

# Wintershall Assembly Set Up Instructions and Running Order

## Assembly Resources (needed for the assembly)

You will need the following resources for assembly set up:

- Click this link for [Wintershall Assembly Powerpoint](#) with integrated music for projection **during** the assembly.
- A copy of each **script** will have been emailed to you in a confirmation email.

**NB to ensure smooth running of your Wintershall Assembly please could the Assembly PowerPoint be checked to avoid technical problems.**

### Set Up

1. **Open the Wintershall Assembly PowerPoint** and scroll through the slides.
2. **Three short pieces of music** are inserted onto three separate slides as follows:
  - Intro
  - Transition (between the two dramas as the first actor exits)
  - Outro (as the second actor exit)
3. **Read through the scripts** and note exits for the slide transitions and music. ***NB check that the sound works and that the volume buttons on the music inserts on each slide are fully raised for maximum sound output***

### Day of performance

#### Actors arrival and set up

1. **Actor arrives** forty minutes before assembly
2. Actor signs in and introduced to school representative who **takes them to see assembly hall**
3. **Actor introduced to computer operator (child or staff member)**. Cues agreed for music and visuals.
4. **Actor and school representative agree when dramas are to start within assembly and who will cue in**
5. Actor shown room for changing into costume, with mirror if possible!

#### Assembly running order

1. Children file in to assembly hall
2. **School representative starts assembly**
3. Staff member cues actors entrance
4. **Music 1** - Actor 1 enters hall and performs
5. **Music 2** - Actor 1 exits and Actor 2 enters hall
6. **Music 3** - Actor 2 exits
7. **Actors return to hall** to share thoughts about acting scenes from the Life of Christ, using **images** on the powerpoint to prompt. Link to Wintershall video if time.
8. **Staff member takes over to end the assembly**
9. **Image** - 'Wintershall Assembly Prayer' projected (included in Assembly PowerPoint)
10. Actor(s) changes out of costume, sign out and leave school

**Classroom Reflection Powerpoints** for use by class teacher with pupils **after** the assembly are available. Please do let us know if you would like access to these.

*Thank you for your support. Wintershall actors look forward to performing at your school.*