



# Index

**DANCE  
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# 1 Welcome to The Guildhall Trust

**Dance Live!** is an annual dance event for groups and colleges held at Portsmouth Guildhall and run by **The Guildhall Trust**. After an outstanding event in 2020 and an online streamed TV version for Dance Live! 2021, we have been approached by several dance schools to run their own version, and here it is! The Guildhall Trust is now looking for registration from dance schools, studios, performing arts groups and youth dance companies in Portsmouth and the surrounding areas to take part in our new event: **Dance Live! Studio Edition**.

**Dance Live! Studio Edition** is a Showcase Competition for dance schools, studios, performing arts groups and youth dance companies using the backdrop of a giant LED screen following the lead of programmes like BBC's 'The Greatest Dancer', ITV's 'Britain's Got Talent' and NBC's 'World of Dance'. All entries will be judged live by a panel of professional judges who have all worked within the stage industry. Past judges include Dance Live! Patron, Mark Smith of Deaf Men Dancing and Patron of the Imperial Society of Teachers of Dancing as well as Matthew Bourne's New Adventures dancer, Ben Derham.

Each group/studio/company will be able to enter a group dance along with accompanying LED Screen content. The Junior event is aimed at dancers aged 7-11 and the Senior event is aimed at dancers aged 12-18. Dance groups/studios/companies are able to enter a routine into both the Junior and Senior event. Entry to the event includes access to FREE Dance Live! Resources on how to use accessible video-making software and how to engage with the LED Screen within your choreography.

Please read through this pack, which will detail the rules and information for competing with event options. **If you have competed in Dance Live! previously, please still read it thoroughly, as Dance Live! Studio Edition will be judged differently.**

There are instructions on how to register your dance group, which will be done via a Google Form on our website: <https://portsmouthguildhall.org.uk/get-involved/groups-colleges/dance-live/dance-live-studio-edition/>. Please note that by registering your dance group, you are not making a financial commitment; this will be done later in the school year.

The Junior event will take place on **Saturday 30th April 2022** and the Senior event will take place on **Sunday 1st May 2022**.

The 2022 events will proceed adhering to all Government guidelines with a range of Covid safety measures in place. If you have any questions about the event, do get in touch with the Dance Live! Team via email: [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk).

Kind regards,

**Andy Grays**  
CEO  
**The Guildhall Trust**



## 1.2 Images from Dance Live!





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## 1.3 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! Studio Edition challenges young people to embrace today's digital culture by creating a dance performance piece. We want our dancers to be highly creative, developing an original piece of work using video and sound on a large LED screen. The work should relate to and interact 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 Sadler's Wells or touring ballet by companies like Northern Ballet. Dance Live! Studio Edition is therefore much more than just the performers, it relies heavily on how the choreography and direction works with the digital element.

Dance groups, studios and youth dance companies can enter with a performance piece of any genre of dance from Contemporary or Hip Hop to Bhangra or Latin. Groups with dancers aged 7-11 will enter the Junior competition and groups with dancers aged 12-18 will enter the Senior competition. Each dance group, studio and youth dance company can enter one Junior group and one Senior group to the competition.

**Please note that the competition is only open to dance schools, dance studios, performing arts groups or youth dance companies and not schools and colleges. If you are a school or college wishing to compete, please contact the Dance Live! Team regarding Dance Live!. The Guildhall Trust has public liability insurance and licenses with PRS and PPL.**



## 2

# Covid-19 Provisions

Due to the unpredictable nature of the Covid-19 Pandemic, the Dance Live! Team have developed alternative event formats (below). The Dance Live! Team will liaise with Dance Teachers as to which event format will be used depending on which Government Advice and Guidelines are in place at the time of the event. Dance Live! will aim to make a decision on the event format as soon as possible but both Dance Live! and participating groups should aim to be flexible with changes to the event should there be an unexpected change in the nature of the pandemic. **Dance Live! Studio Edition 2022** will take place as one of the following formats:

### Plan A: In Person

The Junior and Senior events will go ahead in person with a live audience.

### Plan B: In Person and Digital

Groups will attend Portsmouth Guildhall for the event with social distancing/bubbles in place. Depending on current guidelines, groups will either be in their own area of the auditorium or will be in dressing rooms where the day will be live streamed to them ensuring that they don't miss out on the experience of watching other groups performing. The evening event will be live streamed with a multi-camera set up to an audience at home.

### Plan C: Digital

Each group will be individually invited to Portsmouth Guildhall where you will be able to perform your piece in front of the LED Screen. This performance will be filmed by the Dance Live! Team and your video will then be streamed online for groups and families to watch on the evening of the event. Your video will be judged live by the Dance Live! Studio Edition Professional Judges during the online stream.

### Plan D: In-Studio

Each group will submit a video of their performance filmed in their studio. All videos will be streamed online to be viewed at home with Judges feedback.

Participating groups will be provided with the relevant resources to support the development of Covid-safe rehearsals and performances. As a venue, The Guildhall will be following up to date Government Guidelines at all times and will make teachers aware of formats and procedures in due course.





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## 3 Participation, Fees & Payment

### 3.2 Entering the Competition

Groups must register by completing the Google Form on The Guildhall Trust's website: [www.portsmouthguildhall.org.uk](http://www.portsmouthguildhall.org.uk). Should your group be chosen to compete, you will then receive email confirmation of your entry into the competition. Should a group wish to withdraw after they have been chosen to compete and have signed their agreement, they must contact the Dance Live! Team at The Guildhall.

### 3.3 Agreement

The agreement will ask each group to abide by safeguarding rules concerning all young people with regards to offsite group's activity and the local authorities licensing requirements. The group must be prepared for each pupil to be offsite for one full day.

By returning the agreement, you are confirming that you will be submitting all required paperwork, to comply with Child Licencing requirements, by the stipulated deadlines. More information about this can be found in section 5. The agreement will ask each group 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.

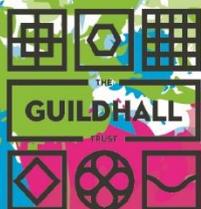
Please note that only one team from each group can enter into Juniors and Seniors. A group with a Junior and Senior section can therefore enter 2 teams, one into the junior competition and one into the senior competition.

### 3.4 The Participation Fee

For each dancer who enters, there is a participation fee of **£12**. This fee supports the production and delivery of the event. Each group will be invoiced for their total fees, which must be paid by the deadline stated on the invoice. The fees apply to all dancers engaged with the delivery of the event on the day. Teachers and adult volunteers who are supporting the development and delivery of the event do not need to pay a participation fee.

The participation fee to be paid to us (The Guildhall Trust) will be shown as **£10+VAT (£12) per participant**. We will be issuing invoices once you have returned your official registration form in the Autumn term. BACS transfer will be the preferred method of payment; however, we will accept card and cheque payments.

After confirmation of participant numbers, an invoice will be sent to your lead contact. If we have not received any participant number updates, we will be invoicing for the numbers stated on your official registration form. Due to Covid-19 Capacity Restrictions and arranging appropriate dressing room spaces, you will be unable to change your participant numbers or amend invoices after your invoice has been issued. After issuing invoices, we are unable to give refunds to groups for individual participants unless there are exceptional circumstances.



## 4 Creating a Performance Piece

Dance Live! Studio Edition welcomes dance styles and themes of all genres, provided these themes are sensitive and age-appropriate.

### 4.2 The Performance Piece

The performance must be between **4-7 minutes** in length, anything less or more will affect the judging of your piece in the 'Performance' category. Your piece must be original and 'PG' rated and therefore suitable for all audiences.

**Please see the important guidance in section 5.2 about what is and is not allowed, in relation to the theme.**

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, including but not limited to: Commercial, Contemporary, Jazz, Hip-Hop, South Asian, Irish, Latin and Ballroom 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! Studio Edition 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! Team.

### 4.3 The Role of the LED Screen

The LED screen is to be used as the set and backdrop. All groups 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. Groups should be able to gain access to several free, 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 as to how to create your LED screen content. The audio must be imbedded into the video.

The Screen will be large, **9.6m x 5.4m (16:9 ratio)**, which we'll hang at the rear of the stage, 6 inches above the floor. There are several good examples of how screens tie into performances, they are often used on shows such as *X-Factor*, *Britain's Got Talent* and most recently, *Eurovision Song Contest 2021*. After registering, participating groups will be given access to examples of how the screen was used in previous events along with advice documents to support their creation of screen content. We also have several promotional films on our website, with footage of the screen, that can be seen as examples and image examples can be found on our Instagram page ([@danceliveportsmouth](https://www.instagram.com/danceliveportsmouth)).



#### 4.4 Dance Live! Studio Edition Introductory Clip

All groups will be asked to create and provide an up to 30 second introductory film clip which will play ahead of the start of your performance.

You may want to consider a few of the following elements:

- your dance school, studio or youth dance company logo or branding
- your rehearsal space
- your dancers
- short exploration of your concept/theme
- your rehearsals

**Each group's performance biography will be read aloud by the host of the event before your introductory clip plays.**

#### A note for SEN/D settings

We completely understand that for SEN/D settings, the young people will require additional support. If it is feasible for your group, the Dance Live! Team will work with you, to organise a time for your dancers 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.

#### 4.5 Dance Live! Resources – Teaching Aids & Information

After registering, all participating groups will be given access to the Dance Live! Resources SharePoint site. This will include an array of teaching aids and information to help you with your Dance Live! Studio Edition creations, for example: some information videos relating to the LED screen, including examples from previous Dance Live! events; simple guides to creating a 30 second introduction film clip; guidance for lighting plans and general information about the event.

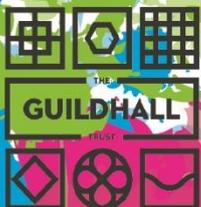
## 5 Performance Guidelines

Please read the below guidance carefully, as it details the rules and what is and is not acceptable for a performance. You should refer back to these throughout the creation of your piece.

### 5.2 Performance Guidelines and Rules

#### PERFORMANCE

- Performance length must be between **4mins - 7mins**, penalty points will be deducted if you fall out of this time.
- All performances must make full use of the LED screen with the soundtrack embedded into the video for the whole length of the performance. **Please see judging section for how this will be weighted.**
- Music can be original or published, Judges will take into account originality in the creative scoring section. **The Guildhall is covered by PRS and PPL and will declare all music to the accountable bodies.** All audio must be embedded into your video.





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- Drums and percussion are allowed but no electric instruments. You must be able to walk on and off the stage with all instruments used.
- You will have a **20-minute** rehearsal during the day where you can practice your piece, mark out the stage and work with technicians plotting the lighting.
- Depending on dressing room space, you will be given access to a room in The Guildhall, for a **30-minute** rehearsal period at an arranged time throughout the course of the day. Please note that if there are high levels of participants, the rehearsal room may not be available for use.
- **Vocals and spoken word live are permitted but should not be centre stage.**
- The Guildhall will provide a full lighting rig and sound, groups 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.
- You are permitted to have a **maximum of 100 dancers and a minimum of 15 dancers** from the named group involved.

#### PERFORMANCE CONTENT

- The performance must be appropriate to a family audience and therefore 'PG' rated.
- Themes/stories/concepts must be grounded in facts, if approaching a sensitive topic.
- If you are creating a piece that could be considered sensitive, please ensure that you keep a list of references/source material, as we are likely to request to see this.
- Participating groups will be signposted to a resource to help determine if a theme is appropriate upon registration to the event.
- Cultural appropriation is not acceptable - you will not be permitted to change the skin colour of any performer and should give serious consideration as to whether any costume or make up breaches these guidelines. The Dance Live! Team reserve the right to request changes to hair/makeup/costume on the day, if we feel they are inappropriate.
- **For a copy of Dance Live! and The Guildhall Trust's Equality, Diversity and Inclusion Policy, please contact the Dance Live! Team at [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk).**
- Please consider, when deciding your theme, whether it is likely to be a popular topic, and therefore something that could be similar to other groups' performances.
- **Performances that are centred around the Coronavirus outbreak will not be a permitted theme this year.**

#### DANCE LIVE! STUDIO EDITION INTRODUCTORY CLIP

- Must be an introduction to your school/studio/group/company.
- Must not be longer than 30 seconds.
- Must NOT contain footage or reference to any other Dance competition, except previous Dance Live! Studio Edition events.
- Must be submitted by the time frame stipulated (refer to point 8 of this pack).



### 5.3 Copyright

LED Screen content should NOT contain more than 30 seconds from any film/popular culture feature. If you choose to use up to 30 seconds worth there should be no actors faces, or recognisable images/locations included (e.g. Hogwarts castle/grounds). The Dance Live! Team reserves the right to black out the screen if we consider it to be breaking copyright regulations.

Please be considerate about the soundtrack, should we deem any pieces unsuitable, we reserve the right to mute sections, (e.g. featuring explicit language).

**You do not need to obtain copyright permission for music tracks, as Dance Live! will have obtained a licence for the event.** However, Dance Live! does not have a licence for images, and therefore any copyrighted images that your group uses for your LED Screen content must be paid and/or have permission to use. **The Dance Live! Team will provide participating groups with a copyright resource to refer to.**

By agreeing to take part in Dance Live! Studio Edition your group consents to being recorded by audio, visual, and/or other means for marketing in all media now known or hereafter devised worldwide in perpetuity. (Please refer to point 10 of this pack)

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

A copy of your groups' performance will be made available digitally for you to share with dancers and parents. Professional photographs of the performance will be available to purchase.

### 5.4 Audio and Visual Guidance and Rules

- The LED screen is to be used as the set and backdrop. All groups must use the screen to support their performance (refer to point 4.6 for how this will be weighted).
- The screen will be **9.6 metres wide x 5.4 metres deep**.
- All audio must be embedded into your video and videos must be submitted in MP4 format.
- Minimum length of video thus performance is 3 minutes. Maximum length of video thus performance is 5 minutes.
- Sound effect and voice overs are permitted.
- There can be no live music produced by electrical instruments, however drums and percussion are permitted.



## 5.5 Props Guidance and Rules

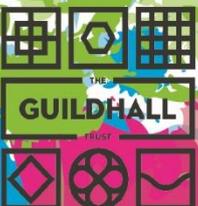
### USE OF HAND PROPS

- Props that are held or worn by the performers.
- Worn props must not exceed 3m in height.
- The use of authentic weaponry is not permitted.
- No performer may wear roller skates, blades or ride skateboards, bikes or any other form of transport.
- You will have 30 seconds to position your props and any dancers who begin on-stage pre performance (while your Introduction to Dance Live! Studio Edition video plays on the LED Screen behind you) and then 1 minute to remove props post performance.
- 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.

## 5.6 Lighting

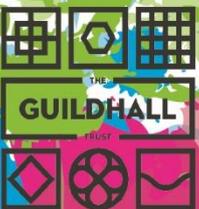
- The Dance Live! Team will supply all lighting.
- No additional lighting will be allowed other than battery powered lights.
- Two follow spots are available.
- Strobe lighting must conform to health and safety regulation. A maximum of 10 seconds at any one time and a total of 60 seconds during a performance.
- No lasers are permitted.
- Before the day you must nominate a teacher/helper to be your Lighting Assistant (LA). The LA will be required to design a maximum of 10 lighting cues to enhance your performance.
- Before the day you must complete and submit a Lighting Cue Sheet.
- The Dance Live! Studio Edition Lighting Technician will assist you with what you require and may give ideas which complement your performance.
- The LA does not need to be an expert in lighting, just someone who knows the performance, knows the scene changes, and knows the kind of effects your group wants.
- You will receive a lighting plot of what lights will be available, along with a basic cue sheet to be completed and brought along on the day.

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## 5.7 Performance Space

- Performance space is **12m wide by 7m deep**.
- 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. **Please note that there are a small set of steps on each side of the crossover and performers should bear this in mind when considering quick crossovers, costumes involving material touching the floor and/or footwear such as heels or tap shoes.**
- All performance is restricted to the onstage area. No performer may enter or exit from the auditorium.

## 5.8 Behaviour

The spirit of Dance Live! Studio Edition is mutual respect and professionalism. We ask that all participants show their support and appreciation for their fellow competitors. We will not tolerate any negative behaviour, from either dancers or teachers and helpers; this could lead to points being deducted and possible disqualification. All dancers and teachers must respect the venue and their staff and pay particular notice to venue signage and rules.

All groups must be considerate and mindful when in dressing rooms, as you may be sharing a dressing room with another group. Should we receive any complaints during the day about your group, marks will be deducted from your performance. If any individual causes damage to fixtures and fittings the Dance Live! Team will invoice the group for repair. We operate a one warning policy before action is taken.

# 6 Judging & Awards

## MAIN PERFORMANCE

There will be up to 4 judges all of whom have worked within the sector. Judging for the main piece will be split into 2 segments '**Creative**' and '**Performance**'. Each segment will contribute equally to the final score.

## HOW PERFORMANCES WILL BE JUDGED

Each group will receive a score out of 100 points.

**Performance:** after each group's performance judges will score out of 70 marks. Judges will look at delivery, originality, interpretation, musicality and overall performance.

**Creative:** judges will look at the LED Screen Content, Costume, Hair and Makeup.

The LED screen content score is worth 20 marks. Judges will be looking at the content of the screen, how well it complimented the performance and how the performance interacted with the screen. Consideration will also be given to whether the screen distracted from the performance.

The Costume, Hair and Makeup will attract a maximum of 10 marks, therefore your creative score will be marked out of 30.



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### **Performance:**

Performance (facial expressions and movement quality) 10%  
Choreography 10%  
Technique 10%  
Musicality 10%  
Connection (with audience and judges) 10%  
Concept 10%  
Contact (between the group) 10%

### **Creative:**

LED Screen Content: 20%  
Costume, Hair and Makeup: 10%

The overall score will be the average of the 4 judges scores

### **PLACING IN THE TOP THREE**

The top three scorers will be revealed to the audience at end of the show.

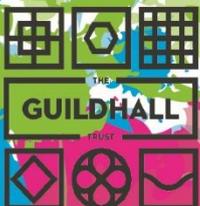
### **OTHER AWARDS**

Alongside the main top 3 awards, other awards to be presented on the evening will be:

- **Dance Live! Studio Edition Introductory Clip Award** - this will be the award for the best 30 second clip, that reflects and demonstrates your studio/group/company. This will be prejudged by a panel, ahead of the show day.
- **Creative Achievement Awards** - Each group will receive an award, presented to them on the evening, for the 'Creative' element that they scored highest in, as judged by the judges. For example, if your group got their highest mark in the 'LED Screen', they will be presented with an award for that. We will be using averages to assess this, given the weighting of the scoring.

### **PRIZES**

Should your group place within the top three, there will be one winner for the Junior competition and one winner for the Senior competition. A trophy will be awarded to each 1st, 2nd and 3rd place group for Junior and Senior competitions.





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## 7 Child Licensing Requirements

By signing up to participate in the event, you are confirming that you will supply the Dance Live! Team with the information required in order for us to obtain appropriate licences for the event to go ahead.

**You will receive the relevant documents, along with the deadline for returning these, after your entry has been confirmed in the Autumn.**

These include the following:

### **Child Performance Licensing Agreement**

This document sets out what we require from you as part of your entry. Amongst other things, it includes:

- Agreeing to provide us with every participating dancers name and date of birth at the time of performing (at least 15 days before the performance)
- Agreeing to provide us with a list of names of all staff and chaperones (least 15 days before the performance)
- Agreeing to complete the Details of Performance document (and return at least 15 days before the performance)
- Confirming that, on the day, you have details of any medical conditions and emergency contact details for each young person (we do not need to see these but may ask you for them on the day).

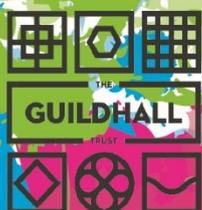
### **Details of Performance Document**

This form should be completed and returned at the same time as the lists of student's names and date of births, and staff/chaperone lists.

This document asks for you to break down the number of girls/boys/ nonbinary dancers participating, along with number of male/female/non-binary members of staff/chaperones.

**These documents will be stored securely as password protected files or in a locked cabinet and will only be show to Portsmouth City Council staff, should they request it. We must make this information available for up to 6 months after the event, after which point it will be safely destroyed or removed from our system.**

**Both of these forms are a condition of us obtaining our Child Body of Persons Licence from Portsmouth City Council. These are compulsory documents, that must be completed in order for your group to be able to compete in the event.**



## 8 Communication & Submission of Documents and Film Footage

By signing up to Dance Live! Studio Edition you are agreeing that all required documents and footage will be submitted by the stipulated dates at the latest. These dates will be sent to you in the Autumn term but will be no later than 15 days before your performance day.

Communication will be via email and documents will be stored and accessible via the Dance Live! SharePoint system. When submitting, our preference is that films are shared by groups via WeTransfer or Google Drive, however we will also accept films via email if the size of the files allows. When submitting documents, our preference is that these are shared by groups via email and these should be password protected if they contain personal information.

## 9 Welfare, Health & Safety

### Media, Consent and Wristbands

Wristbands will be sent to groups before their event. All dancers and teachers/chaperones must be wearing a wristband when they arrive on the premises and wristbands must be kept on until they leave the premises.

The number of wristbands sent will correlate to the information you have supplied on the Child Licensing documents.

Any dancers who do not have photo consent will be given a different coloured wristband on the day at the point of your group's arrival and sign-in to the venue.

Photographs and videos will be taken during the performance and groups will be sent an individual link post-event to their group's performance video. **Please be aware that Dance Live! Studio Edition will be using the photos and videos taken on the day for Dance Live! Studio Edition promotional material and will be used for the Dance Live! Studio Edition and Dance Live! Website and Social Media platforms such as Facebook and Instagram.**

### Changing Facilities

We want all young people participating in the event to feel welcome and comfortable. With this in mind, The Guildhall Trust has ensured that there are gender neutral toilets and changing facilities available. Whilst all toilets have accessible facilities, there is a stand-alone accessible toilet, located in the basement of the venue.

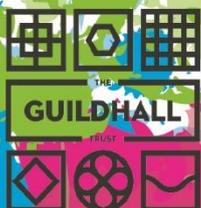
Each group will also be provided with 2 pop up tents, to be used as changing facilities.

### Risk Assessment

As with all group activities when taking young people 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

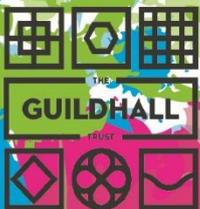
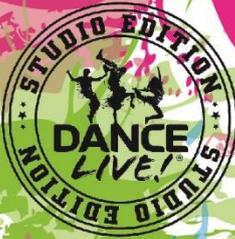


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### **Safeguarding**

All participants must remain in the venue for the duration of the event after arrival, this is to ensure participants are covered by The Guildhall Trust's Safeguarding Policy and Body of Persons License at all times. Please ensure that all participants have enough food and drink for the duration of the event, participants will be able to refill water bottles throughout the event if needed.

### **Student to Staff Ratios**

Dancer to teacher/chaperone ratios should match your individual group's ratio. All chaperones must have a Chaperone License, please contact [childemployment@portsmouthcc.gov.uk](mailto:childemployment@portsmouthcc.gov.uk) or the Local Authority of the children's home address for more information and to apply for a license. If chaperones do not have a license, a licence application should be submitted a minimum of 21 days before the performance takes place. **Chaperones will not be able to enter the premises without a Chaperone License. Please note that the Dance Live! Team and The Guildhall are not able to provide any child supervision during your event.**

### **Parents and Audience Members**

Groups are asked to reiterate to parents that they are not allowed in the dressing rooms during the daytime and the performance. Any parents attempting to gain access to the dressing room will be turned away and any possessions that need to be passed to dancers will be transferred by Guildhall staff. Please remind parents and other audience members that filming and photography on personal devices is not allowed due to consent and safeguarding rules.

Each group must coordinate their own parent/guardian collection arrangements. Parents will not be allowed to go to dressing rooms for collection, regardless of where in the auditorium they are seated. The Dance Live! Team are not responsible for connecting dancers and parents' post-event.

### **First Aid**

The venue hosting Dance Live! Studio Edition 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. **Groups must have 1 designated First Aider within their party. The venue's designated First Aider will be on hand at all times.**

### **Personal Property**

Items of personal property (e.g. Phones, cameras, bags, clothing etc) are brought onto The Guildhall property at your own risk. The Dance Live! Team and The Guildhall are not responsible for the loss and/or damage of personal property.

### **Stage Props**

All stage prop must be fire retardant, lightweight 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.**



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## Covid-19

Participating groups must comply with all Covid-19 rules and guidance in place at the time of the event. This could include the use of lateral flow tests and/or temperature checks. The Dance Live! Team will liaise with groups on what procedures will be in place as and when Government Guidance is announced and/or changed.

If, due to Covid-19, your participants are required to isolate during your Dance Live! Studio Edition event, the Dance Live! Team will arrange to offer a new event date (if possible) or will ask you to film your performance with your group in your group's dance studio/space for the Judges to view. The Dance Live! Team will liaise with your group to arrange alternative options with you for other aspects of the event.

## 10 Dance Live! Media Policy

This policy sets out Dance Live!, Dance Live! Studio Edition and The Guildhall Trust's commitment to using photographs and recordings in a safe, appropriate way.

Photographs and recordings taken during Dance Live! events or workshops will be used on the Dance Live!, Dance Live! Studio Edition and Portsmouth Guildhall Social Media pages, on the Portsmouth Guildhall website ([www.portsmouthguildhall.org.uk](http://www.portsmouthguildhall.org.uk)), in Dance Live! and Dance Live! Studio Edition Brochures, Information Packs and Promotional Videos. Please note that this list is not exclusive and images and recordings may be used to promote the Dance Live! Brand in other documents, platforms or websites.

Dance Live!, Dance Live! Studio Edition and The Guildhall Trust will not use images unless parent/guardian permission has been obtained. Any young person without photo consent should be highlighted by participating groups to the Dance Live! Team. Please note that group names will be listed in photo/video captions and group social media profiles will be tagged if handles have been provided. Social media handles can be provided at the point of registration.

When posting on social media platforms (e.g. Instagram and Facebook), Dance Live!, Dance Live! Studio Edition and The Guildhall Trust will not use filters on images and recordings of our participants. All images used will be truly representative of our participants and Dance Live! promotes positive body image for all our participants across our events and opportunities.

## 11 Final Note

Should you have any questions about Dance Live! Studio Edition, get in touch with the Dance Live! Team via email: [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk) where someone will get back to you as soon as possible.

Should you wish to register for Dance Live! Studio Edition 2022, please visit the Dance Live! Studio Edition page on the Portsmouth Guildhall website - [www.portsmouthguildhall.org.uk](http://www.portsmouthguildhall.org.uk) and complete the Google Form.

To stay updated with all Dance Live! news and upcoming events, follow us on social media:

**Facebook:** @danceliveportsmouth

**Instagram:** @danceliveportsmouth

