DOUBLE BILL:

TRIAL BY JURY

&

THE SAVOYARDS

2026

PRODUCTION HANDBOOK

WWW.GSOSYDNEY.COM.AU

Who's Who at GILBERT & SULLIVAN OPERA SYDNEY

Our performing company is run by an annually elected management committee:

President & Company Manager: Dawn Pugh

Vice President: Rod Mounjed

Secretary & Public Officer: Nicole Taylor

Treasurer: Colin McLaughlin

Committee Members: Marie Deverill, Tony Roberts, Andrew Morris, Shenel Ors

Some members of the committee will be in the show. All of them work on administrative tasks, as well as behind-the-scenes preparation to get the show on the road.

The Creative Team

Stage Director & Choreographer: Elizabeth Donahoe
Musical Director: Rod Mounjed
Creative Producer: Dawn Pugh
Costumier: Sandi Tutt

REHEARSALS

Regular rehearsals are every Tuesday and Thursday evening, generally at the Parish Hall of St. Francis Xavier Church, 17 Mackenzie Street, Lavender Bay, 7:00pm-9:30pm. You must attend regularly and punctually. *We start on time; we finish on time.* The Rehearsal Schedule is devised to maximise everyone's time and energy. The schedule may need to change as the production progresses and changes will be notified.

NOTE - Please bring a cup/mug for your own personal use to keep at our rehearsal venue. This will assist with washing up at the end of the tea break. Tea, coffee, milk, sugar and biscuits are provided free at each rehearsal.

COMMITMENT

It is important that cast members be available for every rehearsal they are scheduled to attend. Absences greatly affect other cast members & directors. Please let us know in advance if you know you have an unavoidable commitment on a rehearsal date.

If, on the day of a rehearsal, you feel unwell - and you believe that to attend could risk spreading illness to others, please stay home - and LET DAWN KNOW on 0416 179 095 before 6pm.

MUSIC SCORES / LIBRETTOS

Free, printed copies of the vocal score & libretto are available on loan for any cast members who have pre-ordered them. If you want to be able to write in them and keep them there is a $10 fee for Trial Score and a $20 fee for The Savoyards Score. Digital copies are available for both shows on the Rehearsal Page for people who prefer a soft copy.

CHORUS MUSIC PRACTICE FILES

Music resources available.

CAST INFORMATION ON WEBSITE & SOCIALS

All information and documents that are important for cast members will be found on the *Members' Page* of our website. The Members' Page is hidden from the public. To access it, go firstly to the *Rehearsal's* page (www.gsosydney.com.au/rehearsals) and click on the 'music note' towards the bottom right-hand corner of that page.
Note: The Members' Page is regularly updated with resources, practice files and show information. We also disseminate information by way of our community facebook page.

PERFORMANCES

Our company has an extended performance period.
Our first public performance of *Trial by Jury & The Savoyards* is at the Soldiers' Memorial Hall in **Bundanoon -** at 1:30pm & again at 6.30pm on **Saturday 3 October**. This performance will be accompanied by piano and Palm Court orchestra.

And finally, our season of 4 public performances at the **Smith Auditorium, Shore School**, **North Sydney** - with performances at 7.30pm on **Friday 9 October**, **Saturday 11 October at 1.30pm** (matinee) & **7.30pm**, & final show **Sunday 12 October at 1.30pm** (matinee). These performances will be accompanied by 28-piece orchestra. The Smith Auditorium is a truly superb, 500 seat performing venue.

Please note that *Gilbert & Sullivan Opera Sydney* reserves the right to use photographs, video recordings, sound bites and other multimedia materials relating to its productions for non-profit (other than recoupment of costs) promotional purposes.

As we get closer to performance dates, time must be made available for set building, costume fittings, dress rehearsals, orchestra rehearsals, etc. in addition to the regular Tue/Thu schedule. ***Please look carefully at your schedule so that you are in the right place at the right time.***

FEES & FUNDRAISING

GSOS is a charitable organisation listed with the ACNC. As such, GSOS charges fees to help defray costs such as the hire of the rehearsal hall, the pianist, tea & coffee, etc.
The contribution requested for performing with GSOS is **$150**. This is made up as follows:

- A membership fee of $20. Membership is essential to perform or hold office with this Company.
- Rehearsal fees of $60 for the 14-week rehearsal period, regardless of whether you are at a given rehearsal or not.
- A costume fee of $70. No costume will be issued until this amount is paid.

We ask that membership fees are paid when rehearsals commence, the balance being payable no later than Thursday 16 July 2026. We ask that you pay fees directly in our bank account. Our banking details are:

- St.George Bank BSB: 112-879 A/c No: . 469 454 333
- Account Name: Savoy Arts Company Inc.
- Details: Insert your name & deposit type, e.g. “Brown J – Fees”

We also have a swipe card facility so alternatively can accept credit/eftpos card payments at rehearsals.

We seek your help with fundraising. The cost of putting on a show at these professional theatre venues (w/ a full orchestra) is surprisingly high. In most years, we cannot cover all our costs just from ticket sales, so we must do additional fundraising eg. via raffles & concerts.

We will often put on concerts in the lead up to the main shows. This year the plan is to perform Trial + 40 minutes of popular G&S songs for a “sing-a-long” IF we book any concerts. We will give you plenty of forewarning if we secure any concerts.

At each main season show performance we raffle a box of gourmet products and other

surprises. We ask all cast to donate a gift which can be included in the make-up of these boxes e.g. chocolates, wine, nuts, biscuits, books, movie tickets etc. Details on timing for donations will follow. This year we will have 6 raffle boxes so your contributions are very important and greatly valued. *NOTE: All raffle tickets sold are re-entered in a Superdraw at the final performance. The prize for this year's draw is a pair of tickets to a Christmas Concert at St Andrew's Cathedral, performed by the renowned Sydney University Graduate Choir and conducted by the world-famous conductor and composer, Christopher Bowen.*

We are always interested to talk to anyone who has business connections with individuals or companies who might like to buy advertising space in our printed programme, donate raffle prizes or help with distribution of flyers, content, etc.

CAST TASKS

There is a lot that goes into preparing and putting on a show and "many hands make light work". The committee bears the brunt of the task load, but it is expected that ALL CAST will volunteer to do 1-2 tasks (depending on the size of the task) from our Volunteer Task List. This list will be available at rehearsal. Please make a point of finding this signup sheet and put your name against tasks you can assist with.

TICKETS

Tickets are already on sale for our performances at Bundanoon & North Sydney. There are direct links to the booking pages for each venue on our company website www.gsosydney.com.au

EARLYBIRD TICKET PRICES are available for the North Sydney performances - for bookings made by **1 August 2026.** Family tickets are also available, along with a range of special offers for groups.

COSTUMES

Costumes are an essential element in the staging of a professional production.

Costumes are made bespoke or hired locally, and each cast member is responsible for his/her costume at all times, including the replacement or mending cost of any damaged items.

Details about costume fittings will be advised separately. NOTE: Every cast member is

required to visit Sandi's house for initial costume fitting in Allambie Heights. There will be a costume fitting booking sheet at the first rehearsal.

A Costume Sheet will be provided to keep a record of each item of your costume and to help you keep track of every piece. All items are checked off at the end of the run when you return your costume.

Please DO NOT eat or drink while in costume, unless you are able to cover the costume with a protective drape or sheet. All costumes should be clean - and ironed, where appropriate - before every performance. (Check recommended iron heat before using on a costume). Remember – there are no spare costumes. NOTE: Costumes may be locked in the dressing rooms at Shore from Bump-in onwards.

SET PREPARATION

We will schedule set painting and preparation days - and cast members will be asked to help on at least one of these days. Dates, times and venue will be advised soon.

PUBLICITY AND PROMOTION / ADVERTISING

While we have a marketing plan and budget, it is an expectation that the cast, crew & volunteers remain involved to promote the show in our local communities. We do this through:

- the media – radio and print
- various website entries
- flyers and posters which will be available for all members of the company to distribute in their work- places, libraries, community notice boards, mailbox drops, etc.
- talking about the show to family, friends, colleagues.
- cast & crew personal social media accounts and the promotional e-materials (which the company provides)
- promotional days when we visit the local community to talk about the show and hand out flyers to local businesses etc..

The show's success depends on the support of ALL cast members. Everyone is asked to target the sale of a minimum of 20 seats each for our North Sydney performances, and at least 2 seats each for Bundanoon performances. We will help you to do this by providing flyers and e-flyers, and a winning strategy.

SOUTHERN HIGHLANDS PROMOTION DAY – Saturday 12th September

We will need a small group of volunteers for this special promotion day. It's a chance to visit the beautiful Southern Highlands and familiarise yourself with the Bundanoon area. Members visit Bowral, Mittagong, Moss Vale, Berrima, Exeter, Penrose and Bundanoon and distribute flyers advertising the show. This gives you a chance to do a bit of window shopping, or even to visit the wonderful book, gift and antique shops that the area is famous for. When groups have finished plastering their chosen town with flyers, we all head for the Bundanoon Hotel for a delicious lunch and debriefing.

BUNDANOON (3/10) PERFORMANCES

The theatre is the *Soldiers' Memorial Hall*, which is located on Railway Ave, directly across from the Bundanoon railway station. Bundanoon Hotel is located just on the other side of the tracks, and several cafes are next to the hall. So everything is in the vicinity. We offer walk-up ticket and merch sales, plus refreshments service at the venue.

Dressing room facilities at the Soldier's Memorial Hall in Bundanoon are basic – one large room which we all share when the show is in progress. We have also hired the Uniting Church behind the hall to allow the men to have their own space for changing, however, the changeroom at the hall becomes a shared space for changing when the show is in progress due to time constraints.

It will be very helpful if you can bring useful extras like iron/ ironing board, largish mirrors, etc. You may be asked to help transport props, set, etc in both directions.

You are responsible for bringing ALL your own costume items and personal props to Bundanoon.

Call times for the Bundanoon performances start from 10am, as the whole company needs time to get to know the hall/theatre and have a partial run-through on the unfamiliar (and small) stage. At the end of the performance, EVERYONE lends a hand to bump out.

Travel & Overnight Stay – Bundanoon

Most cast & crew choose to stay overnight (and most stay Friday and Saturday night), however, performances generally finish early enough to drive back to Sydney. However, staying over is a lovely opportunity for the troupe to have a rare bonding session over

drinks and conversation (and maybe a little more singing).

Travel to & from Bundanoon is up to the individual; it is not arranged by the company. Most people will either travel with another cast member or take the train (which is directly in front of the hall and near accommodation). Performing at Bundanoon is mandatory for all principals, however, some allowances can be made for chorus if they are unable to attend due to costs or other commitments as long as we are given plenty of forewarning.

Accommodation is also arranged by individuals, not by the company. Most cast & crew stay at the Bundanoon Hotel, or at local airbnbs. It is essential to book accommodation early though, because accommodation gets booked out in the area. If you know you are performing with us this year, you should book accommodation now. This year (2026), the company has managed to reserve a few discount rooms at the Bundanoon Hotel. There are a limited number (of discounted rooms) though, so contact Dawn Pugh ASAP, if you are interested in reserving one of them.

NORTH SYDNEY PERFORMANCES – SHORE SCHOOL (9 / 10 / 11) OCTOBER

The theatre is the superb *Smith Auditorium*, at Shore School, North Sydney. We offer walk-up ticket and merch sales, plus refreshments service at the venue.

- There is a car park under the theatre. Details of parking facilities (access, times, etc.,) will be advised closer to the time.
- While performing at Shore, members of the company are required to remain in the area of the theatre, and not digress to other areas of the school campus.
- Please note that use of hair spray in the Green Room or backstage areas **may trigger the fire alarms**, and the company will be liable for any costs incurred through false alarms. Please step outside to apply hair spray.
- Smoking is not allowed anywhere on Shore School premises, nor in the theatre building or car park.
- At all times, please follow the instructions of the Theatre and Stage Managers.
- It is each person's responsibility to maintain all items of his/her costume throughout the full run of the show, ie. washing, ironing, hand-sewing etc. Dressing rooms are provided with irons and boards for those last-minute touch-ups. However, don't rely on ready availability or time.
- Dressing rooms are locked between performances so costumes and props can

be safely left there.

- **Please DON'T go in costume to the foyer or anywhere you can be seen before/during the show**. If you are going to the foyer to see family and friends at the end of the show, you MUST get out of costume and make-up first.
- There will be a cast-crew-orchestra party after the final performance, at a nearby venue. This happens AFTER all cast and crew members have helped with the many tasks needed to clear the theatre, e.g. striking the set, loading it up for transport, packing up the orchestra pit, handing in costumes and marking them off, and thoroughly cleaning dressing rooms.

FRONT OF HOUSE

For performances at Shore and Bundanoon, GSOS has to provide its own Front-of-House people, and we need volunteers from the ranks of friends and relations of the cast to help out.

Shore requires the company to provide up to three volunteer ushers for every performance, and one volunteer car park attendant. The volunteers will be required to attend an induction one hour prior to the first performance, or at a time to be nominated by the FOH Manager. FOH helpers get to see the show for free.

Bundanoon requires up to three FOH volunteers, as well, for ushering, walk-up ticket sales and merch/food sales.

CODES OF CONDUCT

Gilbert & Sullivan Opera Sydney members are responsible for promoting a safe, respectful and inclusive environment by:

- Treating all cast/crew/musicians and audiences/patrons/customers with dignity, courtesy and respect
- Respecting cultural, ethnic, religious, gender and sexual orientation differences
- Behaving in a professional, fair and courteous manner at all times
- MOBILE PHONES: It's company policy to put mobile phones away when at rehearsal (and on stage).
- Promptly reporting any breaches of this Code of Conduct
- Maintaining confidentiality when complaints are made and/or under investigation
- Abiding by all applicable laws and regulations.

Gilbert & Sullivan Opera Sydney members **must not:**

- Abuse or threaten to abuse (verbally, physically or in writing) another person
- Physically or sexually assault another person
- Discriminate or unfavourably treat someone because of their race, sex, age, sexual orientation, disability or other personal characteristics
- Intimidate, threaten or harass another person
- Sexually harass another person with unwanted, unwelcome or uninvited behaviour
- Bully, isolate or humiliate another person
- Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation
- Behave unethically
- At any time, allow the consumption of alcohol or restricted or dangerous drugs to adversely affect their performance or official conduct

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About Gilbert & Sullivan Opera Sydney

1. Executive Summary

Gilbert & Sullivan Opera Sydney (GSOS) presents a long-established local & regional cultural program as a concert performance event with over 40 years of continuous delivery, demonstrating strong organisational capability, governance maturity and sustained community support. The Bundanoon performance forms a core regional component of GSOS's annual program, followed by the main season held in North Sydney at the Smith Auditorium.

The Bundanoon performance comprises two fully staged operatic works presented on a single day, supported by a live Palm Court Orchestra. The North Sydney performances comprise of 4 fully staged performances across 3 days, supported by a full 28-piece orchestra.

GSOS is a registered ACNC charity that operates under a formal governance framework, led by an annually elected Management Committee responsible for strategic oversight, financial management, compliance and risk. Delivery is supported by an experienced Production Manager and Creative Team, with clearly defined roles and responsibilities. Approximately 60-70 artists/musicians and production personnel are engaged annually, many drawn from the local and regional community, supporting the regional creative economy and skills development.

The model demonstrates a clear pathway to long-term sustainability, operating under a diversified income model that includes ticket sales, performer contributions, sponsorship, advertising, fundraising activities and in-kind support. This approach reduces reliance on grant funding while maintaining financial viability and capacity for growth.

Operational processes are well documented and embedded through a comprehensive Production Handbook, covering rehearsals, venue management, front-of-house operations, accessibility, safety and compliance. Accessibility considerations are addressed through venue selection, clear patron communications and trained volunteers. Sustainability is supported through digital ticketing and communications, encouragement of public transport use, local sourcing and a strong Code of Conduct promoting inclusive and respectful participation.

2. Operational Processes, Accessibility and Sustainability

Operational delivery is coordinated by the Production Manager in consultation with the Creative Team and Management Committee. Processes include structured rehearsal schedules, venue coordination, front-of-house management, set and costume logistics and compliance with venue requirements.

Mentorship: A strong mentorship program has also been put into place for all areas of theatre production: stagecraft, orchestra, directing, crewing, arts administration, production team, set design and fundraising. This is beneficial in a number of ways, but most importantly for long-term sustainability of the company, as well as giving both mentors and mentorees the rewards of having purpose.

Accessibility: Considerations include the use of established community venues, clear pre-event information for patrons and trained front-of-house volunteers to assist audience needs. Environmental and social sustainability is supported through digital ticketing, encouragement of public transport use, local sourcing and adherence to GSOS's Code of Conduct.

3. Team Structure

The Main Show Season and the G&S Concert Series is governed by an annually elected Management Committee responsible for governance, financial oversight and risk management. Key roles include Company President, Production Manager, Stage Director, Musical Director, Choreographer, Costumier, Stage Manager and Front-of-House Manager. Approximately 60-80 artists/musicians and production personnel are engaged annually between the main season and the concert series.