

# STAGING A PRODUCTION

OSO ARTS CENTRE



Please note that a separate 'Covid-19 Production Guide' must be read alongside this document. In the event of conflicting information between this document and the 'Covid-19 Production Guide', the latter prevails.

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# Welcome to the OSO

The OSO Arts Centre, in Barnes SW London, was founded in 2000 as a joint community project between the local community and Richmond upon Thames borough council. It is registered with the Charities Commission as a charitable trust, charity no. 1150658 (under the title 'Barnes Community Arts Centre'). OSO stands for 'Old Sorting Office' as we are situated on the premises of an old postal sorting office.

Our purpose is to provide artistic and cultural entertainment, activities and education for the benefit of both the local and wider community. Supported by local residents and businesses, we promote a wide-ranging programme, including theatre, art, music and literature. Today the OSO Arts Centre is a central part of cultural and community life for many people in the area and has a growing reputation for staging professional quality theatre, with several recent shows transferring from sell-out shows at other London and regional theatres, as well as from the Edinburgh Fringe.

We are also committed to supporting emerging performers and production companies, and every season look to programme new writing and shows by emerging companies.

During the Covid-19 crisis we repurposed our theatre as a crisis kitchen, working with local charities to provide over 10,000 free meals to those in need. We were open with a full programme of socially-distanced theatre in September, October and December 2020.

We are delighted that you are considering performing at the OSO. Do get in touch to enquire about availability.



*A Selection of Previous Shows*

# The Performance Space

We are a flexible space, based around 3 studios, with movable partition walls allowing for a variety of combinations.

Our theatre can be configured in a variety of different ways to accommodate audiences of up to 130 maximum. The capacity depends on the number of studios used, type of seating, location of the technical desk and size of stage. Please see our separate 'Auditorium Configurations' document for more information on how our space can be configured.

We have a storable raked seating unit (below) that can seat 56. This is usually situated at the back of either studio 2 or studio 3, with optional rows of seating placed in front. The walls of studios 2 and 3 are covered in red curtains, with studio 1 featuring black stage fabric.

The stage is located in Studio 1. We strongly recommend that shows taking place in all three studios use our raised stage. See 'The Stage (p.11) for more information.



*(Our stowable seating unit seats up to 56 - pictured here as the backdrop to a livestream concert)*

**Please note that while social distancing guidelines remain in place, our theatre layout only uses all three studios in a 47-seat 'cabaret style' layout. Please refer to the 'Covid-19 Production Guide' for details.**

# Performing at the OSO

## Our Seasons

We have three seasons of arts events a year:

- Spring (January - Easter)
- Summer (Easter to July)
- Autumn (September - December)

We also have the Barnes Fringe Festival in July, where we stage a variety of Fringe comedy shows and plays. Across July and August we co-organise the Barnes Pond Summer Festival with the Barnes Community Association. This is a programme of outdoor theatre, music and cinema on Barnes Common.

In each season, we look to programme a wide variety of theatre, music, comedy and art events. The standard length of run is 1-4 days, but we can also support longer runs. Evening performances start at 8pm, and matinee performances generally start at 4:30pm. We usually concentrate our programming within Thursday-Sunday each week, hosting a weekly Piano Lounge event on Wednesday evenings.

Whilst times vary, each show is typically given the day of its performance from 9am for its get-in and technical rehearsal. Shows with long runs are typically given the day before the first show for a get-in and technical rehearsal, though this can vary.

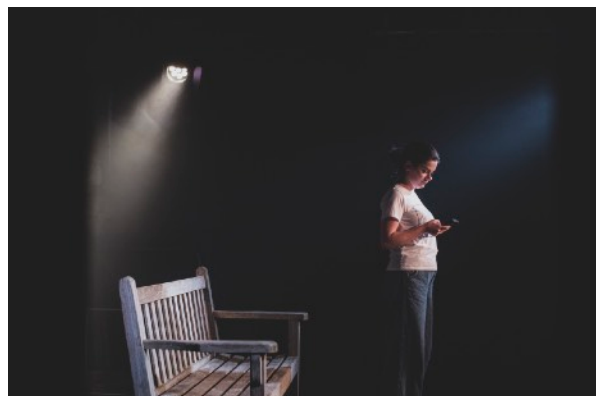
A full get-out must be completed immediately after the final performance has finished, as there is usually an event or a get-in taking place the following morning.

Get-in and get-out times will be specified in a show's Performance Agreement.

No after-parties should be held on the OSO premises.



*George Egg: Movable Feast (May 2021)*



*Waiting in the Wings (June 2021)*

# The Performance Agreement

## Box Office Split

Our standard performance agreement is based on a 50/50 box office split between the OSO and the performer. This applies to most shows. However, if you think that there are circumstances that apply to your show that require an alternative agreement, then we can discuss an alternative split.

There is no upfront cost to performing at the OSO. However, we reserve the right to discuss cancelling a performance or show if fewer than 10 tickets are sold on average per performance a week before the show.

In general, we do not consider venue-hire agreements, as we find that box office splits work best for both the Performer and the OSO.

Be advised that the split is calculated exclusive of a £1 booking and administration fee per ticket, which is paid to TicketSource, our ticketing agency.

## Ticket Prices

Our standard ticket prices are as follows:

General Admission: £15

Admission for 'Premium' Events: £20

Piano Lounge Events: £10

These ticket prices are flexible and subject to change. If you believe that your show should be priced significantly higher or lower than these price points, this can be discussed. Common examples of this include shows aimed at children and families.

We sometimes offer discounts for those purchasing 10 or more tickets in one booking. We also on occasion offer promotional discounts to certain groups, for example local arts groups, attendees of similar shows etc. We reserve the right to offer such discounts at our discretion. On occasion, a limited number of promotional discount codes can be offered to the production team, to be distributed in accordance with conditions set by the OSO management team.

We hold a small number of discounted or complimentary tickets for those in economic hardship.

**Please note that while we are operating at a reduced capacity, our tickets are only sold in advance only, and not on the door. Please refer to the 'Covid-19 Production Guide' for more information.**

# Box Office

We use TicketSource as our box office service, both for in-house and online bookings.

Bookings can also be taken at our café. We can take bookings via phone at 020 8876 9885 during café opening hours. Opening hours may vary - check our website for the latest information.

Tickets for all events can be booked online. There is no extra booking fee for online tickets.

## Complimentary Tickets

The show is entitled to a limited number of complimentary tickets. These must be approved by the OSO. Appropriate usage includes:

- Tickets for essential production team members (e.g. director/producer)
- Approved reviewers
- Agents/representatives

All other requests for complimentary tickets will be politely declined by the OSO.

The OSO reserves the right to offer complimentary tickets in any way considered appropriate. This may include, but is not limited to, promotional tickets, tickets to special guests and tickets for OSO representatives. We also reserve the right to offer half price tickets to our staff and volunteers.



*Seven and a Half Years (May 2021)*



*Piano Lounge (Summer 2021)*



*Wings (January 2019)*



*A Clockwork Orange (September 2016)*

# Marketing

## Marketing Responsibilities

The marketing of shows is a shared responsibility between the OSO and production companies.

The OSO will market shows in the following ways:

- Direct communication with customers via our mailing list (4500+ subscribers)
- Social media marketing, including Facebook, Instagram and Twitter
- Presence in our printed centre programme, distributed to thousands of people each season\*
- Displaying posters, flyers\* and other promotional materials in the OSO
- Displaying images and videos on the digital marketing screens in the OSO
- Direct communication with other users of the OSO (e.g. cafe guests)
- Sharing video content on YouTube and other social media platforms

*\*Please note that we are currently reducing handled print wherever possible. We will not be printing a full centre programme, and will be avoiding flyers where possible. Refer to the 'Covid-19 Production Guide' for more details.*

We expect production companies to market their shows in the following ways:

- Direct communication with your audience base using your mailing list.
- Social media marketing, using all available channels. Please tag the OSO so we can share your posts.
- Producing posters, flyers and other promotional material for use in the OSO and elsewhere
- Distributing flyers around the local area, and further afield
- Distributing posters amongst local shops and noticeboards
- Producing video materials e.g. Trailers, Rehearsal Diaries

## Print Guidelines

We ask that shows design posters and flyers and arrange and pay for printing themselves. We recommend that you then allocate some time to pick up posters (if getting them delivered to OSO directly) and to put them in any particular areas around South London/in any particular London-wide places which may have interested people passing through (eg. other theatres, universities, libraries etc).

### **What we do**

Please feel free to get your print delivered directly to OSO if it is easier than getting it delivered to yourselves. We have staff in Monday-Saturday 9am-6pm so can receive post most of the time. Please address the delivery to:

**Marketing Manager  
OSO Arts Centre  
49 Station Road  
Barnes  
SW13 0LF  
020 8876 9885**

We will put the posters and flyers up around our venue. Our volunteer team will also take posters around Barnes to be displayed in shops and schools, although we rarely send them beyond Barnes. We will also send flyers to Arts Richmond who distribute to their members in the Richmond area. We also exit flyer shows in our venue, and occasionally make agreements to flyer other events/shows in the Barnes area.



### **What should I print? \***

Below are the numbers of posters and flyers we request. If you are a week-long run or really want to push your show we recommend that you get this many. However if you are on a very small budget, or feel this is too many for your show, we leave it to your judgement of how many to get. We do get through a lot of flyers here as we hand them out to most people who walk through the door.

500-1000 x A6 flyers (ideally with a paper thickness of at least 250gsm)

4 x A1 (must be waterproof print as displayed in outdoor frames)

2 x A2

25 x A4 (distributed to local shops & cafés)

### **Design**

The design is up to you but please include a black banner at the top or bottom including the following:

- OSO Logo (high resolution files can be provided)
- Dates and times of performances
- Venue name (OSO Arts Centre)
- Venue address
- OSO website ([www.osoarts.org.uk](http://www.osoarts.org.uk))
- OSO phone number (020 8876 9885)
- Ticket prices

The design must be approved by the Artistic Director or Marketing Manager before it is sent to print.

**\*Please note the changes to print requirements and distribution in the 'Covid-19 Production Guide'.**

# Social Media

We are prominent on social media, including Facebook and Twitter, and use them extensively to market shows. Our social media pages are:

**Twitter Handle:** @OSOArtsCentre

**Instagram Page:** @OSOArtsCentre

**Facebook Page:** <https://www.facebook.com/OsoArtsCentre/>

**Youtube:** <https://www.youtube.com/channel/UCpNsYOLVkrnKZYYFmwyeWrA>

**LinkedIn:** <https://www.linkedin.com/company/oso-arts-centre>

Please 'like' and follow our pages, and tag us in social posts. We will retweet and share all relevant posts.

We also ask that you create a Facebook event for your show, making the OSO a co-host.

# Print Media

We have a good relationship with the printed media, with recent articles published in The Evening Standard and the Richmond and Twickenham Times, as well as numerous other regional and national newspapers. We will endeavour to get as much press coverage as possible for your show, and we would expect you to do the same. We also look to bring in reviewers where possible.

We expect you to produce a press pack for your show, which we will distribute amongst our press contacts.



*(The Cavalry Behind You, featured in the Evening Standard's '10 Hottest Tickets'- twice!)*



*(The Barnes Fringe, feat. Lee Nelson, featuring in the Richmond and Twickenham Times)*

# Technical Specifications

Many of our technical specifications have temporarily changed to support our socially distant 'cabaret-style' theatre layout. Please refer to the 'Covid-19 Production Guide' for details.

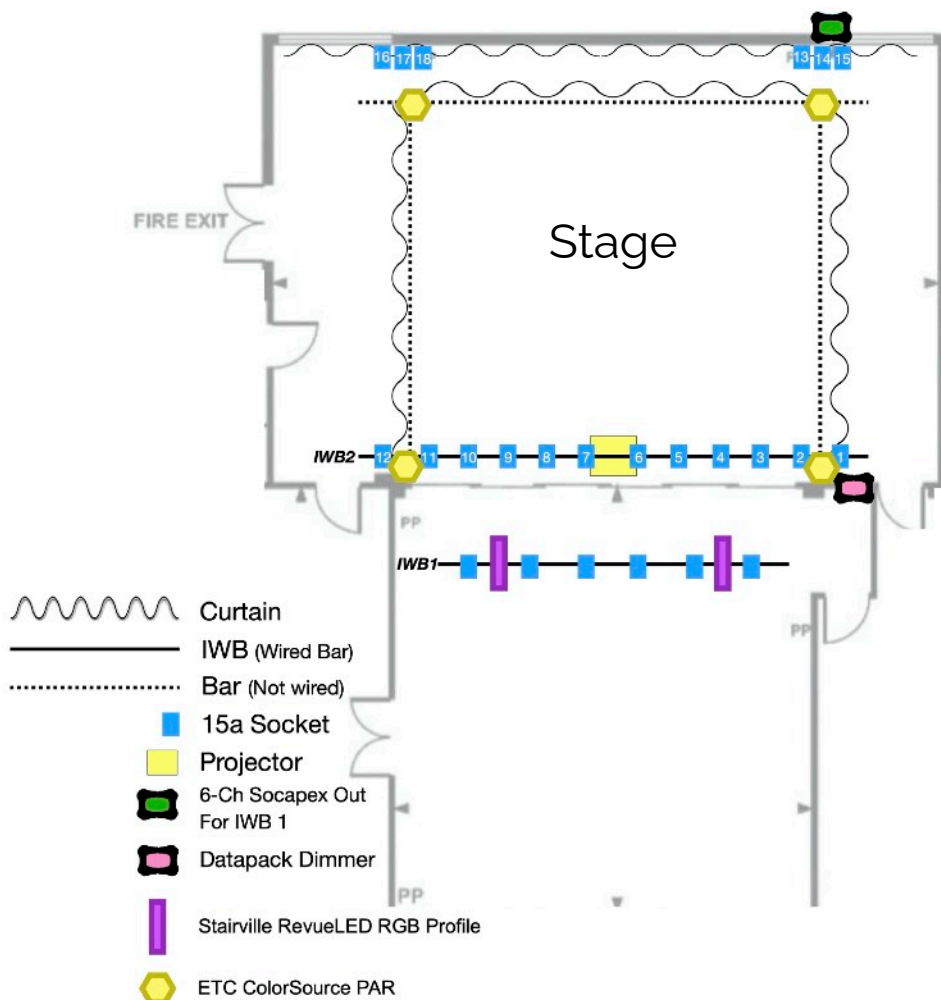
## The Stage

In a three-studio configuration, we strongly recommend using the raised stage for sightline purposes. The stage is constructed in 1mx1m panels, and can cover an area of up to 5m (w) by 4m (d). It is 60cm high by default, but can be readjusted to a height of 40cm. It has a black industrial grip surface. The stage must be pushed up against the back wall for safety. We have two sets of stairs which are placed either side of the stage by default, but can be moved to anywhere on the front or side edges if required.

In a two-studio configuration the OSO stage is a black box, measuring 5m deep and 6m wide. There is ample wing space on both sides, and a full get-around at the back. There are 3 entrances on both sides of the stage, and a centre entrance at the back. The floor in this configuration is a black dance floor. If you would prefer to perform on sprung wooden boards, this can be removed on request. Anyone using the sprung wooden floor should take into account that this is more reflective when planning to use the theatre lighting.

See the the separate 'Auditorium Configurations' document for more information on layouts.

We have 8 full height black flats, which can also be used on request.



# Lighting

## Dimming

There are 18 channels of dimming in the OSO, achieved via a Pulsar Datapack dimmer, located in the stage left wing. Currently, only IWB 1 and IWB2 are internally wired - any lanterns rigged on the side or rear lighting bars must be cabled to IWB2.

Channels 1-12 are hard patched to IWB2, with channel 1 at stage left, and channel 12 at stage right. Channels 13-15 are hard patched to sockets on the rear wall, stage left, and channels 16-18 are hard patched to sockets on the rear wall, stage right.

IWB1 has 6 sockets on it. A Socapex cable runs from this bar, through the stage left wing and to the rear of stage, where a Spider allows the 6 channels on IWB1 to be plugged into channels 13-18.

Any lights not in use should be rigged on the 'storage' bar in the stage right wing.

For more information on patching, please contact the Artistic Director.

## Permanent Rig

We have 6 colour-changing LED fixtures (2 profiles and 4 pars) which are at fixed positions in the rig. These can be refocused but not moved (see rig locations on the previous page). We also have two fresnels on IWB1 which are permanently rigged as front wash. Our four Source 4 profiles are rigged by default on IWB1 and can be refocused for each show. Should you wish to place profiles these elsewhere in the rig, please inform the Artistic Director in advance.

## Lantern List

We have several in-house lanterns, which can be used at no additional cost. Our current lantern stock is:

- 2 x Stairville Revue LED COB RGB WW DMX (permanent rig)
- 4x ETC ColorSource Par (permanent rig)
- 3 x Minim Fresnels
- 3 x Acclaim Fresnels (permanent rig)
- 11 x Par64 Parcans
- 1 x Prelude Profile
- 1 x Source 4 19deg Profile (semi-permanent rig)
- 1 x Source 4 26deg Profile (semi-permanent rig)
- 2 x Source 4 50deg Profile (semi-permanent rig)

We have a limited selection of spare gels in-house, which can be used free of charge. If you want to use specific gels in your production, we recommend that you bring these with you, as we do not provide specific gels.

We also have a full stock of 15A cabling, and a reasonable stock of 13a/IEC cabling.

You are welcome to bring your own lanterns with you to the venue. Please ensure that these have been fully PAT tested. Any equipment brought in is subject to a safety check by our technical staff.

Whilst we are limited to 18 dimmer channels, we have a small number of 15a grelcos that will allow you to split a single channel between two fixtures.

*We are frequently adding to our lantern stock. Please enquire with the Artistic Director for an up to date list of in-house lanterns.*

## Lighting Control

Lighting and sound is usually operated from the stage left wing, but can also be operated from the house-left of studio 2. See the 'Auditorium Configurations' document for these locations in different seating configurations. There is a multicore box on the wall in studio 2, with tie-lines for audio and data cable, and a 5-pin DMX cable running to the dimmers.

Our standard lighting desk is a Zero88 FLX S24, which connects to the dimmer pack via a 5-pin DMX cable. Shows are saved onto a USB memory stick, so productions with multiple performances should bring their own memory stick to safely back up the show files.

We also have an ETC Nomad, accompanied by an ETC gadget for USB-DMX conversion. This is run off a laptop, which must be supplied by the incoming company. Please ensure that the ETC nomad software is downloaded on your laptop in advance. It is compatible with most Macs and PCs.

We still have our old desk - a Zero88 Jester - which is available as backup. Shows wanting to use the Jester should be aware that it cannot control the intelligent LED fixtures in our rig.

If your lighting is more simple, and you do not need the ability to record cues, you can use our basic desk, a Pulsar 18 channel 2 scene manual desk.

**All incoming companies should provide their own technician, to rig, programme and operate the shows. We do not provide a technician to operate your show. However, the Artistic Director can train members of your team in the use of our technical facilities.**

# Sound/AV

## PA System

Our sound system is comprised of eight high-quality speakers:

- 2 Martin Blackline X8 speakers (positioned downstage in studio 1)
- 2 Achat Box PA108 speakers (positioned at the rear of the auditorium in Studio 2)
- 2 Achat Box PA12 speakers (positioned at the rear of Studio 3)

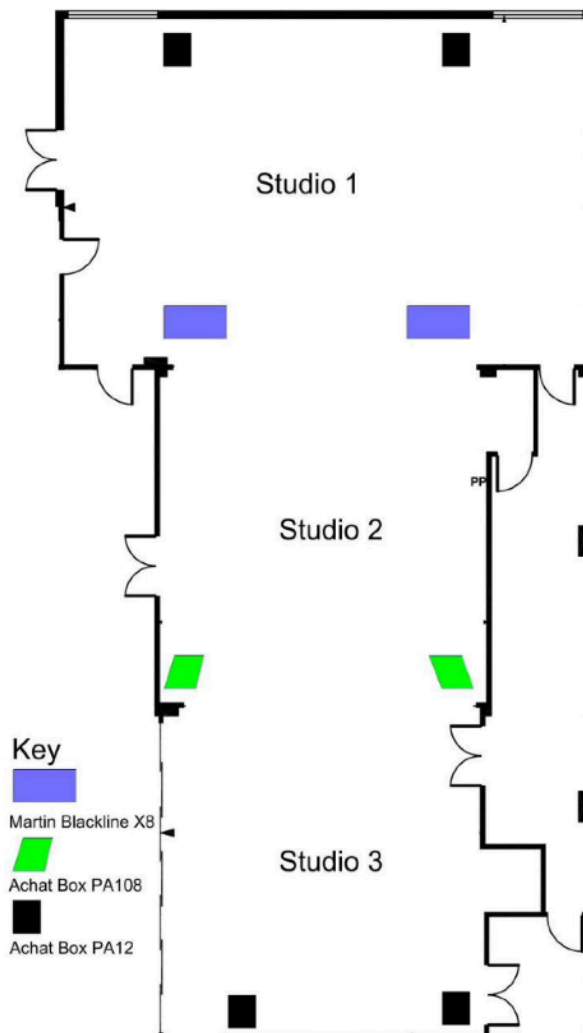
The speakers can be re-patched using a patch-bay in the backstage corridor, which can be used to support surround sound designs.

We also have a subwoofer (SubZero P15 DSP) and additional monitor speaker (Achat Box PA12 DSP) available for shows to use if necessary.

We have a Sonos system installed throughout the building, which is used for ambient music and front of house announcements. This includes a speaker in studio 2 and 3 but not studio 1.

The OSO has the following microphones in house:

- 4 x Shure SM Beta 58 Vocal Microphones
- 2 x Shure SM Beta57 Instrumental Microphones



- 2 x SE7 small-diaphragm condenser (matched pair)

## Sound Operation

We have a Yamaha MG12 mixing desk available for the operator to use.

The inputs for the speakers are usually connected from the sound desk to a wallbox by the tech desk in studio 2, via a TRS jack “snake”. If the sound operation point is in the stage-left wing, only stereo output is currently available (no surround sound).

We have a small XLR multicore reel that can run between the stage and sound desk. This supports 6 XLR inputs and 2 XLR outputs. We also have 2 dual passive DI boxes for a total of 4 channels of DI.

The OSO has a Mac mini available for shows to operate the sound and projection via QLab, or alternatively a production can bring their own playback device to plug into the sound system via a headphone jack cable.

We have a PreSonus Studio26c audio interface for interfacing with the Mac mini - it has 4 separate audio outputs so can be used for quadraphonic surround sound. Shows wanting to implement a surround sound design of more than 4 channels should bring their own audio interface to fit their specific requirements.

We have a KVM extender (ATEN Cat-5 Mini) which allows a computer to be controlled remotely via a cat-5 ethernet cable. This facilitates more unorthodox operation locations, and can allow a surround sound design to be programmed from the centre of the auditorium.

## PRS Licensing

We are fully covered by both PRS and PPL licensing. We ask that you provide us with a list of all licensed music used in your show, for our records in accordance with the Production Agreement.

## AV/Projection

We have a full 1080p HD Projector (Hitachi CP-WU5500), which is as standard rigged in the centre of IWB2. It can cover up to the full width of the back wall. It is also capable of complex projection mapping effects.

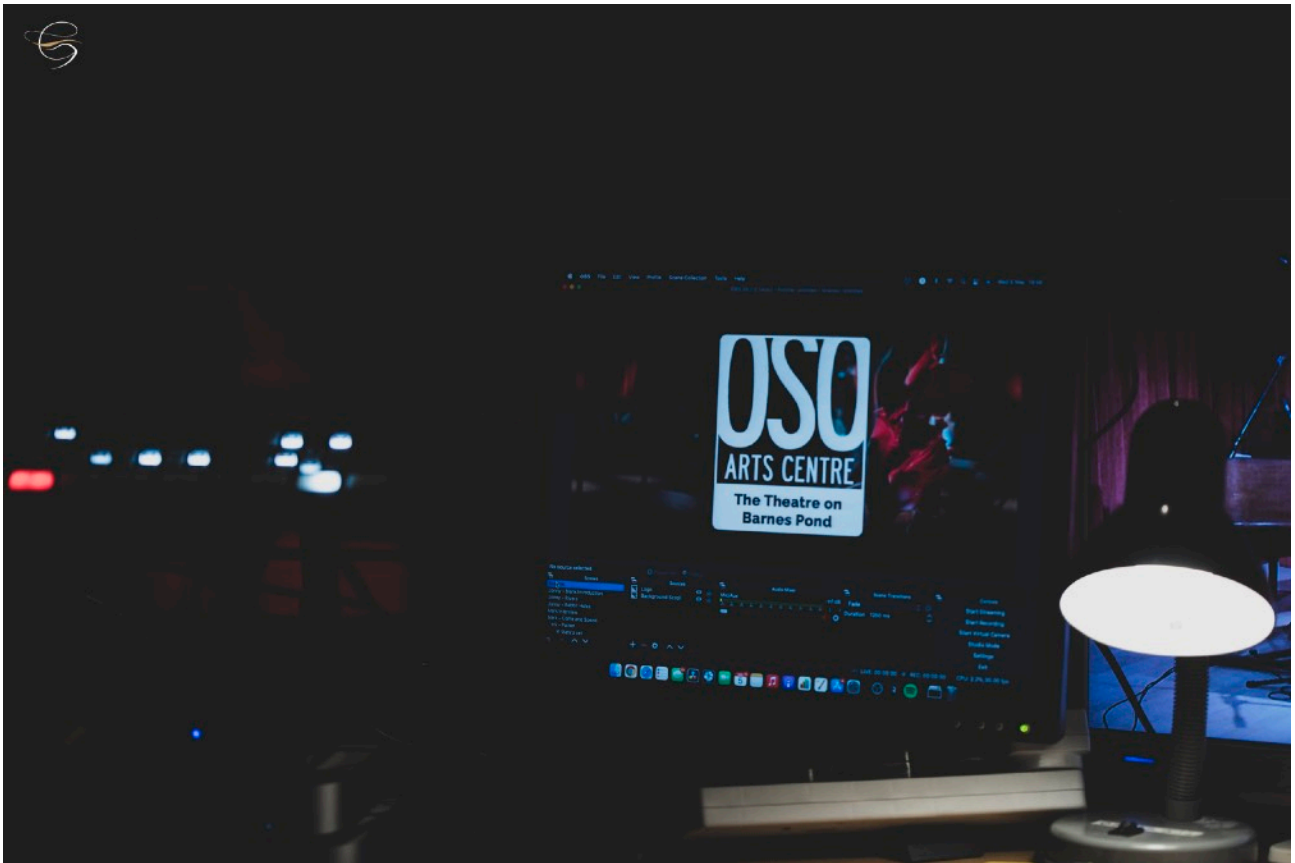
The projector is operated from the tech desk in the stage left wing, via an HDMI input. If you would like to use the projector in your show, we ask that you bring a laptop with an HDMI output with you to run it. If you have a Mac, we recommend using qlab to run the projection. In this case, you should purchase a temporary video licence from their website.

## Livestreaming

The OSO has the ability to live-stream productions to our YouTube channel'. This can make the production more accessible to those unable to attend in person, and can also open up further income streams if a show has already sold out.

Our livestream setup uses one camera by default: a Sony Legria camcorder. This passes through a Blackmagic Atem Mini video mixer, which allows for a further three video sources for a total of four HDMI inputs. Livestreams are operated using OBS on a mac mini.

Running a livestream requires dedicated staff and setup. If you would like to consider live-streaming your production, please discuss this with the Artistic Director plenty of time in advance, as it will also influence the terms of your Performance Agreement.





# Cafe and Bar

## OSO Cafe

The OSO runs a Café during the day (times vary - check our website for details). The Café serves fresh lunches, coffee, cakes and drinks.

If you are consuming food or drink in the OSO in view of customers, we ask that you only consume food bought from the OSO Cafe. Other food and drinks can be brought into the OSO, but must be consumed in the theatre space, or otherwise out of view of customers.

## OSO Theatre Bar

The OSO is fully licensed, both during the day and in the evenings. The Bar will remain open during the interval (if the show has one), and will remain open until 10.30pm. For 'cabaret style' shows we frequently operate table service.

You are not entitled to any complimentary food or drink from the OSO Bar. Any complimentary drinks offered are entirely at the discretion of the OSO management team.



# Access

Access to the OSO is via Barnes Green. There are three entrances to the building - the public entrance, a trade entrance and the stage door.

Set, props and technical equipment should be loaded in via the stage door, which is accessed by a short set of stairs. You cannot bring vehicles on to Barnes Green. All equipment must be carried to the OSO from roadside parking.

There is free parking available from 12pm on Station Road, to the rear of the OSO, and on the Crescent, directly opposite the OSO.

The OSO is accessible via bus and train. Trains can be taken to either Barnes Station or Barnes Bridge, both of which are less than 10 minutes walk from the OSO. Barnes Station is a 20 minute train ride from Waterloo. You can also take the 485 from Putney. The 72 and 33 buses also go to Barnes Station, which is a short walk from the OSO.

Visitors coming from north of the Thames should be aware of the ongoing situation regarding the closure of Hammersmith Bridge, and take this into account when making travel plans.

The OSO is fully wheelchair accessible, via a ramp leading to the main entrance (with automatic doors) on Barnes Green. We can also reserve spaces for wheelchairs in the theatre.



*(View of the OSO from Barnes Green)*

# Contact Details

Your first point of contact at the OSO will be the Artistic Director - Jonny Danciger. You can reach Jonny at [jonny@osoarts.org.uk](mailto:jonny@osoarts.org.uk)

If you have any queries about staging a production at the OSO, we recommend that you contact Jonny. If Jonny is unavailable, your questions will be passed on to the General Manager, Lisa Ross. She can be reached directly at [lisa@osoarts.org.uk](mailto:lisa@osoarts.org.uk)

Tours of the OSO can be arranged for prospective visiting companies. Please email the Artistic Director to arrange a tour.

We ask that you provide a single point of contact within your Production Company, with whom we can communicate. As standard, this is the Producer, but it could alternatively be the Director or a Performer. Please ensure that all enquiries come through this single point of contact.

We look forward to welcoming you to the OSO. Please do get in touch with any questions.

**Please ensure that you have also read the 'Covid-19 Production Guide' to stay up to date with any changes in our production guidelines.**



**Telephone:** 0208 876 9885

**Website:** [www.osoarts.org.uk](http://www.osoarts.org.uk)

**Email:** [info@osoarts.org.uk](mailto:info@osoarts.org.uk)

**Address:** 49 Station Road, Barnes, SW13 0HX