

Show and Rehearsal Bookings 2022/23 Explained

If you have any questions about your bookings, get in touch with us at su-arts@bath.ac.uk

Keep these booking sheets for reference, and make sure that you share them with your incoming committee members during handovers so they know what time they have booked.

PLEASE NOTE: The calendars currently sent are CONFIRMED and show and regular rehearsal bookings can no longer be changed. Some details may have changed from the provisional bookings sent out, so check everything carefully.

We know the dates and times allocated may not be exactly what you have asked for, but we have done our best to try to fit everyone in, as there are many of you wanting to book the space. This means we can't change things if you haven't got what you prefer. **Please email us to request changes only if you believe there is an error in the calendar**

How to read and use the bookings confirmation:

- The sheets list all your bookings for the year. If it isn't listed here, you do not have the time booked, so get in touch if you think something is missing
- There will be space for ad-hoc rehearsal/workshop bookings to be made throughout the year in the rehearsal rooms and event space, so this isn't the time you are limited to if you need more rehearsal or want to hold a small event. You can find out more about this in the Edge Societies Guide, or email su-arts@bath.ac.uk to ask about booking.
- Some regular rehearsal slots will shift on occasion to allow for shows or other one-off events to take place, so please check the schedule carefully and make sure you know what to expect each week.
- Any slot listed as FIRST RESERVE means that you will have the first chance at the slot should something cancel. You will not have this time unless we let you know that things have changed.
- If you plan on not using any time you have allocated, please let us know so we can cancel the slot and give someone else the opportunity to use the space.
- There is no regular rehearsals booked over holidays or exams. If you need supplemental rehearsal over this period, please get in touch with us. We may also cancel rehearsals on any additional closure dates, such as bank holidays
- Where a show booking slot is listed as "Prep", the time is not yours to use by default. This is prioritised for technical set-up, and you should speak with whoever is providing technical support for the event to know how this time will be allocated, such as when you will need to be present for technical rehearsals.
- Show and event bookings ONLY book the space out for you. You will still need to go through the event planner process before the event can take place