



DANCE

LIVE!

**Information Pack for Schools &
Colleges
2020**





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INTRODUCTION

We live in a digital age. Much of what we see, hear or do is defined by the latest technology. At the forefront of this are our young people, they embrace today's digital culture naturally and often with a greater certainty than older generations.

In today's professional world, dance and theatre embrace all aspects of digital technology. Whether that is using the latest sound and lighting equipment, to all aspects of the creative delivery of a show. Sets are no longer defined by heavy pieces of carpentry which are static, but moving imagery conveyed by projection, video and the clever use of lighting and sound. Smaller props are imaginatively assimilated into the digital world of today's production.

Dance Live! challenges schools to embrace today's digital culture by creating a performance piece which is largely dance based. We want schools to be highly creative, developing an original piece of work using video and sound on a large LED screen. The work should have a strong narrative or theme, which interacts with the digital content.

Today's dance and musical theatre practitioners challenge themselves to push boundaries, whether that's the re-staging of a classic musical like 'An American in Paris' in London's West End, new dance presented by Sadder's Wells or touring ballet by companies like Northern Ballet.

Dance Live! is therefore much more than just the performers, it relies heavily on how the choreography and direction works with the digital element. We hope a wide range of skills will be utilised to create the work broken down into 4 teams: The Dance and Performance Team, The Choreographic Team, The Film Team, The Production Team.

Children and young people from primary and secondary schools right up to sixth form/college can enter, from ages 7-18. Primary schools will enter the junior competition and senior schools and colleges the senior competition.

Please note that the competition is only open to schools and colleges and not dance or drama schools. The Guildhall Trust has public liability insurance and licenses with PRS and PPL.

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PARTICIPATION, FEES and PAYMENT

2.1 Entering the Competition

Schools must register their interest by completing the entry form on the Guildhall Trust's website before the stated closing date. Once the deadline has passed, we will send out an agreement and information pack. The signed agreement will confirm your entry into the competition.

Should a school wish to withdraw after they've signed their agreement, they must contact the Dance Live! Office at the Guildhall.

2.2 Agreement

At the end of this document is an agreement to the school which must be signed and returned by a member of the school's leadership team. We will accept scanned agreements via email. The agreement will ask each school to abide by safeguarding rules concerning all young people with regards to offsite school's activity and the local authorities licensing requirements. The school must be prepared for each pupil to be offsite for one full day.

The agreement will ask each school to commit to our rules and confirm that they will make payment in full according to the participant numbers. It is expected that all children and young people will be well behaved within the venue and under the supervision of teachers and/or helpers. Please note that only one team from each school can enter into Juniors and Seniors. A school with a Junior and Senior section can therefore enter 2 teams, one into the junior competition and one into the senior competition.

2.3 The Participation Fee

For each person who enters there is a participation fee of £12. This fee supports the production and delivery of the event. Each school will be invoiced for their total fees, which must be paid by the deadline stated on the invoice. The fees apply to all 'student' team members engaged with the delivery of the event on the day, therefore the dancers, crew, technicians and creative participants. Teachers and adult volunteers who are supporting the development and delivery of the event do not need to pay a participation fee. However, please note schools will be judged on the level of child and student engagement. It is understood that Junior schools and SEN/D setting will require greater support from teachers and volunteers.

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CREATING A PERFORMANCE PIECE

We want to encourage as many young people to get involved as possible. Our aim is to make participants more aware of how professional theatre and dance is created, so that they can relate to the process as well as the final performance. Creating a new piece of work in the digital age requires a variety of cross over skills including direction, choreography, costume making, filming, graphic design, drawing, lighting design and music. Teamwork is key!

Dance Live! would like each school to consider establishing teams, each one contributing towards the final performance piece. Young people might want to sign up for more than one team depending on their individual roles, interests and availability, there are no restrictions to participation. You will not have any marks deducted if you do not establish the teams as suggested below, it is a recommendation.

3.1 The Performance Piece

The performance must be between 5-7 minutes in length, anything less or more will affect the judging of your piece in the 'Creative Category'. You can create anything you like as long as it's original and 'PG' rated and therefore suitable for audiences. We will liaise with you throughout the creative process and will want to hear your ideas. We want to see work that is original, innovative and exciting, however most importantly we want you to have fun. All dance forms are permitted, therefore classical, contemporary, jazz, hip-hop, South Asian, Irish and tap.

Your work might tell a story, relate to a theme, or it might be interpretive. Whilst it should be a dance piece, it can include complimentary elements of performance including spoken word or narration. Dance Live! will make available microphones. We won't allow full musical support on stage, but some percussion is permitted. If you're unsure about anything, please contact the Dance Live! office.

3.2 The Role of The LED Screen

The LED screen is to be used as the set and backdrop. All schools must use it to support their performance. The screen is essentially a large computer screen, you should create a video with soundtrack that runs the entire length of the performance. Schools should be able to gain access to several easy to use software programmes which will create the content, for example i-movie and Final Cut Pro. The Dance Live! Team will offer support and advice including a free workshop hosted by an industry professional. The audio must be imbedded into the video.

The Screen will be large, 7.8m x 4.2m (16:9 ratio), which we'll hang at the rear of the stage. There are several good examples of how screens tie into performance, they are often used on shows such as X-Factor and Britain's Got Talent.

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3.3 The Role Of Teams

We would ask each school to allocate roles to four teams who will devise, create, tech and perform the work, from concept to final performance. We understand that schools might want to take a different approach to creating their work than through set teams. However, please note that when judging the creative journey which makes up 50% of the final score, we will seek evidence of teamwork.

At the Guildhall Trust we have promoted the benefits of offstage skills so that young people can understand the wider opportunities within the sector. We hope that as well as the children enjoying the competition it might spark some interest to explore careers in lighting, sound, production, design, marketing and much more. The Dance and Performance Team: will comprise of all the performers who are on stage. This will obviously include the dancers, as well as any musicians or voice over performers.

The Choreographic Team: will devise and create the work. This team might include a lead choreographer/ creative director and assistant choreographers, all of whom train and develop the dancers and link up with the other teams. We expect teachers and parental support with this team but ask that students play a role as well.

The Film Team: we want a 2-minute film created of your school's journey to the heats. This might include auditions, production meetings, rehearsals, prop making and content creation. It would be good to hear of individual stories and what you've enjoyed about the process leading to the heats. This is an opportunity for young film makers to make use of anything from their phones to video equipment. The film makers will be briefly interviewed on the evening.

The Props and Production Team: will build the props, design the costumes, create the video content and provide technicians, wardrobe, hair, make-up and assistant stage managers for the day of the performance. It is up to this team to ensure that everything runs smoothly on the day for their school's performance. In advance of the event we imagine some children will be involved in prop making whilst others will need to create the video content to go on the LED screen. This team will need to create the lighting design for the piece working with the Guildhall technicians on the day plotting the work. From within this team we would advise you nominate a producer and assistant producer to work across all 4 teams pulling together the ideas and ensuring everything is properly co-ordinated.

The Dance Live! team will support and advise schools on all aspects of this. The role of volunteers and parents are welcome in a supportive capacity. We do realise that for the Junior competition teachers and volunteers will need to be more hands on. Our judging will look at this and take it into account. However, for the senior competition we expect teachers, parents and volunteers to be supportive and allow the young people to take the lead where it's feasible.

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A note for SEN/D settings;

We completely understand that for SEN/D settings, the young people will require additional support. We hope that by having additional elements to the production, that more young people can be involved, in whichever capacity they are interested in. The level of staff/volunteer engagement will not be detrimental to the judging in this instance, as it is our hope that we can make this as inclusive as possible. If it is feasible for your school, the Dance Live! team will work with you, to organise a time for your students to come into the venue ahead of the day, so that they can familiarise themselves with the space, including the stage, backstage areas and dressing rooms.

3.4 Workshops

Dance Live! will be offering free workshops to all schools participating in the event. The team will work with you, to provide the workshop that you feel would benefit you the most.

This could include an in-school workshop around lighting design/choreography or film making, or even a CPD session for teachers wishing to develop their understanding about how they can support students to use the LED screen to enhance their performance. Dance Live! will be self-funding this, and they will be taking place in December and January to fit in with your timetable. They could take place during school time, after school, or an evening for teachers.

3.5 DANCE LIVE! Website – Teaching Aids & Information

As we get closer to the event the Dance Live! team will add an array of teaching aids and information to the website. This will include some information videos relating to the LED screen, software packages, venue access, programme times and ticketing information. However, please don't worry if you can't regularly visit the website, we will keep in touch via email.

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PERFORMANCE AND JUDGING

Schools will be sent a schedule in advance, which will provide details of the of the day they're to perform. This will include arrival times, rehearsal times and on-stage times. All schools will need to be at the venue at the start of the rehearsal period through to show finish at 9.30pm. The Guildhall can provide schools with in-house food options if required.

4.1 Performance

These are the guidelines for the performance;

- Performance length must be between 5-7 minutes, a penalty point will be deducted if you fall out of this time.
- All performances must make full use of the LED screen with the soundtrack imbedded into the video for the whole length of the performance.
- Music can be original or published, judges will take into account originality in the creative scoring section. Schools should gain clearance for using any published music. We are happy to suggest a format for schools to approach record companies. The Guildhall is covered by PRS and PPL and will declare all music to the accountable bodies. Schools will be asked to submit their music before the performance, at least three weeks beforehand. Please note we will not accept music on the day.
- Drums and percussion are allowed but no electric instruments. You must be able to walk on and off with all instrument used.
- You will have a 20-minute rehearsal during the day where you can practise you piece, mark out the stage and work with technicians plotting the lighting.
- Vocals and spoken word live are permitted but should not be centre stage.
- The Guildhall will provide a full lighting rig and sound, schools must use the venues lighting and are not permitted to introduce any additional elements without gaining permission from the Dance Live! team.
- You must be backstage at least 5 minutes before you perform. If you are not ready for your cue you will be disqualified or heavily penalised by the judges.
- The performance must be appropriate to a family audience and therefore 'PG' rated.
- You are permitted to have a maximum of 100 students from the named school involved. You can have no more than 20 crew in or around the stage whilst you perform

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4.2 GENERAL GUIDELINES

Copyright

Schools must obtain clearance and pay any fees for any theme, images, and music to any copyright owners.

By agreeing to take part in Dance Live! your school consents to being recorded by audio, visual, and/or other means for marketing in all media now known or hereafter devised worldwide in perpetuity.

Schools or members of the public are not permitted to record or photograph any, or part of the performance.

A copy of your schools' performance will be made available digitally, for you to share with students and parents.

Audio And Visual Guidance And Rules

- The LED screen is to be used as the set and backdrop. All schools must use the screen to support their performance.
- The screen will be 7.8metres wide x 4.2 metres deep.
- All audio must be embedded into your video. Your video must be with the Dance Live! Office by 31st January'20.
- Minimum length of video thus performance is 5 minutes maximum length of video thus performance is 7 minutes.
- Sound effect and voice overs are permitted.
- There can be no live music produced by electrical instruments, however drums and percussion are permitted.

Props Guidance And Rules

o Props are placed into 2 categories. Stage props and hand props, sets are not permitted such as large flats, or items requiring a team to move on and off the stage. Stage Props

o These are used to help enhance the performance. These are door frame, tables and chairs, steps, boxes, etc.

o It should be possible for all stage props to be brought safely onto the stage ideally by one person. More than one person will be permitted where aid is required and to ensure health and safety is adhered to. There can be no risk of injury when taking on and off the stage any prop.

o Maximum size of any one prop is 2m high, 1.2m long, 1m wide. A prop must be able to pass through an imaginary door frame

o Off stage prop storage. All stage props must be stored in an area of 1.5m x 2m when not on stage. School performing in the second half of the show will be asked to store their stage props either outside the venue or in your transport. Props will then be stored off stage during the interval.

o Any prop over 1m on which a performer will stand upon must be fitted with a handrail.

o You will have 2 minutes to position your stage props pre performance and then 1 minute to remove stage props post performance.

o Once your props are in the loading area you will be required to transfer the props to your transport.

o Please have your props at the venue a minimum 30 minutes before rehearsal.

o Schools are permitted only one vehicle each in the Guildhall's car park.

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Hand props

- o Props that are held or worn by the performers.
- o Worn props must not exceed 3m in height.
- o The use of authentic weaponry is not permitted.
- o No performer may wear roller skates, blades or ride skateboards, bikes or any other form of transport.
- o All hand props must be removed from the stage area once the performance is complete and then from the venue once the show has ended. Failure to do so will affect your score.
- All props must comply with relevant health and safety regulation. All stage props must be fireproofed. This can be done by using fireproof paint, materials or sprayed with a fire proofing substance. Dance Live! management have the right to test any stage prop for fire safety and any pieces considered non-fireproofed will be removed from the venue.
- Any props that require power must be battery operated.
- The following are not permitted: confetti, glass (including mirrors), oils, bubble machines, helium balloons, talcum powder, dry ice, naked flames or pyrotechnics.

Lighting

- Dance Live will supply all lighting, a plan and description of the lights will be sent to each school.
- No additional lighting will be allowed other than battery powered lights.
- Two follow spots are available, schools must provide their own student operators.
- Strobe lighting must conform to health and safety regulation. A maximum of 10 seconds at any one time and a total of 60 seconds during a performance
- No lasers are permitted

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Performance Space

- Performance space is 12m wide by 7m depth.
- Performers must not hang legs, arms or props over the front of the stage.
- Performers must use the crossover behind the stage. There is no access behind the LED screen.
- All performance is restricted to the onstage area. No performer may enter or exit from the auditorium.

Behaviour

The spirit of Dance Live! is mutual respect and professionalism. We ask that all participants show their support and appreciation for their fellow competitors. We will not tolerate any bad behaviour; this could lead to points being deducted and possible disqualification. All participants must respect the venue and their staff and pay particular notice to venue signage and rules. If any individual causes damage to fixtures and fittings Dance Live! will invoice the school for repair. We operate a one warning policy before action is taken.

4.3 Judging

There will be 3 judges all of whom have worked within the sector. Judging will be split into 2 segments 'Creative' and 'Performance'. Each segment will contribute equally to the final score.

For the Heats the top scores will be revealed to the audience at end of the show. Therefore, for the Junior competition we will announce on both nights the top 3 who will definitely go through to the finals plus the third-place runner up who will be shortlisted for one of two additional places. For the Senior Competition we will announce the top 2 who will progress to the Finals and the third-place runner up who will be considered for one of 2 places. The top two scorers in the runners up category will go through to their respective finals.

A few days after the event we will send each school their score broken down between the 2 segments below:

Performance: after each school's performance judges will score out of 50. Judges will look at originality, interpretation, musicality, choreography and overall performance. Each of these areas will attract a maximum of 10 marks. The Head Judge will provide immediate feedback without revealing the score.

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Creative: judges will look at a range of material in the lead up to the evening's performance, some of which will be judged during rehearsals. Judges will assess the content created for the video wall, the short film, the lighting design, costumes and props. Each of these areas will attract a maximum of 10 marks, therefore your creative score will be marked out of 50. The total tally for each school will be added to the evening's performance score and revealed at the end. A team prize will be awarded to the best creative team in the finals and a certificate in the heats.

Please note the judges for the Finals will be different to the Heats and will most certainly score differently to their counterparts. Judges for the Finals will have no prior knowledge of the scores from the Heats.

Heats and Finals

Junior Competition: 3 schools from each day will go through to the Finals plus the 2 best scoring runners up from both days.

Senior Competition: 2 schools from each day will do through to the Finals plus the 2 best scoring runners up from the four days of heats.

Each finalist will receive a certificate acknowledging their success at reaching the Finals

Prizes: there will be one winner for the Junior competition and one winner for the Senior. A 1st prize of £1,000 will be awarded to the winners and £500 to the runners up of both competitions. We would ask the schools to commit this money to their arts budget (this includes music and dance).

Dance Live! will also arrange Junior and Senior winners to have the opportunity of spending a day at a venue in London, taking part in workshops at a first-class venue. We will arrange the coach transport and liaise with the winning schools on their workshop options.

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WELFARE, HEALTH AND SAFETY

A child may need a license if they're under school leaving age and taking part in this event. We will work with the licensing team at Portsmouth City Council on this and ask schools for the relevant information. This might include information about the young person taking part. Any information we request and receive will adhere to our GDPR policy, which we're happy to share with schools upon request.

Risk Assessment

As with all school activities when taking students off-site you will have to create your own risk assessment for the visit to the venue. The venue risk assessment for visitors, will be sent to you closer to the time, this should form part of your assessment. The assessment must be completed by a trained, competent person and must include details pertaining to your visit to the venue and for the activities undertaken during the performance. The risk assessment must include all risks and relevant control measures which you will have in place. The relevant risks must be reduced so far as is reasonably practicable.

Copies of risk assessments must be sent to the Dance Live management at least 1 week prior to your performance.

First Aid

The venue hosting Dance Live will ensure that suitably trained first aiders are on hand for the duration of your visit and performance. Any person requiring first aid must be attended to by the provided first aider so as all relevant paperwork can be completed. All minors must always be accompanied when moving around the venue to reduce accidents. Schools must have 1 designated first aider within their party. The venue's designated first aider will be on hand at all times.

Stage Crew

All stage crew must wear footwear which cover the complete foot i.e. trainers or boots

Stage Props

All stage prop must be fire retardant, Light and safe in construction

Electrical Items

Any electrical item entering the venue must have a PAT certification.

Dance Live management have the right to remove from the venue anything which it deems unsafe.



SCHOOLS AGREEMENT

Please have either your Headteacher or the responsible member of the school/college's leadership team sign the agreement below.

This Agreement is between;

1) The Guildhall Trust (known as the Producer of Dance Live!) of Portsmouth Guildhall, Guildhall Square, Portsmouth, PO1 2AB

2) The School/College (known as the Participant School, please insert name & address)

Please confirm number of participants (dancers and production team)

Please state your preferred performance day, and second preferred performance day
(Please note, whilst we endeavour to accommodate your preferences, we cannot guarantee this will be the case)

10th, 11th February Juniors // 13th, 14th, 15th February Seniors

Preferred: _____

2nd Preferred: _____

Continues on next page

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This Agreement confirms that the School/College named in '2' will take part in Dance Live! at the Portsmouth Guildhall w/c 10th February 2020 (Heats) and is available for the Finals (24th & 25th April'20). Please note the 24th April is for Junior and the 25th is for Senior Schools.

The Participant School agrees to the following;

- 1) The Participant School to make full payment for all participants when formally requested by Dance Live! Schools must make full payment by 10th January'20.
- 2) That all young people have permission to be away from the school/college grounds for the whole day.
- 3) The Participant School will ensure that there will be satisfactory supervision of children at all times. This is set out by the local authority guidance on supervising under-age children away from the school/college premises.
- 4) The Participant School must obtain relevant permissions from parents/guardians for their children to be recorded and photographed on stage during rehearsals and the evening performance.
- 5) The Participant School will submit the names and addresses of each child that is participating.
- 6) The Participant School will adhere to the rules as set out in this document and all Dance Live! official documents.
- 7) The Participant School will advise the Producer at the earliest possible opportunity if they are unable to take part on the event.
- 8) The Participant School is responsible for the health and safety of all their children, volunteers and carers whilst attending the Portsmouth Guildhall.

(signed by Headteacher/Mem-
ber of the Schools Leader-
ship Team)

Date: _____

(Signed by DANCE LIVE!
Producer)

Date: _____

Data Protection

Please use this link to see the Guildhall Trust's policy on collecting data.

<https://portsmouthguildhall.org.uk/privacy-policy/>

Please return this form electronically by **Thursday the 7th November, 5pm** to:
Dancelive@portsmouthguildhall.org.uk

For enquiries please call: **02393 870 196**