

## Celebration 2022: Information for Participants

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We are delighted that your group will be performing in *Celebration* 2022 and are looking forward to welcoming your school/group to Snape Maltings in March. In this information pack you will find all the information you need to guide you through every step of the *Celebration* process.

Please read this document carefully and if you have any further questions, or would like further information about Celebration, please get in touch with us at [celebration@brittenpearsarts.org](mailto:celebration@brittenpearsarts.org)

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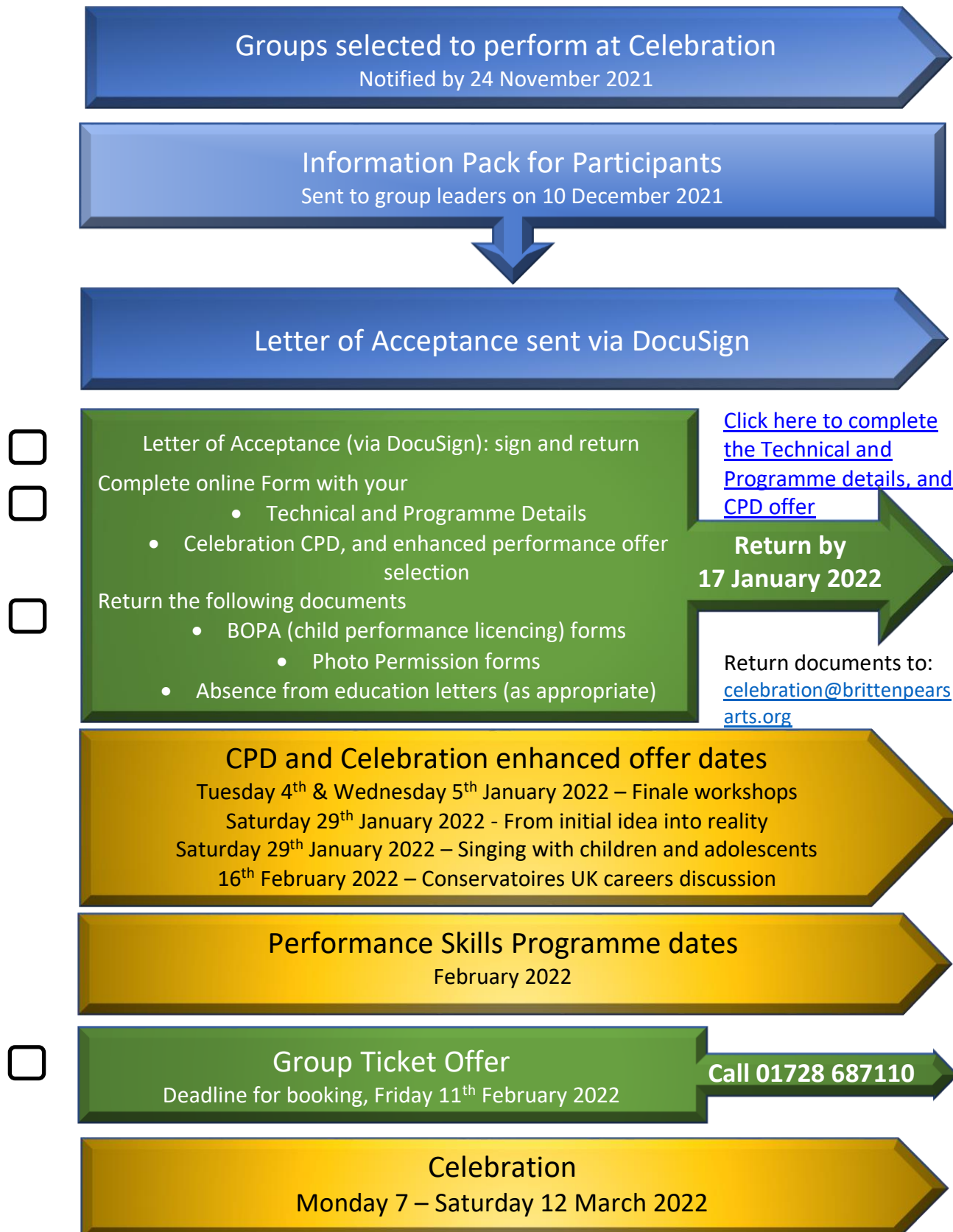
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### 1. The Celebration Timeline – November 2021 through to March 2022

#### Check List



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### 2. Your next steps

Please **return documents A – C by no later than Monday 17<sup>th</sup> January 2022.**

The **deadline for section D**, group ticket booking, is **Friday 11<sup>th</sup> February 2022.**

#### a. Letter of Acceptance

You will receive a letter via email detailing the agreement between Britten Pears Arts and performance groups for *Celebration*. This outlines the commitment between BPA and you / your group as the Artists performing.

At appendix 1 in the Letter of Acceptance you can find the information you submitted to BPA in your application form – **if any of these details have changed, please indicate this by emailing [celebration@brittenpearsarts.org](mailto:celebration@brittenpearsarts.org).**

*It might be interesting for the children and young people in your group to know that each group invited to Celebration signs a performance agreement, just as all professional performers who work with Britten Pears Arts do.*

#### b. Technical and Programme Details form

We require you to submit the Technical Information and Programme Details form on our website. This is your chance to tell us all the details about your performance for inclusion in the programme, and any technical requirements (lighting, sound, staging, equipment) you have.

Please think very carefully about what you need so that we can ensure the smoothest technical rehearsal on the day. Due to the high number of schools involved, we may be unable to meet any technical requests given after the form deadline on 17<sup>th</sup> January. If you can't access the form from our website, [click here](#).

#### c. BOPA, Absence Authorisation, Photo Permissions, and Safeguarding Checklist (for Community Groups)

**The following forms are required for you to participate in *Celebration*. You can download them from the *Celebration* Info webpage. They must be submitted by Monday 17<sup>th</sup> January 2022.**

They are:

##### 1. BOPA (Body of Persons Approved)

As the producers of *Celebration*, we are required to work with Suffolk County Council which has the duty to ensure the health, welfare and kind treatment of children involved in, and to issue licences permitting their participation in these performances.

We are required to plan, manage, record, and submit a schedule for each performance day that takes due consideration of the various ages of performers, how long each can be on the premises, and the length of time they are permitted to take part in rehearsal and performance activities at the concert hall.

As a result of the above, and in line with your acceptance form, you are required to complete and return the BOPA form in which you provide details of the number of young people you are bringing within specified age brackets, their gender, and the adults who will be supervising and caring for them. In addition, you will be required to have available at the event a register of the children involved together with a list of emergency contact numbers for each child. We are required to do this as part of The Children (Performances & Activities) (England) Regulations (2014).

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### 2. Absence Authorisation

As appropriate, you are required to gain a signature from your Headteacher authorising your students to be absent from school on the date of your performance. We have provided a template letter on our website. Note: this is not required for Saturday performances.

### 3. Photo Permissions

As part of the project, you are required to secure permission for audio and visual imagery (including photographs) to be taken of the students taking part.

We appreciate that not everyone can or will want to be photographed or filmed and we will ensure that this does not exclude anyone from participating in our events or activities. To accommodate this, we will ask all students who cannot be photographed to wear a sticker on the day so that they can be identified by our filming and photography teams.

The images we take may be used in any of the following ways:

For publishing on the Britten Pears Arts website (<https://brittenpearsarts.org>)

For production of still images to be used in print and online publicity

For inclusion in promotional films for Britten Pears Arts, and the *Celebration* project

For publicising on Britten Pears Arts, and the BPA Learning and Inclusion social media accounts (Twitter, Instagram, Flickr and Facebook)

For public display at Britten Pears Arts locations and other locations where Britten Pears Arts carry out their business

### 4. Safeguarding Checklist for Community Groups

Community Groups are required to submit a safeguarding checklist form to us. This will be shared with you via the *Celebration* Info webpage.

#### d. Ticket Information

***Let's all make sure that we have a good audience to perform to!***

It is your responsibility to help us secure an audience for *Celebration*. Please encourage families of performers and school supporters to come along.

Each group performing is offered **2 complimentary tickets** to your performance. Please make the most of this offer by inviting supporting teachers, governors, and important local figures. It is a great chance to shout about your brilliant young performers and the fantastic things happening at school.

Any additional tickets for each school must be purchased through the Snape Maltings Box Office. Tickets can now be purchased online <https://brittenpearsarts.org/whats-on/category/january-march-2022> or via the Snape Maltings Concert Hall Box Office on 01728 687110. **Tickets cost £8 for adults and £4 for under 21s.**

#### **NEW £5 group ticket bookings offer**

Take advantage of our special offer for group bookings with **tickets priced at a £5 flat rate**. This enables you to book a block of tickets for use by your group's supporters, or to purchase tickets to resell to parents, carers, and supporters of your group.

*Please note: this £5 price cannot be accessed direct by parents and can only be offered through the school or community group participating in Celebration.*

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**You might want to think about taking advantage of this group ticket booking offer to:**

- Ensure support for your groups performance at the performance
- Ensure the families of your students sit together in the auditorium
- Support families who otherwise might not be able to attend by offering them a reduced ticket rate
- Ensure parents of your students get tickets – they're in high demand!

Please get in contact with our Box Office on **01728 687110** if you would like to take advantage of this offer. Tickets must be booked and paid for by **Friday 11<sup>th</sup> February 2022** to qualify for the reduced rate. To redeem the offer, please just state your school or community groups name and mention that you would like to buy a block of tickets at the lower rate.

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### 3. Celebration Enhanced Offer

These opportunities are Free to attend for any group taking part in Celebration 2022, [click here](#) to book. If you have any questions about these opportunities, please get in touch.

#### a. Free CPD sessions for group leaders

##### **Finale for Celebration 2022**

As these events happens before the deadline to return your Technical and Performance details form. **Please email [celebration@brittenpearsarts.org](mailto:celebration@brittenpearsarts.org) by Monday 3 January 2022 to secure your place.**

**Tuesday 4 January 2022, 4:00 - 5:30pm** Face-to-Face

*Peter Pears Recital Room, Britten-Pears Building, Snape Maltings IP17 1SP*

**Wednesday 5 January 2022, 4:00 - 5:30pm** Online session.

Emily Barden, this year's Finale composer, will guide us through the *Celebration* Finale, in a session filled with useful information on healthy vocal technique, performance skills and teaching tips.

This is a good opportunity to:

- Learn the Finale song from the composer so that you can do some preparations with your group
- Find out more from the team about what to expect on the day, and ask any questions you have

**Note:** there is no limit to how many members of staff from each school can to these sessions.

##### **From Initial Idea into Reality: Co-created Performance Leadership**

**Saturday 29 January 2022, 10:00am – 1:00pm**

*Peter Pears Recital Room, Britten-Pears Building, Snape Maltings IP17 1SP*

Join singer, director, and dramaturg, Susan Moore for this exciting performance workshop to help you prepare, run & perform a co-created musical & dramatic performance with children and young people.

For more information and **course detail** visit <https://brittenpearsarts.org/events/from-initial-idea-into-reality>

**Please do not use the link above to sign-up [Click here to access the free offer.](#)**

##### **Singing with Children and Adolescents**

**Saturday 29 January 2022, 2:00am – 5:00pm**

*Peter Pears Recital Room, Britten-Pears Building, Snape Maltings IP17 1SP*

Dr Jenevora Williams will lead participants in a practical session to explore the physical development of the child's voice through to the adolescent voice. Jenevora will share how to work safely with the voice so that it can develop with strength. Join us to learn about the science behind vocal health through singing and sharing excellent practice with colleagues.

For more information and **course detail** visit <https://brittenpearsarts.org/events/singing-with-children-and-adolescents>

**Please do not use the link above to sign-up [Click here to access the free offer.](#)**

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**Note:** Spaces for both sessions on Saturday 29 January are limited and will be offered on a first-come-first-served basis, based on when your Technical and Programme details form is submitted to us. We may only be able to accept one leader from each group.

A light lunch will be provided between the sessions on Saturday 29 January for delegates attending both morning and afternoon sessions.

### b. Additional offer for students

#### **Performance Skills for the Ensemble**

Your group will be paired with one of our professional artists from the Britten Pears Young Artists Programme (BPYAP): Josh Cirtina ([Slide Action](#)), or Yuri Lee ([Trio Mazzolini](#)), or with one of our professional *Celebration* presenters [Rob Gildon](#), [Lucy Drever](#), and [Angelle Joseph](#).

Get the same tips and tricks that a professional ensemble would by having an Artist working at Snape review and evaluate your work in progress. Either through a live webinar session or via audio/visual recording. Professional Artists will evaluate your performance and collaborate in a professional discussion about how to improve the performance for the stage.

**Note:** Performance Skills opportunities are limited, and we may not be able to provide an artist link for every group.

#### **Timeline for Performance Skills Feedback**

**1 February 2022**, Performance videos are submitted to the Celebration Team, more info on this will be provided once you have signed up.

**4 February 2022**, Groups are paired with a performing Artist who will watch your groups video and prepare professional performance feedback for your group

**14 -18 February 2022**, Groups will receive feedback in either written form or through a live webinar session (date and time to be agreed between artist and group)

#### **Conservatoires UK - Careers in Music Curated Discussion. *So, you want to do this for a living?***

**Wednesday 16 February 2022, 4:15 - 6:00pm** This online webinar will run for 90 minutes from 4:15pm

**Join Zoom Meeting - link to share with your students before the session**

<https://us06web.zoom.us/j/89382086657?pwd=d0V5MlM1cGNZWFlpGmVWFsczAzWEtsUT09>

**Meeting ID: 893 8208 6657**

**Passcode: 609423**

Students who are beginning to consider their career options are invited to join Linda Merrick, chair of Conservatoires UK, Principal of the Royal Northern College of Music (RNCM), and an internationally renowned clarinet soloist, recording artist and pedagogue or this session.

Linda is passionate about instilling amongst staff and students a sense of ownership of destiny, and especially to provide students with the best possible experience whilst at Music College, preparing students with all the skills and confidence they will need to take advantage of the vast array of opportunities now offered by the music profession.

#### **Notes:**

There is no limit to how many people from each group can attend this session.

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Students and their teachers are invited to help us to get the conversation started by sending questions they have about studying music at Conservatoire to [celebration@brittenpearsarts.org](mailto:celebration@brittenpearsarts.org) by **Friday 28 January 2022**

### c. Musical support for your group

If you have indicated that you may like some musical support or your performance, we will be in touch soon to discuss this with you.

## 4. Planning your groups visit

The details in this section will help your group to prepare for their performance on the Snape Maltings stage, and for their visit to Snape Maltings.

### a. What to expect on your performance day

Please watch and share the short video 'Celebration 2022, what to expect on the day', with your group, and with their supporters coming to watch the group perform at Snape Maltings Concert Hall. You can also find this video on the [Celebration web page](#).

We hope that this video will be helpful to you in preparing your group for their visit to Snape Maltings. In watching the video, you will gain a feel for how everything looks, the places and the faces you might see on site on the day, and what the performers and their supporters can expect from their *Celebration* experience.

Below is a brief outline of what to expect on your *Celebration* performance day. Precise timings will be sent to you in the Spring term.

|   |  |
|---|--|
| <b>Arrival</b>                          | Please arrange to arrive at the time allocated to you. When you arrive, you'll be taken to your dressing room (your base for the day) and welcomed by a member of the team.  |
| <b>Technical rehearsal</b>              | You will be allocated a 25-minute rehearsal slot on stage. This is specifically for our technical team to see your piece and ensure it looks and sounds the best it can. Whilst you will be able to run your piece, priority will be given to technical and staging concerns during this time. |
| <b>Finale workshop</b>                  | You will have a workshop with a group of other schools to learn your part for the finale. This will all be taught on the day so do not worry about learning too much in advance.   |
| <b>Massed finale rehearsal on stage</b> | At 5:15pm, all performers will gather on-stage for 45-minute rehearsal to run through the finale.  |
| <b>Break</b>                            | Groups return to their dressing rooms for a break before the performance starts. This is when you find out the running order of the night, based on everyone's technical requirements.   |
| <b>Performance</b>                      | At 7pm the performance starts! Your school will be allocated a space to sit within the concert hall to watch other groups perform. A member of staff will bring you out of the hall one act before your performance slot and take you back into the hall after you've performed.               |



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**Note:** The free time between your rehearsal, Finale workshops, and performance is yours to fill. We suggest that you prepare for this – there are some beautiful walks around Snape and some schools bring activities to do (art/history and context/treasure hunts).

### Transport:

It is important that you arrive as close to your allotted time as possible to reduce traffic on site. On arrival, your coach should drop you off at the artists courtyard entrance. This can be found on the left after you pass the concert hall.

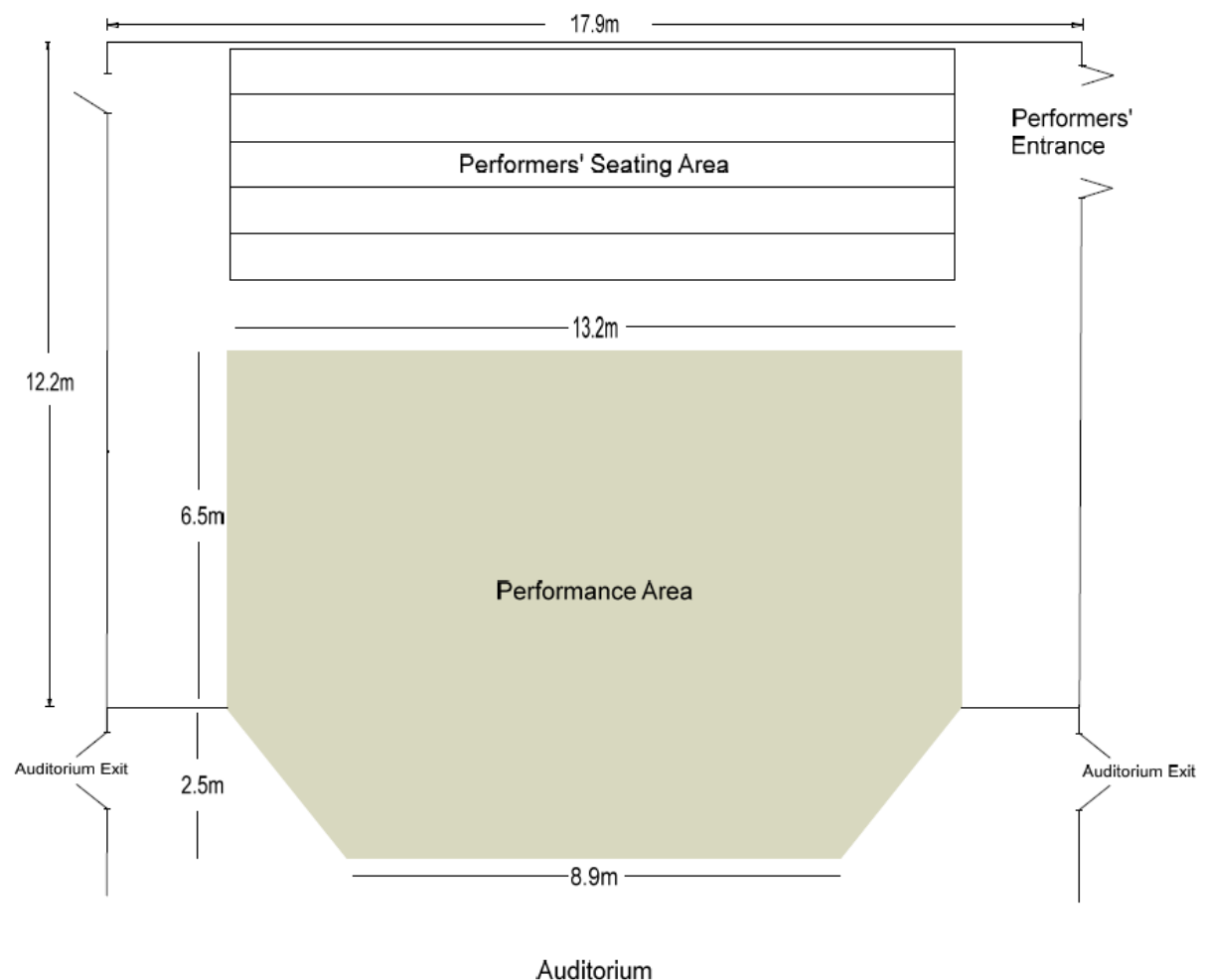
We would encourage you to ask parents to collect children after the performance. This also helps generate a good audience. If parents are collecting after the performance, an announcement will be made for parents to stay in the concert hall, where you will be able to bring their children to them.

Please inform your coach company that there is no parking on site and to be aware of traffic at the end of the performance. The performance should finish c. 9:00pm. Our car parking team will be available to help your coach find a suitable place to park.

Please let us know if your coach is above 3.6m or 11'10" tall so that we can arrange an alternative drop off/pick up location with you.

### b. Performance Guidelines

#### Stage Plan



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### Notes when planning your performance:

- Due to the high risk of splinters when on stage, we ask that
  - performers wear shoes at all times
  - performers avoid sitting on the stage where possible
  - performers do not skid or do cartwheels
- Because of the nature of the acoustic in our venue, live instruments translate better to the audience than pre-recorded playback. We can offer playback facilities, but if you would like to discuss with us the possibility of support from accompanists, please get in touch.
- Our technical team are unable to offer any projection onto the stage walls or in the concert hall.
- We cannot allow any food or drink to be taken on to the stage area, other than bottled water with a lid that securely closes.

### Storage of equipment and instruments

Snape Maltings can offer storage for small equipment in our backstage dock area. Instruments left in this area are done so at the owner's risk. Britten Pears Arts will take no responsibility for loss or damage.

When bringing equipment/instruments, please ensure:

- all equipment is insured
- all equipment is labelled appropriately so that its owner can be easily identified
- small pieces of equipment come in appropriate storage boxes

### Electrical equipment

Any electrical appliances brought to Snape Maltings must be PAT tested. Please ensure that all appliances are safe and are suitable and used for the purposes intended. These appliances should always be maintained properly and remain in good working order.

### First aid

Please note that group leaders / teachers are responsible for the welfare of their students: if a student is unwell a member of staff will be required to care for and, where necessary, clear up after the student. All schools should bring their own first aid kit. There will be designated First Aider and additional first aid kits on site each day in case of emergency.

### Safeguarding Policy

A copy of our Safeguarding policy is available on the Britten Pears Arts website:

<https://brittenpearsarts.org/about-us/safeguarding-policy>

### Risk Assessment

Click here for a copy of our [risk assessment and Covid risk assessment](#).

### c. Finale

At the end of each performance, a specially commissioned massed vocal finale offers performers to take to the stage together one more time. This year we'll be joined by composer **Emily Barden** and her creative team to lead our 2022 Finale.

The finale is **taught on your performance day** during your finale workshop at Snape, but you'll also be **introduced to it in the CPD** session in case you're able to do some preparation with your group before your *Celebration* performance day.

If you have any questions about *Celebration*, please do get in touch at [celebration@brittenpearsarts.org](mailto:celebration@brittenpearsarts.org) or call 01728 687152