



STAGE 1

How to apply

Submission date
22 October 2010

How to Apply

Please fill in the Application Form opposite and have a look at the guidelines set out below.

Separate form and return by noon Friday 22 October 2010 to: Suffolk County Music Service, Northgate Arts Centre, Sidegate Lane West, Ipswich IP4 3DF.

Your Performance

In this pack you will find a *Creative Starting Points* Poster – an optional resource that we have created for you. This can be used in a variety of ways to help you develop your piece ready for your application. **This year's theme is 'Styles, Genres and Traditions'**. The poster provides a variety of creative musical pathways into this year's theme. You may want to link your application with other parts of the curriculum or simply create a piece which reflects the theme of Styles, Genres and Traditions. That said, we will be pleased to receive your application whatever content you are proposing for your performance.

Your performances must be no more than 12 minutes long.

The focus of the piece must be music. Whilst dance, for example, can be included within your piece, the purpose of the week is *A Celebration of Schools' Music* and the principle ingredient in your performance must be music, performed live by your pupils!

If you are intending to use any form of 'backing track', i.e. a pre-recorded accompaniment, then you should contact Philip Shaw at the County Music Service on 01473 281866 as it may be possible to find a solution whereby your accompaniment is live.

You must state on the Application Form in as much detail as possible what your performance will consist of, approximate times and the number of pupils to be involved. If you are selected it will be on the basis of the proposal contained in your initial application. Similarly, having designed programmes for each evening and accepted schools on the basis of the information in their applications, it will not be possible thereafter to make significant changes to type of content, number of performers or duration.

You will need to indicate which day(s) you are available to take part. Please check carefully with your school diary that there are no clashes with other events within school, and that any other adult musicians you intend to use, e.g. County Music Service tutors, community musicians, etc. are also available and have the date pencilled in.

Selection

Aldeburgh Music and Suffolk County Music Service undertake to notify those schools selected for inclusion in *A Celebration of Schools' Music 2011* during the week beginning 8 November 2010. The letter will have a contract attached which you must **send back to confirm your place by Friday 3 December 2010. This pack contains all the information you will need for your Celebration journey. All future forms needed for use by schools are contained in Stage 2 of this Information Pack. (You are urged to keep everything safely together until final decisions are announced.)**

Please contact:

Lizzie Woods at Aldeburgh Music on 01728 687141 or Philip Shaw, County Music Adviser on 01473 281866 if you require further information or any assistance.

Timeline and Key Dates

2010

| | |
|-----------------------|--|
| September | All maintained schools in Suffolk invited to apply |
| 22 October | DEADLINE for applications for <i>A Celebration of Schools' Music 2011</i> |
| 1 November | Aldeburgh Music and Suffolk County Music Service selection meeting |
| W/B 8 November | Successful applicants notified |
| 3 December | DEADLINE for return of contracts for <i>A Celebration of Schools' Music 2011</i> |
| W/B 6 December | Aldeburgh Music sends schools the Technical Rehearsal schedule |

2011

| | |
|--------------------------|---|
| W/B 10 January | Aldeburgh Music sends all schools promotional flyers |
| Friday 28 January | DEADLINE for return of forms: <ul style="list-style-type: none">• Technical Details• Programme Details• Ticket and Photograph Consent |
| 1 February | Box Office opens to the public |
| 7 – 12 March | <i>A Celebration of Schools' Music 2011</i> |



A Celebration of Schools' Music 2011

Monday 7 – Saturday 12 March 2011

Application form

Please complete, using BLOCK CAPITALS and return to:
Suffolk County Music Service, Northgate Arts Centre, Sidegate Lane West, IPSWICH IP4 3DF
To arrive no later than noon on Friday 22 October 2010

CONTACT DETAILS

School/Ensemble

Name of contact

School Telephone

School Email

Other Email

YOUR ENTRY

Please provide an accurate outline of your proposed content (use back of form to supply additional information if required)

.....
.....
.....
.....
.....

Anticipated duration (max 12mins)

Approx number of participants

Approx number of accompanying adults

Please tick the evenings that you are available:

- | | | |
|--|--|--|
| <input type="checkbox"/> Monday 7 March | <input type="checkbox"/> Wednesday 9 March | <input type="checkbox"/> Friday 11 March |
| <input type="checkbox"/> Tuesday 8 March | <input type="checkbox"/> Thursday 10 March | <input type="checkbox"/> Saturday 12 March |

Please add any other information that you would like us to know (use back of form to supply additional information if required)

.....
.....
.....

Head Teacher's Signature Date.....

Please ensure this information is read carefully.
A full briefing will be given upon your arrival.

In Case of Fire and Emergency

In the unlikely event of the fire alarm being activated the following action should be taken:

During a Rehearsal

Leave the building by the nearest available fire exit and walk quietly to the area of green grass at the front entrance of the Concert Hall (by the sculpture plinth).

If you are in the Hall itself or the Hoffmann Building, you will be ushered out of the building by Aldeburgh Music staff.

Teachers are responsible for checking all members of their group are present.

Do not re-enter the building until instructed to do so.

During a Concert

When in the Hall itself during a concert, the evacuation procedure will be overseen by the Concert Hall Manager and Ushers. You must follow any instructions given by them. You will be told when to leave the Hall and by which exit.

Stay with your group, and walk quietly to the area of green grass at the front entrance of the Concert Hall (by the sculpture plinth).

Do not re-enter the building until instructed to do so.

First Aid

Teachers are responsible for the welfare of their students, and should bring with them a first aid kit and any specific medication required for individual pupils.

Clothing and Footwear

- Footwear must be worn at all times in the Concert Hall.
- The stage floor is made of wood and is liable to splinter.
- We are unable to lay a special floor specifically for dancing.
- It is not advisable to have performers sliding or rolling on any part of their bodies on the bare floor. If your performances rely on sliding or rolling, please think carefully about your costumes.

Concert Hall Rules and Regulations

Snap Maltings Concert Hall and Aldeburgh Music stipulate these rules. They must be adhered to at all times:

- Food and drink may only be consumed in dressing rooms
- Chewing gum, cigarettes and alcohol are not allowed
- No bare feet on stage
- Performers must stay as quiet as possible backstage as noise travels very easily
- With regards to Health & Safety, capacity is at a maximum during *A Celebration of Schools' Music*. It is imperative pupils are supervised by accompanying staff at all times whilst in the building
- It is the school's responsibility to ensure appropriate CRB checks have been carried out on all accompanying adults
- Aerosols (spray deodorants and hairsprays etc) are not permitted backstage
- Electrical equipment (hair straighteners and hairdryers etc) may not be used anywhere in the building



STAGE 2

Your details

Venue information

Please keep this information/form safe.
You will only need them if your school is selected.

Submission date
28 January 2011

The enclosed form must be filled out and returned to Aldeburgh Music by Friday 28 January 2011. Explanatory information to help you fill out the form is provided below.

Technical Details Information

Each school that takes part in *A Celebration of Schools' Music* must supply Aldeburgh Music with all the technical details needed for their performance. This includes any lighting and sound requirements and any equipment that you will be bringing with you or need us to supply.

If you are bringing any scenery/props made of combustible materials they must be made flame proof.

All scenery will be checked at the Hall. Scenery can be sprayed with a product called *Flame Check Flameproof Solution* to make flame proof. *Flame Check* is available from www.stage-electrics.co.uk

All electrical equipment used at Snape Maltings Concert Hall must be PAT (Portable Appliance Testing) tested. Equipment without a current PAT test sticker will not be allowed on stage at *A Celebration of Schools' Music 2011*.

On the day of your performance you will be allocated a technical rehearsal time where you will be able to run through your piece with the technical team from Aldeburgh Music.

Stage Plan

Within this pack you will find a plan of the stage at Snape Maltings Concert Hall. This will help you stage your performance at school ready for your performance.

Final Numbers

It is extremely important that you provide us with accurate numbers for your performance. This includes performers and adult supervisors. Due to Health and Safety requirements there is a limited capacity allowed backstage at any one time. Therefore, **accurate numbers must be supplied at your time of application and at the time of returning the enclosed form.**

Photograph Consent

Aldeburgh Music and Suffolk County Council may wish to use photographs taken at *A Celebration of Schools' Music 2011* for various publications (including websites).

Please sign the enclosed form to confirm your school has secured parental approval that photographs (both still and video) may be taken of their children during their rehearsal and/or performance at *A Celebration of Schools' Music 2011* and that these may be used thereafter by us in a variety of ways, including public display and on the Internet.

Permission must be gained for all performers to allow photography of any groups.

Programme Book Details

Each year *A Celebration of Schools' Music* programme book is produced. This gives you the opportunity to write a short piece to describe your performance.

- The piece must be a maximum of 150 words
- It must be written in the 3rd person
- All titles must be in Italics
- All credits must be in brackets after the title(s) of the pieces you are performing

Please contact Lizzie Woods at Aldeburgh Music on 01728 687141 if you require any assistance.

Box Office/ Ticket Information

Your school is allocated up to 6 reserved complimentary tickets for VIP guests.

It is the joint responsibility of all schools involved to provide the audience for *A Celebration of Schools' Music 2011*.

You will be sent promotional flyers during the week beginning 10 January 2011. These flyers will provide all the information needed for booking tickets. A letter will accompany the flyers which you may copy, use and send out. This will explain the booking system and provide all necessary information.

Please make sure you utilise the flyers to encourage support for your school's performance.

Press Information

Each year a number of members of the press are invited to *A Celebration of Schools' Music*. Your school must be prepared for rehearsals to be photographed (only those where full photograph consent has been given).

There are occasions where the press may want to come to your school to see your rehearsals in the lead up to the Celebration week. Please make sure you clearly mark on the form enclosed whether you are happy for press to come to your school.

For any questions about the above please contact Lizzie Woods at Aldeburgh Music on 01728 687141



On the Day

Arrival

When You Arrive:

- Report to the **Artists Entrance** (see enclosed map).
- You will be met by a member of Aldeburgh Music staff and shown to your dressing room.
- A briefing will be given covering essential information.

Please note

Individuals cannot report in separately and must wait until their complete group arrives. You will not be allowed into your dressing room before your allocated arrival time.

Parking

The Artists Courtyard is **not** available for parking. Cars and minibuses must use the public car parks. Coaches **must not** disembark/embark alongside the Concert Hall.

Equipment

Please inform us of any large or heavy equipment you plan to bring prior to your arrival (on the technical equipment form). **Aldeburgh Music must agree this in writing.**

If an agreement is made with Aldeburgh Music prior to your arrival large or heavy equipment may be unloaded in the Artists Courtyard (see map enclosed).

Once unloaded, vehicles must be immediately removed and taken to the public car parks.

Dressing Rooms

Your dressing room will serve as your 'base' for the duration of your visit to Snape Maltings Concert Hall.

All bags and coats must be left there. Groups will be able to eat packed meals in the dressing rooms.

Teachers are reminded that it is their responsibility to ensure adequate supervision of their pupils at all time.

Technical Rehearsals

- **Each school will be allocated an individual time for its technical rehearsal – this will be sent to you w/b 6 December 2010**
- Due to time restrictions there is no leeway. You must keep within your allotted time.
- The technical rehearsal primarily enables Concert Hall technical staff to see your performance and cater for your requirements. It also gives you the opportunity to become acquainted with the performance space.
- Excessive volume presents a potential issue. The management reserves the right to insist upon the appropriate adjustments being made.

Spare Time

When not involved in a technical rehearsal, groups are welcome to watch other groups rehearse.

Groups in the auditorium must be supervised at all times.

Entrance to and from the Hall may only take place in a suitable break.

Finale

At the end of each night all schools who have performed have the chance to perform again, this time all together in a piece especially written for them.

No prior rehearsal or preparation is required within school time. Everything will be sorted on the day.

There is a massed rehearsal for the Finale for all groups each evening at 5pm. Schools may also be given the opportunity to work with the Finale composer during their free time in the afternoon.

Toilets

Performers may only use allocated toilets.

We ask teachers to supervise the use of the toilets by their pupils as appropriate.

Out-of-bounds Areas

Signs will mark out of bounds areas.

Lifts will only be available for people with access requirements and large or heavy equipment – please contact a member of the Concert Hall staff if access to a lift is required. Public spaces (Oyster Bar, Box Office and Foyers) are out of bounds to all performers at all times.

Meals

These may be eaten in the dressing rooms.

Please use the bins provided to keep rubbish under control. Chewing gum and fizzy drinks cans are prohibited in the building.

Performance

- Performers should be preparing in their dressing room areas by 6.30pm.
- Groups will be called and taken to their seats (in the auditorium Hall or on stage) to ensure a prompt start at 7pm.

Running Order

The performance running order will be decided following the technical rehearsals and will be dependent on technical requirements and artistic 'flow' of the programme.

You will be advised accordingly once rehearsals have finished **at 6pm.**

Seating

During the performance, all participants – when not performing or preparing to perform – will watch the other schools' contributions. These seats will be allocated on stage or in the main auditorium. They may only be used by performers and supervising adults.

Groups will be moved backstage during the preceding item.

Interval

All performers must go backstage to their dressing rooms during the interval, and should not arrange to meet friends and family.

Members of the public are not allowed backstage at any time. Please make sure that your supporters respect this.

Departure

The concert will conclude by approximately **9.30pm.**

A Celebration of Schools' Music 2011

Please complete, using BLOCK CAPITALS and return to:
Lizzie Woods: Fax 01728 687120 or Aldeburgh Music, Snape Maltings Concert Hall, Snape, Saxmundham IP17 1SP
To arrive no later than noon on Friday 28 January 2011

Technical details

CONTACT DETAILS

School/Group Performance date

Contact name School Telephone

School Email Other Email

SCHEDULING DETAILS

Length of performance (minutes) Allocated Rehearsal time

EQUIPMENT REQUIREMENTS Please tick as necessary

Chairs. How many (if required) Music Stands. How many (if required)

Conductors stand. How many (if required) Double bass stools. How many (if required)

Piano. How many (if required) Power points. How many (if required)

Do you require the use of on site large percussion equipment? **Yes / No**

Details

Is scenery being used (you provide)? **Yes / No**

Details

Do you have any sound requirements? **Yes / No**

Details

Do you have any lighting requirements? **Yes / No**

Details

NB: All electrical equipment used at Snape Maltings Concert Hall must be PAT (Portable Appliance Testing) tested. Equipment without a current PAT test sticker will be prohibited at *A Celebration of Schools' Music 2011*.

Photograph Consent

Aldeburgh Music and Suffolk County Council may wish to use photographs taken at *A Celebration of Schools' Music 2011* for various publications (including websites).

Please sign (Head Teacher) this section of the form to confirm your school has secured parental approval that photographs (both still and video) may be taken of their children during their rehearsal and/or performance at *A Celebration of Schools' Music 2011* and that these may be used thereafter by us in a variety of ways, including public display.

Permission must be gained for all performers to allow photography of any group. Please tick and sign.

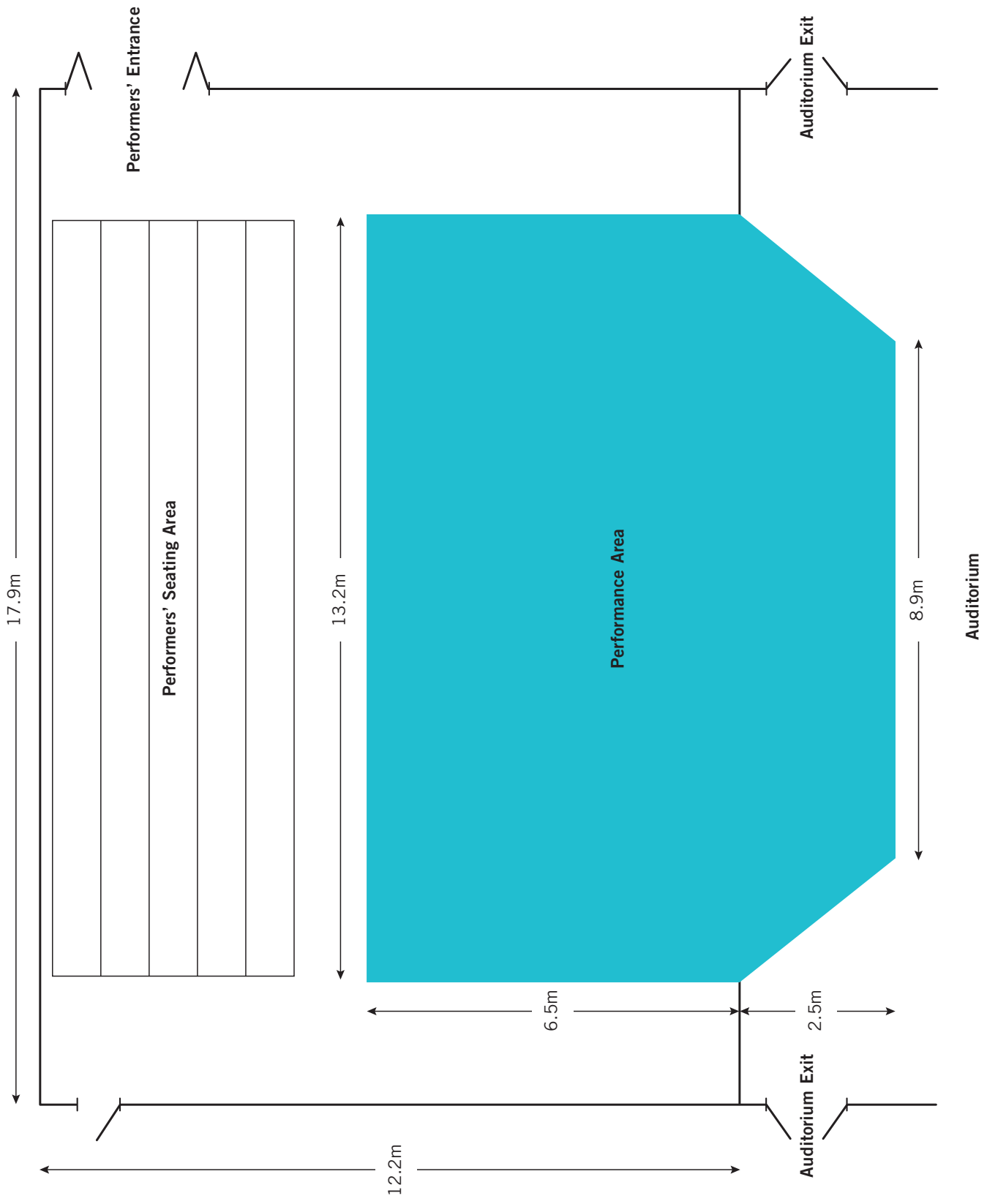
I have secured parental photograph consent for all those taking part in *A Celebration of Schools' Music 2011*

I am happy for Press to visit the school in the lead up to *A Celebration of Schools' Music 2011*

Name of Head Teacher

Signature of Head Teacher

Stage plan



Snape Maltings site

- 1 Britten-Pears Building
- 2 Peter Pears Recital Room
- 3 Dovecote Studio
- 4 Barbara Hepworth's *The Family of Man*
- 5 Hoffmann Building
- 6 Jerwood Kiln Studio
- 7 Britten Studio
- 8 Snape Maltings Concert Hall
- 9 Aldeburgh Music Visitor Centre, Box Office, Shop
- 10 Oyster Bar
- ↓ Artists Entrance
- P Parking for cars and minibuses

