



Galleon Theatre Group Inc.  
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# INFORMATION FOR MEMBERS

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# Who we are, what we believe, and what we do .....

## **Our mission**

Galleon Theatre Group Inc. provides a fulfilling creative outlet for its members, and quality and accessible theatrical experiences for its audience.

## **Our objects**

To provide, within an environment of community theatre, a recreational outlet for persons to develop and exercise their theatrical talents and interests in a supportive and inclusive manner.

To stimulate an interest in live theatre within the community.

To present theatrical productions of the highest possible standard.

Galleon Theatre Group Inc. (GTG) is a community theatre company based in the Marion Council local government area. Although GTG is an amateur group (insomuch as members are not paid for their services), we choose to refer to ourselves as a 'community theatre group' because we believe that a vital part of our reason for existence is the active engagement of the community in what we do. The creation of new arts practitioners and consumers is a critical measure of both our relevance and our success in the Marion community.

GTG is a welcoming organisation that is about providing access to and encouraging active participation in the theatrical arts. It is about creating ongoing and developing relationships between people. It is about fostering a sense of identification with and belonging to the local community through nurturing the growth of the individual in a supportive team environment. GTG seeks to optimise the use of everyone's talents.

GTG's programming includes the 'new' as well as the 'traditional'. GTG deliberately tackles scripts that are 'untried' in Adelaide. It encourages new directors and is not risk averse.

Galleon usually presents its productions in 'cabaret' style. As patrons arrive, they are escorted by our front of house volunteers to their pre-booked table at which they enjoy whatever nibbles they have brought along. A bar service is available from the on-site bar and café, which provides catering for all events held in the Marion Cultural Centre. The café is licensed and serves a range of food and beverages.

Cabaret style is highly popular with our audience and has been taken up by other theatre groups. The teamwork and esprit de corps that has developed between our members speaks for itself, as does the frequent and positive feedback we receive from our loyal audience. Galleon attracts members of all ages – from school age to retirees, and new members are always welcome. Membership is open to everyone, and Galleon strives to provide its members with the opportunity and scope to become involved in whatever aspect of theatre is of interest to them. Galleon welcomes people of all skill levels – from the expert to the novice (for whom on-the-job training is provided).

## Our Sponsors & media partners .....

***Galleon Theatre Group is grateful for the support of many people and organisations.***

We are especially appreciative of:

**WARRADALE  
HOTEL**

**Patritti Wines**



Winery & Sales  
13-23 Clacton Road  
DOVER GARDENS  
Tel: 8296 8261



We also give thanks to our media partners.



## Our history .....

GTG has its origins in Norwood where, under the name of the Mirthmakers Theatre Group, it presented a number of musical revues. In 1967 the group turned to the production of plays and became the Galleon Theatre Group Inc, relocating to the Marino Community Hall.

In 1979, after 11 years and 37 shows, Galleon moved to the Pioneer Memorial Hall in Seacombe Gardens, which was owned by the Marion City Council. Up until late 2001, Pioneer Hall was the venue for all of Galleon's activities – storage, construction, meetings, social events, rehearsals and of course performances. The twenty-three-year period at Pioneer Hall saw Galleon develop from being a virtually unknown theatre group to one which regularly saw the “Sorry, House Full” sign being proudly displayed as it presented a wide range of shows - everything from comedy to horror, and pantomime and revues to adults-only drama.

2001 was a pivotal year for Galleon – it lost its comfortable home of 23 years. The Pioneer Hall was sold by the Marion Council and its replacement - the new Domain Theatre in the Marion Cultural Centre - was commissioned. The loss of Pioneer Hall necessitated finding new storage and rehearsal venues and we acquired space for storage and construction at

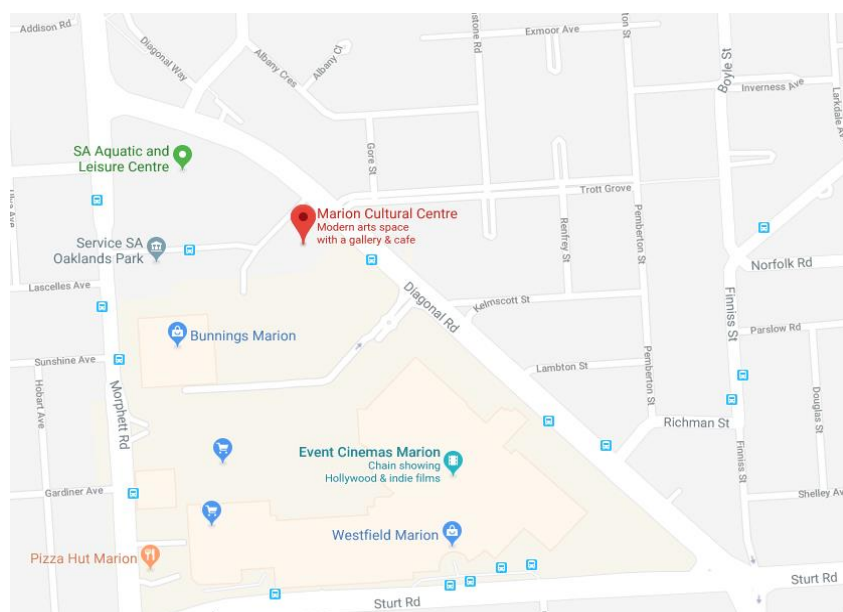
Cosgrove Hall and rehearsed at Park Holme Community Hall. Galleon ensured it was represented on the management committee of both halls.

2020 was another difficult year for Galleon. In late 2019 the Management Committee of the Cosgrove Hall decided it wanted to use the space occupied by Galleon for other purposes and gave Galleon nine months' notice to vacate. Galleon was fortunate to acquire the use of a large storage room and a shed at Park Holme Community Hall, which meant that all storage, construction, meeting, and rehearsal activities could now be conducted at the one location. The Park Holme Community Hall is now truly our home.

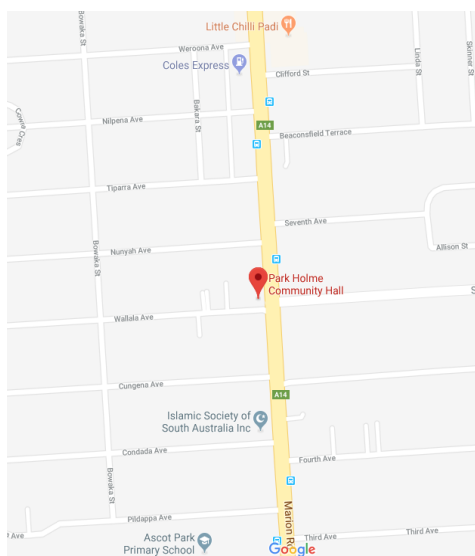
From 2002, all GTG productions have been produced in the comfortable Domain Theatre at the Marion Cultural Centre.

## Our locations .....

We perform out of the Domain Theatre located in the Marion Cultural Centre off Diagonal Road



Rehearsals are held at the Park Holme Community Hall, 638 Marion Road, Park Holme (cnr Wallala Avenue and Marion Road), which is also the site of our storage and set building.



GTG voluntarily serves on the management committee of the Park Holme Community Hall as a service to the Marion community.

## Our Management Committee .....

GTG is managed by an annually elected committee of volunteers. You can find a list of our current committee members on our website at <https://www.galleon.org.au/html/about.html>.

Any of the management committee will be keen to discuss any issues you have in relation to the operation of GTG.

The Committee's principal functions are to:

- Plan for the future
- Undertake succession planning for our Committee and other key personnel involved with GTG
- Proactively manage our relationship with the Marion Council and other key stakeholders including funding sources and sponsors
- Balance and develop the skills within our Committee
- Create an environment which makes members feel welcome and valued
- Conduct the business of GTG through sub-committees and appointed officers on such terms and conditions as it believes appropriate
- Seek and manage appropriate grants and sponsorship
- Set budgets and be accountable for the funds
- From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.
- Subject to the requirements of the Constitution and any relevant Agreements, the Committee may appoint staff or volunteers as it decides is necessary to maintain efficient operation of the Committee and GTG.

## Membership .....

GTG has three categories of membership.

### **Ordinary Membership**

Application for Ordinary Membership shall be open to all persons who agree with GTG's objectives and who are also committed to becoming actively involved in the organisation's activities.

The Management Committee shall have the right to refuse an application for membership if in the view of the Committee the applicant is not a fit and proper person to be a member.

The applicant becomes a member when (i) the Management Committee approves the application and (ii) the applicant pays the prescribed membership fee.

Ordinary Membership expires at the AGM following the date of payment.

Ordinary Members can vote at Special or General Meetings of the Association.

Ordinary Members are eligible for election to the Management Committee.

If an Ordinary Member is actively involved in a production as a cast or crew member, they are entitled to receive a voucher for 2 complimentary tickets for any performance of that production.

### **Temporary Membership**

Application for Temporary Membership shall be open to all persons who (i) have agreed to the objects of the Association and (ii) who are members of the cast or crew for the current production and (iii) upon payment of a membership fee as determined by the Management Committee.

Temporary Membership expires 2 weeks after the date of the final performance.

Members of the cast or crew are required to be members of the Association. At its sole discretion the Management Committee may choose to waive the subscription fee that is payable to become a member.

Temporary Members are entitled to receive a voucher for 2 complimentary tickets for any performance of the production with which they are involved.

Temporary Members are not able to vote in at Special or General Meetings of the Association.

Temporary Members are not eligible for election to the Management Committee.

### **Honorary Life Membership**

A person may be elected as an Honorary Life Member upon recommendation by the Management Committee and such recommendation being put to and agreed at an Annual General Meeting or a Special Meeting called for that purpose. Such membership shall be granted to long-standing members and for outstanding service to the Association.

No membership fee is payable by Life Members.

Life Members are eligible to participate in all aspects of the Association's activities.

Life Members can vote at Special or General Meetings of the Association.

Life Members are eligible for election to the Management Committee.

Life Members are entitled to receive a voucher for 2 complimentary tickets for any performance of a production by the Association.

Life Members are allowed to make any number of advance bookings for any performance (except the closing performance) at concession prices.

A list of our current Life Members can be found on our website at <https://www.galleon.org.au/html/lifeMembers.html>. They have all given generously of

their time and talents to Galleon over the years, and we thank them for their service and the example they have set. Some have departed life's stage but their legacy lives on!

## Code of Conduct .....

(This code of conduct is separately published as a formal GTG policy. It can be found on our website at <https://www.galleon.org.au/html/about.html>.)

GTG is a successful organisation that prides itself on sound governance and a nurturing environment for its members.

GTG expects its members to abide by its **Code of Conduct**, which is reprinted below:

GTG expects its members to:

### Health & well-being

- Place the safety and welfare of participants above all else.
- Never advocate or condone the use of illicit drugs.
- Display responsible behaviour in relation to alcohol and other drugs.
- Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn skills.
- Treat each participant as an individual.
- Help each person to reach their potential.

### Integrity

- Act with integrity and objectivity, and accept responsibility for one's decisions and actions.
- Ensure one's decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation.
- Show respect and courtesy.

### Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, sex, ability, cultural background, sexuality, or religion.
- Do not participate in or tolerate abusive, bullying, or threatening behaviour.

## Problems, Complaints and Disputes .....

GTG acknowledges that people will from time to time have grievances or complaints that need to be resolved to maintain a harmonious, productive, and enjoyable environment.

To that end GTG has a *Problems, Complaints and Disputes policy* for your guidance if the need arises. It can be found on our website at <https://www.galleon.org.au/html/about.html>.

## Volunteering .....

GTG is a not-for-profit community-based organisation. Its affairs and activities are completely organised and managed by interested volunteers.

Putting on a theatrical production is a lively and complex process and requires many tasks to be undertaken. Like all community theatre groups, GTG is always in need of voluntary help and welcomes anyone who is interested in getting involved. You don't need to be experienced – we'll help you learn new skills and have a great time meeting new people while you do it! You might be interested in:

- Acting
- Assistant to the Director
- Box Office/ticketing
- Business management
- Committee work (general administration)
- Costumes (design, construction, management)
- Graphic design (poster, theatre program)
- Directing
- Front of house (management, ushering, program sales)
- Hairdressing
- Lighting (design, rigging, operation)
- Makeup
- Photography
- Production management/ Stage management
- Properties
- Publicity/promotion (inc. social media)
- Set (design, construction, painting)
- Sound (design, recording, operation)
- Stage crew

## Cast & crew general responsibilities .....

### **Becoming a Member of Galleon**

All members of the cast and crew must become a member of GTG and be bound by its Rules and Constitution (which are available on our website at <https://www.galleon.org.au/html/about.html>). For details about fees and benefits, please see section below on *Becoming a member*.



## **Electronic & social media**

GTG recognises the importance of electronic and social media, and we embrace it. GTG has a digital presence through:

- our website at [www.galleon.org.au](http://www.galleon.org.au)
- our Facebook page at <https://www.facebook.com/GalleonTheatreGroupAdelaide>
- X (formerly Twitter) at @galleontheatre

We ask cast & crew to 'share' our facebook page with friends, to post messages and actively participate in electronically advertising Galleon and its productions. During the rehearsal period, our Publicity Officer will provide advice and material for 'uploading' to social media.

Help us to create a buzz and reinforce the Galleon brand!

## **Publicising the show**

We need your help to publicise and promote the show. It should not surprise you that word of mouth is an important component of any publicity campaign, and friends and family of the cast and crew are always a substantial part of the audience.

Please help us by:

- displaying **posters** in appropriate public places (e.g., shop windows, public noticeboards, your workplace). Keep one for yourself as a souvenir if you wish. Please ask for additional copies if you need them, but they are usually in short supply – we don't print many of them, but there are usually lots of postcards.
- distributing **postcards** to friends, family colleagues and supporters. Leave some in your favourite coffee shop but do ask the proprietor for permission. Letter box them. Again, keep one or two for yourself, and please ask for more if you need them.
- emailing your friends. You will receive an email from GTG that includes the poster etc. Please forward it onto your friends and relatives etc. Ask them to forward it on as well.
- regularly updating your Facebook, X (formerly Twitter) and other social media accounts.

## **Costumes & Make-up**

Except where it is not possible or practical to so, cast members are expected to:

- provide their own make-up and hair dressing products. (Any special effects etc will be arranged by GTG. We are fortunate to have the services of a professional hairdresser during performances);
- be responsible for applying their own make-up and fixing their hair, under the supervision of our hairdresser. Assistance will be provided if necessary;
- to assist in finding and providing costumes. The Costume Coordinator will speak to cast members about this at a rehearsal.

## **Set construction & bump-in**

GTG relies on voluntary help to build, paint, and dress the sets for its productions. Any assistance cast and crew can give to this task is most welcome. Get in touch with the Producer to register your (or a friend's) interest.

Usually there is no rehearsal scheduled on bump-in weekend, and cast members are not usually expected to assist with the bump-in but are strongly encouraged to come along in the afternoon to:

- familiarise themselves with the location of the theatre, including access and parking arrangements;
- the layout of the set and the theatre itself;
- bring along any costumes or properties that are in their trust, or any personal items they will need at the theatre during the season.

### **Properties**

Although our set constructors/set dressers do a magnificent job, on occasion they may need assistance in obtaining that 'special' item. Cast and crew may be asked to assist in obtaining properties and furniture etc. The Properties Coordinator/Set Dresser will speak to the cast about this at a rehearsal.

### **Rehearsals**

- Prior to the first rehearsal cast members need to have read and thoroughly familiarised themselves with the script.
- Everyone's time is valuable and so rehearsal schedules are designed to minimise the amount of wasted time. Please be prompt to rehearsals and come prepared.
- Unexpected absences seriously disrupt the rehearsal process. The Director should be given as much warning as possible about absences – planned or unexpected.
- Cast members should annotate their own script with any notes (e.g., blocking, interpretation) provided by the Director, Assistant to the Director or Stage Manager.
- Rehearsals are generally closed. Friends/family should not be invited to attend. If there is a need to do so, please discuss with the Stage Manager first.
- Rehearsals are usually held at the Park Holme Community Hall on Sunday afternoons, Tuesday, and Thursday evenings. However, check with the Director.

### **Cast party & bump-out**

Following the final performance, all cast and crew are asked to assist with packing up of the Green Room and the auditorium. All personal belongings should be removed from the theatre. Once this has been completed, the cast & crew party commences.

It is a BYO event.

It is traditional for cast members to organise and present a thank-you gift to the Director.

## **Production personnel & responsibilities**

The specific roles of production personnel (such as director, producer, set designer etc) are set out in GTG's *Production personnel & responsibilities* manual.

It is available on our website at <https://www.galleon.org.au/html/about.html>).

## Booking tickets .....

Galleon offers a choice of cabaret seating or conventional theatre seating. We are **NOT** BYO licensed but patrons at cabaret tables are encouraged to BYO 'supper basket'. Wine, beer, tea, and coffee, as well as snacks, can be purchased in the front foyer of the theatre at the onsite café.

Cabaret seating sells more quickly than conventional (upstairs) seating, and so advance bookings are highly recommended. Holders of complimentary tickets also need to book.

GTG seasons usually run for 7 performances, and all ticketing is through the Domain Theatre Box Office. There are three ways of securing bookings.

- Ring **0476-160-682**. (Pay for the tickets using a credit card. A transaction fee will apply. Tickets may be collected on the night.)
- Book and pay online using your credit card at [www.galleon.org.au](http://www.galleon.org.au) . (You will be redirected to the appropriate page of the secure Domain Theatre Box Office website).

Un-booked tickets may be purchased on the night at the Domain Box Office subject to availability!

GTG does not offer group- discounts.

Payments are non-refundable.

## Complimentary tickets .....

Members of the cast and crew will be given vouchers for two complimentary tickets to the show. Please give the vouchers to a friend or a family member. Treat the vouchers as if they are cash – they need to be exchanged for tickets at the Box Office on the night of performance.

The vouchers can be used for any performance, but bookings are essential. The Producer will give you further details.

GTG encourages you to consider giving the vouchers to someone who might not otherwise come to the show. We are always keen to introduce community theatre in general and our company in particular to a wider audience.

For further information, refer to GTG's formal policy on Complimentary Tickets. A copy is available from the Producer (or a Management Committee member) on request.

## Our past productions .....

A full list of our past productions back to 1968 can be viewed on our website at <https://www.galleon.org.au/html/plays.html>