

**Events Manual and Submission Form**

**Events Manual**

**Page 3** Children in Performance Legalistion

Maximum Days Permitted to Perform

Breaks in Performances

Stage Performances

**Page 4** Stage Performances cont.

**Page 5** Copyright

**Page 6** Planning

Venue Hire

Theatres

**Page 7** Above cont.

**Page 8** Next Step

Page 9 Development

**Page 10** Development Continued

**Page 11** Development Continued

**Page 12** Development Continued

**Page 13** Show Day

**Page 14** Submission Form

**Children in Performance Legislation**

Your first priority needs to be the legislation governing children in performance.

**Contact your local Child Protection Officer for up to date guidelines and ad**vice.

**Background:**

**Maximum Days Permitted to Perform**

A child may not take part in a performance, or rehearsal, on more than 5 days in 7 day period for Broadcast or Recorded Performances

A child may not take part in a performance, or rehearsal, on more than 6 days in any 7 day period for Other Performances

For a combination of broadcast/recorded and other performances, the limit for a child’s performances is as per broadcast and recorded performances: no more than 5 days in any 7 day period. There is no prohibition on Sunday performances.

**Breaks In Performances**

Where a performance licence is granted for 60 days or more there must be a 14 day break after 8 consecutive weeks of performing

During the break period a child must not take part any: Performance, rehearsal, employment of any form

**Stage Performances**

Earliest/latest times at the place of performance or rehearsal

Age Under 13yrs: 10.00am – 10.00pm

13yrs and over: 10.00am- 10.30pm

A child shall not be present at a place of performance or rehearsal more than 30 minutes after the end of his/her part or the latest time permitted (see table above)

In exceptional circumstances, if a child’s presence is required in a performance after the latest time in the table above, the child must not be present at the place of performance later than 11pm; on not more than 3 evenings in 1 week and not on more than 8 evenings in 4 consecutive weeks

Whilst it is appropriate for the production to be advised of the time children should be off stage we recognise that from time to time circumstances prevent the child’s performance from finishing on time. If this becomes a regular event of more than 30minutes after the anticipated closure time you should contact the officer responsible.

* A child must not take part in a performance that lasts more than 3 ½ hours
* A child’s part or total appearances must not exceed 2 ½ hours
* If the child attends school for the whole day-a child must only appear in 1 performance or rehearsal
* If the child does not attend school for the whole day- a child must not appear in more than 2 performances or 1 performance 1 rehearsal
* Maximum 6 days performances in a 7 day week (NB. Medical required if for 6 days and performances required more than 1 week)
* Where a performance licence is granted for 60 days or more there must be a 14 day break after 8 consecutive weeks of performing
* There must be an interval of at least 1 ½ hours between the two performances, or rehearsals in one day. This period may be reduced to 45mins on 2 days in a week, providing the child is not at the same place of performance for more than 6 hours
* If a child has taken part in a performance or rehearsal on the previous day there must be a break of at least 14 hours before s/he is again present at such a place. For example, if a technical rehearsal continued until 10.30pm a thirteen year old must not attend for a dress rehearsal until at least 12.30 pm the following day.
* Children must not take part in any other employment on a day of performance or a day after performance
* Suitable arrangements must be made for transport of children to and from the place of performance. The age of the child must be taken into account when making these arrangements and children should be accompanied by their parents where appropriate

*\*See NNCEE (National Network for Children in Employment & Entertainment) – Most recent edition available on Razources – dated May 2016.*

**Copyright Information**

**Copyright is your responsibility!**

**We want to video our next show. Are we allowed to do this?**

If it is a full musical the short answer is ‘no’. There is practically no chance that you can do this legally. However if you are only distributing the recordings to parents and your show is short excerpts as opposed to a full musical and the choreography is original, it should be ok.

**What is the legal position when we do excerpts from a show, in a concert, for example?**

* You cannot perform an excerpt from a show or play without permission, even to an invited audience. In general, you may perform “Songs from the Shows” without permission under certain conditions:
* You may not perform more than 25 minutes of songs from any one show
* You may not wear the costumes associated with the show – that means that if you want, for example, to do “The Farmer and the Cowman” from *Oklahoma!* you may not wear “Western” type clothes
* You must perform the whole, or most of the concert on a fixed set, which is not the set appropriate to the show(s)
* Scenic effects must be limited to the use of either a single prop and/or a backcloth or a piece of scenery, or lighting effects, not based on the work from which the songs are taken

In this case, performing rights are payable to the Performing Rights Society. The Hall or Theatre is usually licensed for this.

**What would happen if we were to alter dialogue or music without permission?**

You may be lucky and not be found out. However, you should realise that the rights holders do employ representatives to travel around the country to watch shows that are licensed. You may be certain, that if you have altered, in any way, the show you have been licensed to perform, that the show will be cancelled. If this should happen to your society, you will have no redress for any losses you may incur. Indeed, what could then happen is that your society will not be granted a license to perform any other show held by the company who issued the license for the show that has been cancelled.

**What about concerts? Can we perform excerpts from a show?**

* Well, yes and no. You can certainly perform an excerpt from a musical show provided that:
* The venue has a PRS licence
* The excerpt is not representative of the show i.e. not in costume
* Is not staged so as to represent the original show
* Does not exceed 25 minutes

**Planning, Venue Hire, Theatres**

* **Capacities** – Audience / Performers / Chaperones

Seating capacity for audience AND number of performers allowed backstage.

Consider the number of performers that is realistic on stage, every child needs to be seen- EVERY CHILD MATTERS.

Do you need a rise at the back of the stage for static numbers?

Think carefully about the ratios:

Numbers of performers and therefore required chaperones back stage.

Under 8s 1:8 Over 8s 1:12/15-MAX

Audience – each child will want to bring lots of family, and it is really good not to limit tickets for parents (a lot of schools have to do this). Due to the number of Grandparents that pay fees and ‘split’ families it is really nice to allow families to purchase as many as they like on a first come first served basis, where possible. You may need to organise a matinee performance with well scheduled breaks, or two evenings to meet demand.

* **Ticketing options**

Can the theatre create / sell tickets for you? Do not underestimate the logistical nightmare of dealing with hundreds of ticket sales. This way all the responsibility is passed on, it looks professional and gives you more time. Get the theatre to run the Box Office for you. You will be charged a commission so make sure you work this into the final ticket price.

Get the theatre to print all of the tickets (Manifest). There will be a small fee for this.

* **Backstage facilities**

You must have sufficient space for all of your performers, as well as suitable toilet facilities. You must see these. Boys and girls need separate changing areas and toilets. Are there any potential hazards? You must risk assess all areas.

* **Staffing**

Does the theatre provide a stage manager / lighting technician / sound engineer? Front of house staff? At what cost?

* **Theatre facilities – Lighting and Sound**

Check to see what lighting rig / sound desk will be available and personnel to run these. Cd, Minidisc, other?

We recommend paying extra for tabs when using a lot of children.

We recommend a good lighting rig with spots. UV’S and smoke can all be fun and add a certain professionalism to your show. Moving heads, mirror ball, strobes, star cloth back drop….These all come at an extra cost though.

Ask about Microphones available.

* **House Keeping**

Ask your venue who is responsible for this? Announcing: Fire Exits, Toilets, Strobe Lighting, No filming………

* **Compere**

A good compere is worth their weight in gold. They can fill the gaps whilst you deal with getting children on and off the stage safely.

**Hotels**

Hotels tend to be the best option for charity performances because there is a possibility of getting the venue free of charge. You need to ensure all ticket sales go to the charity after essential expenses. The nominated charities should be the Razzamataz Future Fund and a local charity. As a franchisee you are expected to contribute a minimum of £300 biannually to the Future Fund.

Give the hotel 10-12 months notice. Organise a meeting with the ‘Events Organiser’ or similar position. Attend the meeting dressed smartly with all information on the charity (Razzamataz Future Fund & chosen local charity) and all promotional materials on the school itself. The best time to request the hotel FOC is avoiding their traditionally busy periods; Christmas Party nights, wedding season. We suggest April or October times.

* **Tickets/Poster/Programmes**

Our designer, David, can do these for you at a small charge (although it is for charity we cannot expect David to do the whole Razz network FOC). You should always get approval from HO (examples on Razources) and use the charity register number on all promotional materials. These should be produced 3-4 months in advance.

* **Chaperones/Backstage**

As theatre instructions

* **Technical**

You will most probably find hotels are very basic. We recommend you try to recruit a DJ free of charge. He / she will be promoted on all press releases and promotional materials. Write to a local company that hires out lighting and a small PA on the same conditions as the DJ, or the DJ may also have these.

* **Host**

You MUST have a compere for this ‘Cabaret’ Style Show. This will be a relaxed informal event with an open bar.

* **Seating Plan**

We recommend round tables, the hotel should be happy to dress them ‘basically’, white linen. You should aim to ‘Razz it up’ with pinks and purples- napkins, balloons, place Razz flyers and all PR materials of those companies that have helped you out on the tables along with goodie bags (optional).

* **House Keeping**

Ask your venue who is responsible for this? Announcing: Fire Exits, Toilets, Strobe Lighting, no filming………

**Next Step**

* **Set your budget:**
* Chaperones: Minis/Juniors 1:8 Inters / Seniors 1:12. All chaperones must hold a DBS/ PVG and in some cases a Chaperone License. We recommend £50 per chaperone for a full day.
* Stage Manager: expect to pay £100
* “Runners” x 2 £50 each
* Theatre/Venue
* ‘Extras’: spotlights, operators, pyrotechnics, star cloth, extra mics, boom mics, smoke, strobe lighting….
* Marketing materials: tickets, posters, programmes
* Photographer
* Compere

When you have completed your budget, then you can price your tickets correctly.

**Congratulations....you have the beginnings of a show!**

**Development**

**Chaperones**

All Chaperones must hold a current DBS/PVG. They should be provided with a pack of information. They must all read and sign a copy of our Child Protection Policy in advance of the show. They will need to be assigned to a group of performers, be provided with a list of student names, a checklist of their tasks, running order, costume lists. This needs to be prepared for them in advance and you need to organise a chaperones briefing on the day of the show before students arrive, ensuring they are aware of our sign in and out procedures and fire evacuation.

**Child Protection**

Contact your local Child Protection officer and discuss your event after bookings have been made.

**Communication**

Some, or most venues are not adequately equipped for large volumes of children backstage. You must ensure that the children have enough space and that your chaperones can communicate with the stage, this may mean having a set of WALKIE TALKIES if there is no intercom system.

**Content – also see copyright information**

Have a meeting with your teachers to set the show content. This needs to be no less than six months in advance. The show needs to have at least one pop song, one commercial street dance and a ‘mini musical’ for most groups.

If you wish for a member of staff, Principal or another performer to perform in your show they must not perform for more than a typical 3 minute piece. The emphasis for your Razz show must be on the children.

* Doors Open 6:30pm
* House Opens 7pm
* Housekeeping announcement 7:30pm
* Act 1. This could feature the Minis (one small section enough) and must have the Juniors (more as they will not appear in the 2nd half)
* Overture then Opening Number: Group Song-All cast Lively Pop or Musical Theatre
* Compere Short history of the company and school
* Juniors Dance
* Solo

And so on….

**Act 1 Finale**

You may wish this to be Juniors only

Interval 20 minutes

**Act 2.** Content should be of a much higher standard now. Still a mixture of musical theatre and pop, perhaps a monologue and physical theatre piece.

Opening

Grand Finale and bows should be lively and leave the audience wanting more!

To finish NO later than 10pm!!

**Costumes / Props**

You can give examples to parents of websites, or pictures of requirements, to source their own. It’s much easier for them to purchase them than you trying to fit 100!  Again, keep it SIMPLE!

Have a look at: Starlite, Dance Direct

or register with www.ids.co.uk

Primark / Matalan can also be fabulous for costumes!

All students love to wear a costume, but the key here is simple but effective. Plain coloured T-Shirts are great and cost effective. Add a sequin hair band for instant 70’s look.

Uniform can also be used – Razz hoodies and joggers look great in a street dance.

Keep props to a minimum. A few basic items can go a long way.

Using all of our uniform range is a great way to ensure all of your students attend class in appropriate clothing!

**‘Belongings in a box’**

Ask parents to purchase a small storage box and ensure they clearly mark it with their child’s name and group, as well as marking all their clothes individually. Chaperones can help arrange the clothes so they are in order for the show. When a child removes an item of clothing/finishes with a prop it goes straight back into their box, this will help to avoid items

being lost and to avoid a mass of items being left all over the floor which could potentially be a hazard. Boxes are more effective than bags.

**Dressing Rooms**

All students must be assigned to a dressing-room AND chaperone. Remember boys and girls over the age of 5 MUST have separate changing facilities.

**DVD**

Recruit a good local recommended company. Ensure they are DBS/PVG checked. Ensure none of your students have ticked the box stating they wish not to be filmed. Your annual performance should be end of your Summer Term, avoid holding this during your winter term always!

**Extra Essentials**

You will need to prepare a box of extras to take to the theatre. This should include combs, hairspray, safety pins, hair grips / bands, bin bags and any other bits!

**First Aid**

Please ensure there are at least two first aiders on site and that your team know who they are and where they will be located. You must have easy quick access to a First Aid box and Accident Report Book.

Find out who is responsible for First Aid at your venue.

**Handout - Parent/Guardians**

To be given to parents at least 2 months prior to the performance:

* Costumes- keep them simple but effective. See ‘Belonging’s in a Box’ in Props / Costumes.
* Rehearsals
* Timings
* Ticket costs and any restrictions
* Filming / Pictures
* Performance licenses

**Insurance**

You will already have Public and Employers Liability in place. You must call your insurance company and make them aware of the event, number of children involved, audience members and any special effects involved (Pyro-techniques?)

**Performing Licences – see Child in Performance Laws and recap rules.**

You must liaise with your local child welfare officer, parents and HO regarding these**.**

You must ensure prior to your performance that no child requires a licence, however this is covered in our Terms and Conditions, just simply remind parents on your ‘Show handout’.

We recommend you call your Minis and Juniors in for the HALF HOUR call **ONLY** and sign them out at the **INTERVAL** This ensuring we don’t break any laws and that the child is well rested.

**Personnel – Stage Manager / Runners / Front of House**

You will require a good Stage Manager. One of your teachers would be a good person to do this – they know the material. You will require someone on props, & someone on mics as well as a runner or two. Front of house may be provided by the Venue.

**Production Day Schedule**

You must draw up a timetable for technical rehearsals / dress rehearsals for the day ensuring students (and staff!) are given sufficient breaks.

You will need to create lighting cues, full track lists and have a full script available for your stage manager and other staff technical staff with appropriate information (e.g. light / sound / props / staging etc.)

There are up to date examples on Razources.

**Promotion**

* **Photographer**

Always invite your local press photographer in, give them at least 7-10 days notice.

* **Posters**

Examples on Razources. Do not use too much text. Bright and colourful with all essential info only.

* **Press Releases**

Examples on Razources. These should be sent before and after the performance.

* **Review**

Invite your local editor in to review the show, send them complimentary tickets and complimentary drinks are a nice touch. If they cannot review the show get a friend/teacher to do it and send it in. Get testimonials from parents and kids-great to sell your business!

**Programmes**

All the students (and their parents) like to see names in a programme, and it is a nice way to say thank your teachers. They will quite often take a programme into school to show to their teachers and friends, which is great advertising for you in addition to has a small amount of additional income.

Contact David at [info@dbgraphics.co.uk](mailto:info@dbgraphics.co.uk) to create a programme. There are many examples available from Razources.

**Raffle**

Great way to fundraise. Letters should be sent to all local shops, salons, clothes wear outlets etc explaining the event and charity. Most companies will donate a voucher, box of chocs….

Please do not charge anymore than £1 per strip of raffle tickets.

If you have an outstanding prize this should be auctioned. Please speak to HO about this.

**Risk Assessment**

You must ask to see a copy of the venues risk assessment.

You will also need to complete a risk assessment for the venue for your activities, if you notice any potential hazards you must put control measures in place.

Getting students on and off stage can cause lots of traffic issues. You must organise this safely and ensure students, staff and chaperones are all aware of entrances and exits. Use **laminated cards** for groups i.e. (Carlisle Juniors) this way, Chaperones can hold these cards up without having to raise their voice for their group.

See Razzamataz Theatre Schools Fire Evacuation procedure available on Razources, ensure you have copies of the venues.

**Signing In and Out**

You must plan your Chaperones itinerary well, especially if having multiple schools. Sign In and Out desks should be set up and displayed well; CARLISE SIGN IN, DUMFRIES SIGN IN …….

Sign In and Out times should be staggered.

Ensure your chaperones know all information.

**Sound**

Ensure you, as Principal, have copies of all of the music / sound effects required for the show, do not rely on your staff to bring music.

Check the format required – MP3/ WAV, CD, Mini Disc. You may need to visit a studio to put this together and always have a **BACK UP**!

**Implementation – Show Day!**

As a Principal you must be the first in the theatre and last out.

**Chaperone briefing**

All chaperones must be walked around the building, made aware of; fire exits, toilets and the fire evacuation point. You must walk the fire evacuation route with all of your staff and chaperones. Chaperones should be sat down for a de-briefing prior to the event, talk them through the production and what to expect. Running orders, costumes lists should be CLEAR and PRECISE! Remember chaperones are coming in “blind” they need clear guidance and instruction from you.

**Dressing rooms**

All dressing rooms should be clearly marked with names on the door of the chaperones and students.

**Props and Mic Table Area**

Have these clearly marked and laid out on a table (preferably if space) for example: (Walking Sticks) Performance number 3, Senior Boys Only.

**Timetable**

This should be displayed and adhered too.

**Thank You’s!**

All your staff, students, parents have contributed a great deal for the show. Do thank people – a card or a small gift can be a lovely touch for any individuals that have supported you and will help to ensure you will continue with their support.

**With all your careful planning show day should be a safe, fun and successful event! Enjoy the show!**

**Submission form for a Razzamataz Performance**

**Name of Organiser:**

**Other Principals involved:**

**Razzamataz School(s) involved:**

**Event Name:**

**Venue:**

**Date of Event:**

**Proposed Event** – (Brief description of your show including any ‘star’ slot by Principal / Staff / Outside Performer)

**HO use only:**

Performance Approved:

Signature:

Advice given: