



**Musical Theatre NZ  
52nd AGM &  
Volunteer Training Weekend  
16 – 18 March 2012**

**Zone Three Registration Pack**

**Hosted by AMDRAM Musical Theatre  
Wanganui**





## Major Sponsors Of MTNZ

**N.Z. Fire-Shield Ltd**

**A big thanks from MTNZ to the following individuals and companies, for their assistance with the planning for the 52<sup>nd</sup> Anniversary MTNZ AGM and Volunteer Training Weekend – Wanganui (as at 7/11/2011):**

### **Sponsorship:**

#### **John Herber Limited & NZ Fire Shield Limited**

Major sponsors of MTNZ, and sponsors of the the showbill competition and Saturday night

**BOUNCE NZ** - sound and AV design and sponsored supply

**The Light Site** - lighting design and sponsored supply

**iTICKET** – Website award, Friday night and AGM morning tea

**APRA** – seminar presenter costs

**David Spicer Productions** – awards for Saturday night

**Hal Leonard Australia** - AGM lunch

**Musikmakers Hamilton** – Karen Stephens, Kestrel Group

**Origin Theatrical Sydney** - poster competition & Saturday night's Moonshine & Whisky hour

**AMDRAM Musical Theatre Wanganui** – April Phillips and Doug Simpson

### **Individuals and Companies for the seminars and forums:**

Allan Nagy; AON Insurance, April Phillips, Bruce McDowell, Callum Brieske, David Spicer; David Bosworth, Dale Henderson; Deane Philip, Doug Simpson, Emma Blake; ETNZ, Grant Gilbert, Graeme Philip, Helen Horsnell; Ian Reid; Jane Keller; John MacGibbon, Kaarin Macaulay, Karen Ruske; Karen Stephens (Kestrel Group); Kim Ransley; Kevin Maddern, Kaye Wishart, Len Speir, Lesley Reid; Markham Lee, Martin Searancke, Musikmakers Hamilton; NASDA, Napier Operatic Theatre School, Ngaire Holmes; Nick Young; Reece Preston; Richard Marrett, Rick Behague, Rochelle Nicholson; Ross Benbow, Ruth Love, Sonya Aifai, Stuart Hendricks, Stuart Mitchell, Tracy Holmes, Toi Whakaari NZ Drama School, Terry Molloy, White Audio

### **Conference Committee Members and responsibilities:**

Edwyna McDonald – Amdram Conference Co-ordinator; Gillian Avery – Transport  
Karen Aukett – Reception Desk; Lyn Lyne – Sunday Morning Breakfast/Saturday Night Themeing  
Ian Jones – Saturday Night Themeing / Official Conference Photographer  
Gretchen Nijse - Saturday Night Entertainment; Glenn Cameron – Saturday Night Entertainment  
Geoff Campbell – Trade Display Co-ordinator; Stuart McDonald – “Man Friday

### **And thank you also to:**

Edwyna MacDonald and the AMDRAM Musical Theatre Wanganui conference team  
Wanganui District Council, Display Associates, Ian Jones -Maxi Lab, Ed Boyd - H & A Design & Print, Mike Hos – Raceway Function Centre & Quality Inn Collegiate, Kingsgate Hotel The Avenue, April Phillips, Doug Simpson, John Richardson – Royal Wanganui Opera House, Karen Ellett

# MTNZ 52<sup>nd</sup> AGM and Volunteer Training Weekend Zone Three Registration & Information

- ☞ **Conference 2012 - Contact Details & Information**
- ☞ **Registration Process**
- ☞ **Seminars and Forums**
- ☞ **Car Parking**
- ☞ **Weekend Programme**
- ☞ **Seminar/Forum Information**
- ☞ **Registration Form**

Please advise the Administrator Kate Ghent if you require any further registration packs or registration forms – they are available on line at [www.mtnz.co.nz](http://www.mtnz.co.nz) or Kate can email them to you [kate@mtnz.co.nz](mailto:kate@mtnz.co.nz)

## Contact Details & Information

### MTNZ Administrator and National Coordinator - Kate Ghent

Work: 04 479 5911 Mobile: 027 203 3899  
Fax: 04 479 5171 Email [kate@mtnz.co.nz](mailto:kate@mtnz.co.nz)  
Postal Address: PO Box 1413, Wellington 6140  
Courier Address: 52 Kenya Street, Ngaio, Wellington 6035  
Conference Webpage <http://www.mtnz.co.nz/conference.htm>

### Host – AMDRAM Musical Theatre, Wanganui – Contact: Edwynna McDonald

Mobile: 027 360 1335 Email: [edmac@xtra.co.nz](mailto:edmac@xtra.co.nz)

**Registration Process** - Please use the conference registration form enclosed – one per person. Or alternatively email Kate ([kate@mtnz.co.nz](mailto:kate@mtnz.co.nz)) to receive the form electronically or download it from the MTNZ website [www.mtnz.co.nz](http://www.mtnz.co.nz). There will be both PDF and MS Word versions available. You can save the Word version to your computer, type in the form and send it electronically to Kate or copy and paste the registration form into an email. If you are using direct credit into the MTNZ bank account, can you please make sure your name or society/company name is there so it can be identified – thanks.

**Seminars and Forums** - You are required, please, to indicate seminar and forum choice when you send through your registration as it is very difficult to allocate rooms, which vary in sizing, if we don't have the confirmed numbers. Please note, we are also offering some Friday night forums for the first time at conference.

**Car Parking** for conference guests is available and there is plenty of it.

Google map for the Wanganui Function Centre, 21 Purnell Street

[http://maps.google.co.nz/maps/place?hl=en&qscr=1&nord=1&rlz=1T4ADFA\\_enNZ441NZ441&gs\\_upl=&bav=on.2,or.r\\_gc.r\\_pw.&biw=1366&bih=536&ion=1&wrapid=tlif131456728263010&um=1&ie=UTF-8&q=race+course+function+centre+wanganui&fb=1&gl=nz&hq=race+course+function+centre&hnear=0x6d6ab8747e76634b:0x500ef6143a39932,Whanganui&cid=10003450190154553271](http://maps.google.co.nz/maps/place?hl=en&qscr=1&nord=1&rlz=1T4ADFA_enNZ441NZ441&gs_upl=&bav=on.2,or.r_gc.r_pw.&biw=1366&bih=536&ion=1&wrapid=tlif131456728263010&um=1&ie=UTF-8&q=race+course+function+centre+wanganui&fb=1&gl=nz&hq=race+course+function+centre&hnear=0x6d6ab8747e76634b:0x500ef6143a39932,Whanganui&cid=10003450190154553271)

## Dress Codes For Functions

**Friday Night: The iTICKET Night at the Races** - start the conference off at The Wanganui Function Centre, 21 Purnell Street, overlooking the Racecourse. **Theme:** Dress for the races or just wear your poshest hat.



**Saturday Night: The Origin Theatrical & John Herber Showboat Moonshine and Whisky Hour** with grits and cornbread, accompanied by old Dixieland jazz in the grand saloon of a Mississippi Showboat ... followed by dinner ... and dancing the night away ....

Come dressed from **Showboat**, which is widely considered one of the most influential works of the American musical theatre or come as one of the colourful characters from the Mississippi shores of the 1880s or from **Big River – based on the story of Huck Finn**, or our own **River Queen** .... onsite at the Wanganui Function Centre, 21 Purnell Street

## Weekend Programme

*(please note that this is subject to change, a final programme will sent to you with your conference pack information in February 2012)*

### Friday 16 March

- 9am MTNZ Executive Meeting – off site at the Collegiate
- 9am Trade Show pack in
- 11am Registration desk opens at the Wanganui Function Centre, 21 Purnell Street.
- 4pm Trade show opens
- 4pm Friday Night Forums
- 5pm Friday Night Forums conclude
- 6pm Pre dinner drinks
- 7.15pm Welcome by MTNZ President and Zone Three Representative
- 7.30pm Roll call (by then everyone should have a seat) and newbie photo  
Merit Awards  
Corporate speakers who have sponsored part of conference
- 8pm **The iTICKET Night at the Races Dinner**
- 10pm Registration Desk closes

### Saturday 17 March – AGM – onsite at the Wanganui Function Centre, 21 Purnell Street

- 8am Registration desk re-opens
- 8.30am 51st Annual General Meeting of Musical Theatre New Zealand – opening speaker April Phillips and keynote speaker Karen Stephens from Kestrel Group on disaster recovery (sponsored by Musikmakers Hamilton)
- 9.45/10am **The iTICKET AGM Morning Tea**
- 10.30am Continue AGM
- 12pm Conference Registration desk re-opens for forum and seminar registration
- 12pm Conclusion of AGM
- 12pm **The Hal Leonard Australia AGM Lunch**
- 1.30pm Trade Show closes
- 1.15pm Forums and Discussions
- 2pm Conclude forums
- 2.30pm Seminars
- 2.30pm – 4.30pm – Seminar Session

## **Saturday Night**

6.30pm

**The Origin Theatrical & John Herber Showboat Moonshine and Whisky Hour** with cornbread and grits, accompanied by good old Dixieland jazz in the grand saloon of a Mississippi Showboat followed by dinner at 7.45pm ..... then dance the night away.

## **Sunday 18 March**

9.15am

Enjoy a wee pint of Ireland's finest at the "**Upside down St. Pat's Day Irish Breakfast**" at the AMDRAM rooms.

10.30am

**Tour of the Royal Wanganui Opera House**

## **MTNZ Training Session One – Friday Night Forums and Discussion – 4pm – 5pm**

### **Forum 1F - Ticketing – what are your options?**

**Facilitated by Ross Benbow with Reece Preston from iTICKET**

Discussion on smaller companies and an overview of the larger companies, benefits of both, followed by an open forum from the floor about any other ways societies are doing their bookings and what works for them.

### **Forum 2F - Props Management – Getting organised for your show**

**Facilitated by Rochelle Nicholson**

Topics for discussion include getting started, talk to your director, sourcing props, pack in, production week, run of the show and pack out.

### **Forum 3F - Going Digital – implications for your wireless microphones**

**Facilitated by Dale Henderson**

If you have heard that there will be issues using radio mics in the future due to the 'Digital Switch off', but cannot understand the technical speak about what this means for your society, then come along to this briefing. There will be a low tech overview on what is happening (Digital Switch off for dummies), aimed at those members who have a limited technical background. If you have more of a technical understanding then we will have documentation and a discussion on the best way forward. Background reading can be found at [www.wunz.co.nz](http://www.wunz.co.nz)

### **Forum 4F - Social Media – how to tweet and set up a Facebook page for your society (basic level)**

**Facilitated by Tracy Holmes and Ruth Love**

## **MTNZ Training Session Two – Saturday Afternoon Forums and Discussion - 1.15pm – 2pm**

**Forum One – Disaster Recovery – what can your society do?** Further and more indepth discussion from keynote speech at AGM on disaster recovery for incorporated societies – sponsored by Musikmakers Hamilton.

**Facilitator: Ngaire Holmes**

**Panel: Karen Stephens, Director, Kestrel Group**

### **Forum Two – Lighting Effects on Costume**

**Facilitator: Allan Nagy**

**Panel: Kaarin Macaulay and Martin Searancke**

**Discussion:** How lighting affects and changes the look of fabric and colour on stage and how to make good use of colour and fabric not matter what size the venue.

### **Forum Three – Society Discussion**

**Facilitator:** Dale Henderson

**Panel:** Ian Reid, Helen Horsnell, Bruce McDowell

**Discussion (only some topics maybe discussed given the time frame):**

- ☞ Selling your organisation/show to a venue as a co-promotion, to share the risk – there are benefits from doing this which are more than just reducing your financial risk.
- ☞ Strategic stuff – does your society have a process around show selection and director selection ? – or is this decision made on the basis of which show the Committee all want to have starring roles in ?? Benefits from having a show programme set two or more years in advance (eg. marketing etc)
- ☞ Developing local talent – breaking the myth that 'because they are out of town they must be good'. Balancing the desire to bring in a professional to make this show 'better' versus a long term approach to cast locally, and develop local talent. This can also go for members of the production team (eg director, choreographer, lighting and sound designers and operators).
- ☞ Working collaboratively. Nationally we must have a huge range of 'production' equipment that sits in cupboards 30 weeks of the year. (costumes, lighting, set, sound) If we work together, we could have a system where this can provide our societies a return through hiring to other societies ... and save us money by charging less than the commercial suppliers. This has been discussed before, but how can we make this a reality

### **Forum Four – Entertainment Technology and Technical Forum**

**Facilitator:** Grant Gilbert, President ETNZ

**Panel:** Graeme Philip, David Bosworth, Deane Philip, Stuart Mitchell

**Discussion:** An opportunity for the more technically inclined conference attendees to hear about the latest updates in technology, ETNZ, health and safety, fire retardants and to have a catch up about what is happening in the technology side of the industry. Evacuation procedures of venues and small venue maintenance.

### **Forum Five – From Page to Brain to Stage**

**Facilitator:** Lesley Reid

**Panel:** April Phillips, Richard Marrett, Jane Keller, Karen Ruske

**Discussion:** Everyone's got a great idea, but how do you turn it into a show? How to interpret from a script – dialogue, a character, song and dance, and putting your creativity on the stage through your cast and crew - from a director, writer, musical director, choreographer and performer point of view

### **Forum Six – Your Lighting and Sound Equipment and How to Best Use It**

**Facilitator –** Ross Benbow

**Presenter –** John MacGibbon & Callum Brieske - ML Consultants

**Discussion -** Lighting and sound for committee members and those society members who find the world of sound and lighting equipment (and climbing up a ladder) a little daunting ☺

*All forum sessions are designed to be a discussion of like-minded or interested people and will have a facilitator/s and/or a panel who are either involved or work professionally in the theatre and entertainment industries. Please come to the forums ready to participate and share ideas. This information is correct at the time of printing and MTNZ reserves the right to change seminar presenters, forum panel members and facilitators if the need arises. If you have any specific topics you would like discussed in any of the forums listed above please email it through to [kate@mtnz.co.nz](mailto:kate@mtnz.co.nz) or fax 04-479-5171*

## **MTNZ Training Session Three – Saturday Afternoon**

### **Seminars 2.30pm – 4.30pm/5pm**

**Seminar One: Youth Theatre - As Whitney Houston sings: 'I believe the children are our future, teach them well and let them lead the way!'**

**Presenter: Sonya Aifai, Napier Operatic Theatre School**

**Content Covered:** Do you have dwindling membership? Do you have only 1 lighting man who needs a rest? Do you need an injection of income? YOU NEED TO START A THEATRE SCHOOL! This seminar will provide a framework for you to develop your own theatre school and enhance your existing theatre group

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**Seminar Two: Insurance for MTNZ Members**

**Presenter: Rick Behague, AON Insurance**

**Content Covered:** Discussion and presentation from Rick Behague, Aon Insurance regarding the challenges facing the insurance industry and local theatre groups due primarily to the increased costs of purchasing insurance as a result of natural disasters. What can you do to minimise costs?

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**Seminar Three: Sound Design**

**Presenter: Terry Molloy, White Audio**

**Content Covered:** This seminar will be split into two parts – the first hour will be an interactive discussion on overall production planning and execution from the sound designers perspective and working with other production departments (ie: directors, musical directors, lighting designers, props & costumes) and how to make the best utilisation of a busy and sometimes stressful time, leading up to opening night. Ideas and suggestions from a sound designer's perspective, when looking at the overall production from initial planning meetings to opening night. The second part (hour and a half) will be an advanced audio system design solutions, using analog and digital equipment.

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**Seminar Four: Programming Your Show – Lighting**

**Presenter: Martin Searancke, LightFactory**

**Content Covered:** This is a detailed look at how to program the lighting for a show with an intended audience of both Lighting people and Directors. An often time consuming and frustrating part of the production week, programming your show is also one of the most creative times in the theatre. This forum is intended to help bridge the gap between what the Director wants and what the Lighting Designer feels can be achieved in the time available. The following topics will be covered:

- Essential prep work before programming a show
  - Terminology (Tracking / Non tracking, Preset, Mark Cues, Block Cues, etc).
  - Knowing your console
  - Palettes are more than just colours
  - Intelligent lighting (it is slower to program)
  - Cleanups
-

**Seminar Five: Dying is easy, Comedy is Hard**  
**Presenter: April Phillips**

**Content Covered:** Getting Laughs: Comedy for actors and directors including technique and the demands of comic playing

- Types of Comedy and how to approach them
- What makes something funny
- What kills comedy
- Individual interpretation on a scene
- How to execute humour the way the writer intended
  - Including:
    - Watching and analysing some comedy scenes
    - Group scene preparation and presentation
    - Improv exercises

Being funny is a serious business!

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**Seminar Six: Vocal Techniques for Musical Theatre Performance**  
**Presenter: Jane Keller (singer, teacher, entertainer)**

**Content Covered:** The seminar will look at two fundamental musical theatre singing techniques. “Twang” is a vocal quality that sounds as if you are belting in your high register. It is loud and safe. Speech quality is a wonderful technique for high voices to make a fuller sound in their low register. Everyone will sing together and get a chance to try out these techniques. Some volunteers will get individual tuition.

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**Seminar Seven: Scenic Art Workshop**  
**Facilitator: Doug Simpson – Wanganui Opera House**

**Content Covered:**

- Scaling, dealing with large cloths and flats
  - Different types of paint and how to make proper scenic paint.
  - Perspective and tromph oliel
  - Various methods and techniques, tools and materials.
  - Dealing with designers, directors and critics
- 

**Seminar Eight: Copyright Holders Forum**  
**Facilitator: Lesley Reid**

The copyright holders will discuss the most commonly asked questions and they also invite you to send in your questions/queries to Facilitator – Vice President Lesley Reid ([lesley.reid@xtra.co.nz](mailto:lesley.reid@xtra.co.nz)) that you would like discussed. This format will allow them time to prepare and research some really good answers for you. This would also give the copyright holders an idea of what the main issues are prior to and where the focus of the forum should be at. Further Q&A if time permits.

The forum panel will have representation from the following companies:

- ☞ APRA, Auckland
  - ☞ David Spicer Productions, Sydney
  - ☞ Hal Leonard Australia, Melbourne
  - ☞ Origin Theatrical, Sydney
  - ☞ Dominic Drama (TBC)
  - ☞ Playmarket, Wellington (TBC)
  - ☞ Play Bureau New Plymouth (TBC)
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**Seminar Nine:            **Costume Workshop Management****  
**Facilitator:             **Kaarin Macaulay, Head of Costume Construction – Toi Whakaari****

**Content Covered:**

Kaarin will present a session on Costume Workshop Management - from looking at the play to understanding wardrobe requirements from pre-production through to storing the costumes after the production. She will provide a CD of templates to help you in your wardrobe planning and there will be an opportunity for chatting about suppliers and common wardrobe issues

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**Seminar Ten:            **Musical Direction - strategies and practical tips for obtaining a tight, professional sound from your ensembles - vocal and orchestral.****  
**Facilitator:             **Richard Marrett – Head of NASDA, Christchurch****

**Content Covered:**

A fascinating look at vowel-matching, articulation, attack, cut-offs, intonation and the like.

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**Seminar Eleven – Society Finance Seminar**

**Facilitator:    **Kevin Maddern****

**Panel:         **Kaye Wishart, Len Speir, Markham Lee****

**Discussion topics include:**

- 1        Audit vs review – why the change and what your society needs to know – Markham and Len
- 2        Charities Commission and Society constitutions – Markham and Len
- 3        Encourage use of order books when purchasing on behalf of organisation
- 4        Reimbursements to people who have purchased on behalf of organisation
- 5        Use of credit cards - useful for some overseas payments, as well as other purchases (signatories only to hold a card)
- 6        Payments through payroll
- 7        Software used by societies (MYOB) – how to maximise reporting
- 8        Membership (use liquor licensing laws to insist all cast and crew become financial)
- 9        On-line banking – great for receiving membership subs, as well as paying accounts

**MUSICAL THEATRE NEW ZEALAND & AMDRAM MUSICAL THEATRE WANGANUI  
Conference 2012 Registration Form – 16 - 18 March**

**One Registration Form Per Person Attending Please**

**Name:**

.....

**Representing:**

.....

**(Society/Company/School/Other)**

**Address:** .....

*(only required if you have no email contact)*

**Contact Phone:** .....*(cell number preferred)*

**Email:**.....

Any special dietary requirements? Please specify below:

\_\_\_\_\_ Yes No

**Forums and Discussions - Please circle or tick ONE forum – Friday 4pm – 5pm**

1F	<b>Ticketing Forum</b> – facilitated by Reece Preston, iTICKET
2F	<b>Props Management</b> – facilitated by Rochelle Nicholson
3F	<b>Going Digital – implications for wireless microphones</b> – facilitated by Dale Henderson
4F	<b>Social Media</b> – how to tweet and set up a Facebook page (basic for those who have no idea but would like to use this medium to publicise shows and get info out there) – facilitated by Tracy Holmes and Ruth Love

**Forums and Discussions - Please circle or tick ONE forum – Saturday 1.15pm – 2pm**

1	<b>Disaster Recovery – what can your society do?</b>
2	<b>Lighting effects on costume</b>
3	<b>Society Discussion</b>
4	<b>Entertainment Technology and Technical Forum</b>
5	<b>From Page to Brain to Stage</b>
6	<b>Your Lighting and Sound Equipment and How to Best Use It</b>

**Seminar Session - Please circle or tick ONE seminar – Saturday 2.30pm – 4.30pm**

1	<b>Youth Theatre</b>	<b>Sonya Aifai</b>
2	<b>Insurance for MTNZ Members</b>	<b>Rick Behague, AON</b>
3	<b>Sound Design</b>	<b>Terry Molloy</b>
4	<b>Programming Your Show - lighting</b>	<b>Martin Searancke</b>
5	<b>Dying is easy, Comedy is Hard</b>	<b>April Phillips</b>
6	<b>Vocal Techniques</b>	<b>Jane Keller</b>
7	<b>Scenic Art Workshop</b>	<b>Doug Simpson</b>
8	<b>Copyright Holders Forum</b>	
9	<b>Costume Workshop Management</b>	<b>Kaarin Macaulay</b>
10	<b>Musical Directing</b>	<b>Richard Marrett</b>
11	<b>Society Finance Seminar</b>	<b>Markham Lee, Kaye Wishart, Len Speir, Kevin Maddern</b>

**MUSICAL THEATRE NEW ZEALAND & AMDRAM MUSICAL THEATRE WANGANUI  
Conference 2012 Registration Form – 16 - 18 March**

**Registration Fee Schedule** (all fees include GST – please tick the appropriate boxes):

**Forum and Seminar Attendance Only**

**\$20 for MTNZ, EVANZ, DANZ & ETNZ members, \$30 for non members**

This fee includes Friday and Saturday Forums and Saturday seminar – this fee does not include catering. MTNZ members is any person who is a member of a MTNZ Society, or works for an Education or Corporate member.

**iTICKET Night at the Races – Friday Night Function Only**

\$45 per ticket

**Annual General Meeting of Musical Theatre New Zealand – Saturday – includes morning tea and lunch**

\$35 per ticket

**The Origin Theatrical & John Herber Showboat Moonshine and Whisky Hour - Saturday Night Function Only**

\$120 per single ticket

**Sunday Morning Upside Down St Paddy's Farewell Breakfast**

\$10

Amount Enclosed: \$ \_\_\_\_\_

Or

Amount Transferred: \$ \_\_\_\_\_

Please send your registration form and cheque to:  
Musical Theatre New Zealand PO Box 1413, WELLINGTON 6140

Or alternatively transfer payment to:

Musical Theatre NZ Incorporated, Westpac – 318 Lambton Quay, Wellington  
030-502-0912-552-00 – please include your name as a reference if making a deposit directly into the bank

**Please note the following:**

- ❖ Receipts will only be sent if requested
- ❖ If attending separate functions, you will need to register upon arrival and pick up your lanyard as this is your entrance ticket into all functions/seminars/forums etc. – thanks.

If you have any questions about the registration form, please contact:

Kate Ghent – Administrator Email: [kate@mtnz.co.nz](mailto:kate@mtnz.co.nz)

Phone: 04-479-5911 Fax: 04-479-5171 Cell: 027-203-3899