

ACCESS PACK



What is an Access Pack?

The Access Pack is part of our commitment to the ACE Pledge that we have aligned with in support of our neurodivergent colleagues. You can read more about it here: www.tripleperformer.uk

The Access Pack will provide you with the information you need to access our building and meet with us in a fair and suitable way that meets your individual needs. If you think that this pack can be improved in any way please email your ideas to info.tripleperformer@gmail.com.

Venue and Contact Information

Address: **16 Garrick Street, WC2E 9BA, 3rd Floor**

What 3 Words: **///works.reader.shave**

Contact Name: **Spotlight Support Team** Contact

Number: **020 7437 7631**

Contact Email: **studios@spotlight.com**

Venue Website: **<https://www.spotlight.com/>**

The Outside of the Building

Please ring the bell for entry at the front door on the right side.



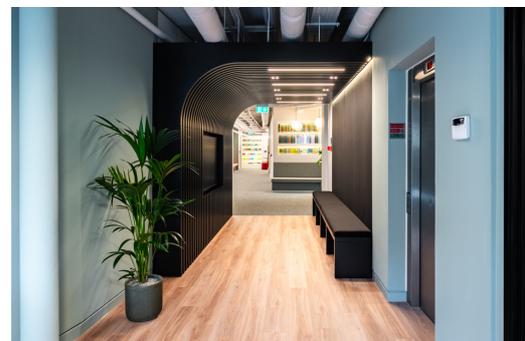
Reception and Waiting Area

This will be the first room you enter to sign in and be asked to wait.



Physical Access

The entrance to the building is street level and is an automatic door. There is a lift in the building and you can find us on the 3rd floor.



Exiting the Building

At the end of your session / audition please go back to reception to sign out and exit the building from here.

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The team that will meet and greet you



Rachel
Front of House Assistant



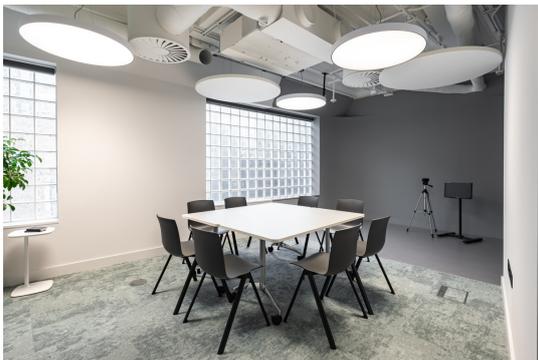
Lauren
Studio Manager



Joe
Head of Studios

Casting Studios

We have a total of seven casting studios and they are all located on the 3rd floor. After you have signed in at reception you will be directed to sit outside of your respected studio to wait to be called in by the casting team.



Quiet Space

During your time here you will have access to our designated quiet space. This will change daily as we will reserve an empty studio to serve as the space for the day. The quiet space will be listed on our digital board at reception. Should our studios be fully booked on the day of your visit you are welcome to sit in our kitchen space that is nice and quiet.

Please let us know that you are using this facility so that we know where to find you and that you aren't disturbed at other times. If you have any further questions about the space, please speak with reception who will be happy to help.

