Mr Thomas
Your call please: Miss Best, Miss White, Mr Thomas
(note: actors names , women first, and alphabetically listed, repeated)

Standby please: Stage Management, LX, Sound, Crew, Dressers.....etc
Standby please: Stage Management, LX, Sound, Crew, Dressers.....etc
(note: call as appropriate!)
This is your Act 2 Beginners call.
Thanks You."

3 Bar bells ***(5 Minutes approx. before end of interval after your BEGINNERS CALL)*** "Ladies and Gentlemen, would you please take your seats, as this evenings performance will continue in 3 minutes.
The Performance will continue in 3 minutes. Thank you."

2 Bar Bells ***(3 Minutes before show to start)*** "Ladies and Gentlemen, would you please take your seats, as this evenings performance will continue in 2 minutes.
The Performance will continue in 2 minutes. Thank you."

1 Bar Bell ***(2 Minutes before show to start)*** "Ladies and Gentlemen, would you please take your seats, as this evenings performance will continue in 1 minutes.
The Performance will continue in 1 minute. Thank you."

1 Long bar bell ***(1 minute before start of show)***"Ladies and Gentlemen, would you please take your seats, as this evenings performance is about to continue .
The Performance is about continue. Thank you."

