

Tea With The Tali Directors Guidelines

The aims of the Guidelines are:

- 1 - assist the directors in planning their production (concise and clear)
- 2 - ensure the directors control the burden on other departments (technical and Communications)
- 3 - maintain high quality standards

Overview:

It is important we make this recording to the same high standards as we would if it was a play on stage. After all it will be heard by our members, audience and probably people who have never been to the Talisman before. We must maintain the focus on quality and be proud of the recording.

Casting:

The main thing is to focus on the voice. Think about the character (rough, public school, accents, environment, etc.). Ensure you can deliver strong vocal contrasts between the characters. Check and confirm with cast and technician if you will be using Skype, or Zoom for rehearsals and recording.

Arrange a first reading (on-line), for guidance to actors. Think about, audible actions (sound effects, props) and in particular emotions.

Actors: must learn their part, not memorise the script, but be thoroughly conversant with it to ensure a credible, high quality, real delivery.

Director:

prepare and plan; props (sounds), select a static image (ideal for setting the scene for the listener), you may find examples of what you can use on the internet. Just google 'free images' and state what you want, e.g. 'picture of bench overlooking town'.

Prepare communications to advertise play, there should be a message for the public and you may use another for Talisman members, which will be a variation on the public message, with a little bit more detail. You should include details of the cast and a line to set the scene, e.g. 'An old bank robber and a young man meet by a bench overlooking a town, to plan a bank robbery'.

Contact your identified tech person as early as possible. Give them clear guidance on what you are doing and what you may need. They will advise you on what can and can't be done and how you should record the play.

Intro music: Let your tech person know if you will use the generic music at beginning and end, if not select the music/sound you want and send it or let tech person know where to find it. Please ensure the music is copyright free. You can find a good selection of free to air music at: <https://www.youtube.com/audiolibrary/music?nv=1>, or at <https://freesound.org>. If you need a sound effect to be edited into the recording (e.g. train, or car noise) you must let your tech person know in your early planning. Please keep these to a minimum and please do question if its needed, if the script has someone saying 'Tea' you possibly only need a minimal sound effect?

Send the static image you want to use to the techs so they can put it into a consistent format for use in comms and on YouTube. They will send the final image back to you and the communications team.

All Comms must be sent to the Comms team and the Technical person well in advance. Please remember they are still working, so ensure you send it at least 7 days before it is due to go out.

Rehearsal/ recording:

We must avoid having to edit the recording where possible. Please record the play in a single recording. It might be wise to do two recordings in case something isn't quite right in the first recording. Inform the actors there will be no stopping in the recording, they will vocally perform it as if they were on stage.

Important: To avoid echo ensure actors surround themselves in soft materials, a blanket or duvet tent under which they record is ideal.

Throughout please Focus on quality. Remember if it's not as good as it could be, you can just do another recording. For some people this will be the first time they have heard anything from the Talisman, we must try to ensure it is a high quality enjoyable experience.

Send the recording along with the link to the intro music to your tech person at latest by the Saturday before it is due to go out. Remember some of our techs are still be working. This should give them time to edit (as limited editing as possible please) and do the on-line publishing work.

Recording: Skype, or Zoom

Our tech team are constantly fine tuning the guidance for using Skype and Zoom. They will send you separate notes on how to record your play once you let them know which format you are using. Please do a test run to ensure you know how to do it. During the recording, please include sound effects (doors closing, glasses clinking, creaks, etc.). If the script calls for a constant background sound (traffic, bird song, etc.) then please discuss this with your tech person, they should be able to include it in the edit, to play it during the recording may impair the quality of the recording.

The recording will go live at 9am each Friday. Please encourage all involved to like, forward and share the recording. Please also ensure the NHS fundraising message is included in all messages.

Feedback to me any helpful (positive, or negative) feedback you may receive.

Thank you and we hope you all enjoy the experience.

Directors Checksheet:

This is intended as an aide memoire to the notes above. The aim is to have all recording and comms in place at least a week prior to go live.

- Cast Play (Focus on Voice)
- Confirm to all which rehearsal and recoding App you will use (Skype, or Zoom)
- Communicate rehearsals (1st rehearsal – Audible actions / emotions / sounds effects / etc.)
- Ensure the need for high quality is emphasised
- Contact Tech support, discuss edit requirements, music (copyright free) & recording date
- Send static image to Tech support (They will edit it and send to Rod and Kerrie)
- Comms; Send the Comms team the public and (if appropriate) members message about play by Friday before
- Recording to be done in week before 'go live' ensure tech knows when it is being done.
- Send recording and intro music (link?) to tech for editing
- Go live date/time will be a Friday at 9am