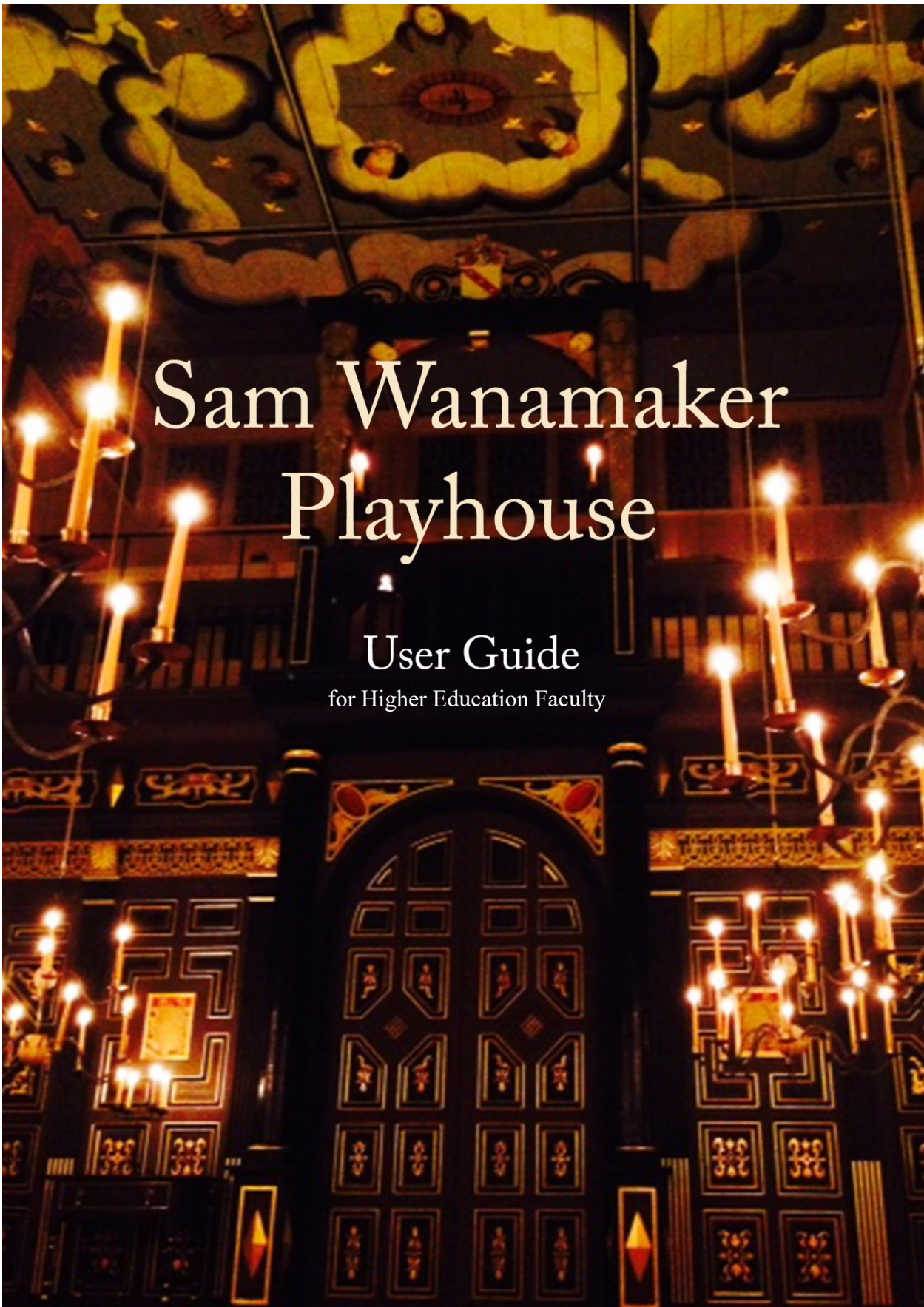


The background image shows the interior of the Sam Wanamaker Playhouse. The ceiling is dark with large, stylized, golden-yellow clouds and small stars. The walls are dark wood with intricate carvings and painted details. Large, ornate chandeliers with many lit candles hang from the ceiling, casting a warm, golden light. In the center, there is a large, arched doorway with a grid of small, square panels, each containing a different figure or scene. The overall atmosphere is rich and theatrical.

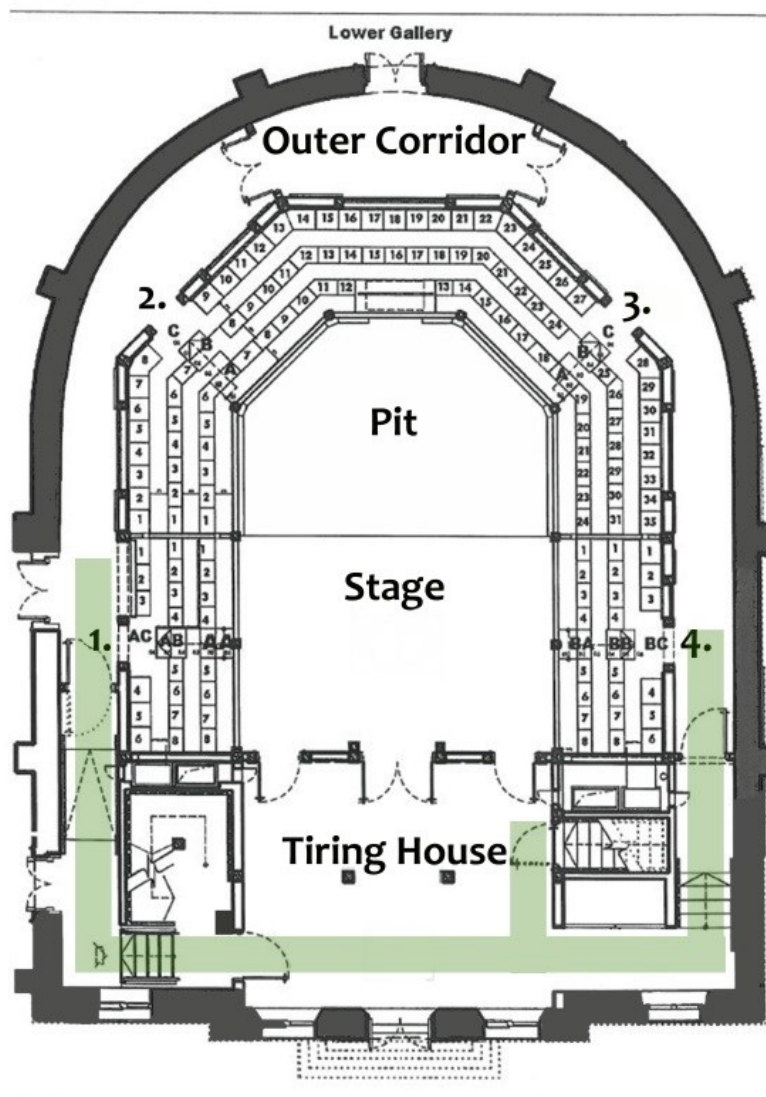
Sam Wanamaker Playhouse

User Guide
for Higher Education Faculty



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SHAKESPEARE'S
GLOBE

SWP Layout



The Pit	This is the audience level below stage level, in front of the stage only.
The Lower Gallery	This is audience level at the stage level on three sides.
The Upper Gallery	This is audience level looking down on the stage on three sides.
The Lord's Boxes	These are the bays next to the stage on both the Upper and Lower Gallery.
Musicians Gallery	This is on the Upper Gallery level at the back of the stage, this is where musicians are situated, but can also be used by performers and in some cases up to eight audience members on each side in two rows.
Tiring House	This is the backstage area at the stage level.
Fencing School	This is above the stage and is where ceiling traps are operated from and where lines can be flown from.



SWP Rules & Guidance

The following instructions will be read out to all groups on their first time in the Sam Wanamaker Playhouse.

1. Stage:

- a. Because of wax/dust build up on stage, watch out for slipping.
- b. Be aware of the edge of the stage.
- c. Do not jump off the edge of the stage, there is a ledge to get up and down CS & steps either side.
- d. Watch out for the low beam when exiting into the Pit and the step down to the exit.
- e. No food or drink on stage or in the Tiring House. Only water in bottles to be kept in the stairwell SL.
- f. Please don't stand on the seats in the auditorium.

2. Lighting:

- a. Please note there is a touch screen control panel for the lights, please do not touch. It will be set up for other groups and this could result in erasing lighting cues for a performance.
- b. Please contact a member of Higher Education staff if the lighting is not the standard SWP lighting.
- c. Never turn the lighting panel off or on. It should always be left on.

3. Housekeeping:

- a. You need to make sure the space is clear and as you found it at the end of your session.
- b. Please make sure all doors are closed and personal items/handouts are removed.
- c. Do not use items found within the Tiring House, as these may be props and set from the current season.
- d. Photographs can be taken in the theatre provided there is no one onstage.

4. Fire exits:

- a. Head out through Pit entrance and on through the Main Foyer doors.
- b. SR of Tiring House is a fire escape which opens onto New Globe Walk.
- c. SL stairwell behind red fire doors. From there, head all the way down, and out through the door by Stage Door Gate.
- d. Muster point is Tate Community Gardens on Bankside.

5. Facilities:

- a. Nearest toilets are next to the shop.
- b. Nearest water point is at the café or next to the Information desk.
- c. If you are in need of a first aider, please contact the Welcome desk who will be able to radio FOH or Reception.
- d. If you are working out of hours please contact security who are onsite 24 hours a day. They can be found by the glass doors and in the Main Foyer.

6. Finally, if working with candles:

- a. Don't get too close.
- b. Don't lean on pillars because of the sconces.
- c. Keep an eye out for other people.
- d. Be careful of costume, especially scarfs or floaty bits.
- e. Make sure you're not under a chandelier when it is moving.

- f. Only wear Globe sanctioned hair product.
- g. If in doubt, blow it out.



Further Information for Faculty

Photography & Filming

Students are understandably keen to take photos of the theatre during a tour or workshop. Please allow a few minutes at the end of a session for photos so that they are not taking photos when they are meant to be listening or working. Photographs can be taken in the theatre provided there is no one onstage.

Photographs are permitted at the end of a scene sharing, and during the jig, if applicable, but not during the presentation itself.

Permission for the home institution to take photos during courses and events is to be arranged in advance with the Higher Education Management. You will be notified if permission has been granted. Permission is usually granted with the condition that Faculty are not photographed. We will contact you with a photo permission form if they would like to photograph Faculty also.

Please note that filming is **prohibited at all times** – please feel empowered to ask students or visiting faculty to stop immediately if you see them filming.

Final Scene Sharing

The Higher Education team will contact you with a '**Final Scenes Questionnaire**' to ascertain all useful information in advance of a presentation in the Sam Wanamaker Playhouse. This contains questions regarding entrances and exits, the theatre set-up, and anything unusual which might be occurring.

Please use this questionnaire as an opportunity to provide any necessary information needed for risk assessment and the safe delivery of your presentation.

Fire & Evacuation



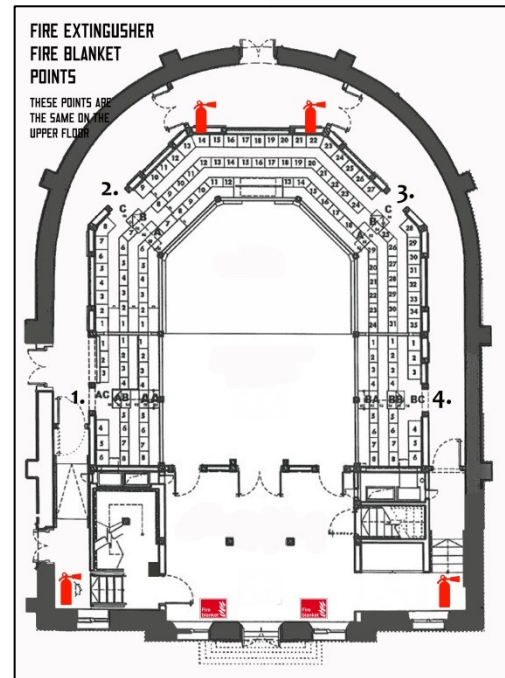
Fire Extinguishers

There are fire extinguishers located in several locations and on all levels for the SWP (see Pic A).

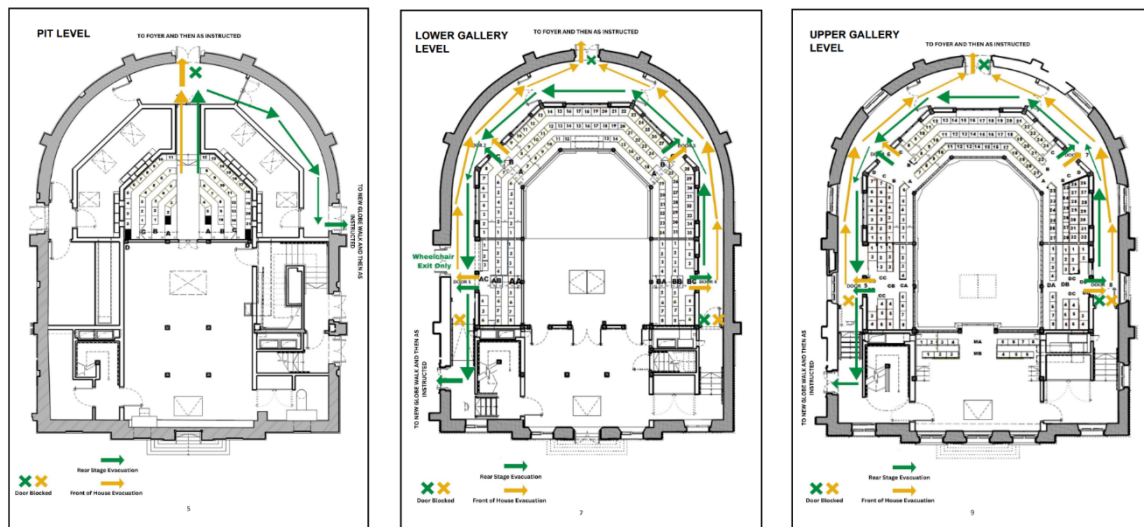
If you have not received training on the use of fire extinguishers, please do not use them, as using the incorrect type could aggravate a fire rather than control it.

Fire Exits

- Fire exits for anyone onstage and backstage is **Stage Right** side of the **Tiring House**.
- For all other routes please see picture B.
- The fire exit signs above the doors illuminate when an evacuation is in process. The signs also show if any door cannot be used during an emergency.
- **Please be mindful to keep all Fire Exits clear at all times.**



Picture A



Picture B

Evacuations

During a performance or scene sharing, Duty Managers or Globe Staff are responsible for evacuating the site. However, during a workshop or scene rehearsal, Higher Education Faculty are responsible for telling the groups to leave the space efficiently and safely, guiding them to the fire exit.

Please use the closest fire exit, rather than the way you entered a room. The muster point is Tate Community Gardens on Bankside. On arrival, you will report to the Fire Warden in charge