



**Student-led performances at the Guildhall School**

**Version: 1**

**Created: May 2014**

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**Operations Board Approval: Sept 2014**

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## **Definition**

Student-led performances at the Guildhall School can take the form of a number of different events: concerts, operas and recitals by music students, graduation projects by technical theatre students, solo performances by final year actors, and students taking part in the CoLABorate scheme.

Student led performances generally do not have any artistic input from the School (although they may form a part of the training) and are devised and presented at the student's own initiative.

## **Student led Performances at External Venues**

Events staged at venues outside of the School's Estate are not covered within the scope of this document; please discuss plans with your head of department in conjunction with the Head of Estates and Facilities Management before any formal arrangements have been made.

## **Music Student Performances**

Music students whose event requires little or no technical support should see James Alexander in the first instance before going any further.

## **Library Services**

If student-led ensembles wish to use the Library's collection of orchestral, band and vocal ensemble sets, or want the Orchestral Librarian to hire performance material, this must be authorised by the Director of Music first.

## **Facilities Guidelines**

Once you have agreed with your Department Head that a performance can go ahead you need to contact the following;

1. Head of Estates and Facilities re FOH requirements. He will then put you in touch with the Facilities Manager who will be on duty for your event who will be able to assist and guide you through the planning stages right through to the day of your event. Please email [martin.auger@gsmd.ac.uk](mailto:martin.auger@gsmd.ac.uk) in the first instance.
2. Head of Marketing & Communications re Marketing Guidelines – these are available further down this document, however if anything is unclear or you have any questions please email [jo.hutchinson@gsmd.ac.uk](mailto:jo.hutchinson@gsmd.ac.uk) in the first instance.
3. Head of Performance Venues re venue technical requirements – these are available further down this document, however if anything is unclear or you have any questions please email [chris.wheal@gsmd.ac.uk](mailto:chris.wheal@gsmd.ac.uk) in the first instance.

You will then need to produce an event pro forma, please use the template in Appendix 1 for reference. This will encompass all requirements for the event, for instance running time, audience numbers, key contacts, special considerations. This will build as part of the planning and preparation for the event. It will then need to be sent to all parties above and the duty manager for the event.

Staff numbers will depend on which building and which venue is used for your performance. Please note - From a Facilities point of view it is much cheaper for an event to take place in the Silk St building than in Milton Court, as generally staffing requirements are lower.

## **Duty Manager**

There is always a Duty Facilities Manager on duty whenever the School buildings are occupied, however that does not mean that all buildings are occupied throughout the School term so please check well in advance of your chosen date for your performance.

The Duty Manager will be a key contact for you regarding many aspects of your event, please ensure you liaise with them and keep them updated on any proposed developments or changes to the event.

## **Stewards**

All School stewards have been through an induction and training. Only School inducted stewards may be employed on an event in the School. There is a 3 hour minimum call for a steward at a current rate of £8.55 per hour. This is due to go up to

£9.58 in the very near future. If however due to the nature of these events you can convince students who have been trained as stewards to work on your event for free then this is acceptable and names would need to be provided to the duty manager for your event. The numbers of stewards required for an event are at the discretion of the Duty Manager, and because they are a licensing requirement, they are not negotiable.

The table below is an indication of numbers of stewards needed for typical events and venue capacities, based on the current seating systems in each venue:

Venue	Max Capacity	No of Stewards
Milton Court Concert Hall	608	8
Milton Court Theatre	223	8
Milton Court Studio Theatre	125	2/4
Milton Court Rehearsal Room 1	60	2
Milton Court Rehearsal Room 3	60	2
Silk Street Theatre	308	4
Silk Street Music Hall	190	2
Silk Street Lecture Recital Room	80	2
Cloak Room (any venue)	320 coats (additional capacity available with prior notice)	1
Milton Court Main Entrance		1
Box Office & Programmes		1/2

## Bars/catering

### Milton Court

The front of house bars are currently operated by Searcy's. Speak with your assigned Duty Manager in the first instance regarding opening one or more of the Milton Court bars. Please be aware though that this could well be chargeable.

The Back of house catering is currently operated by BaxterStorey. Speak with your assigned Duty Manager in the first instance regarding opening one or more of the Milton Court bars. Please be aware though that this could well be chargeable.

### Silk St. Building and Sundial Court

All catering is operated by BaxterStorey. Speak with your assigned Duty Manager in the first instance regarding opening this facility. Please be aware though that this could well be chargeable.

## Licensing

In all instances consideration will need to be given to health and safety for both performers and public. A thorough discussion about the event with the Duty Manager and Performance Venues will identify any areas of concern regarding your event and how to manage them. In most instances an initial risk assessment will

need to be carried out and reviewed by Facilities and or Performance Venues, see Appendix 2, the Duty Manager can guide you in completing this.

When planning your event make sure you plan for at least two venue meetings/inspections following the get in. If you are producing a programme for your event it is possible that a warning note will need to be added regarding an element of the event, your duty manager will advise you as to what is needed and how it should be worded.

## Accessibility

All venues are wheelchair accessible but some venues will require seats to be removed for them. If you know you have a wheel chair user attending please contact the Duty Manager at the earliest opportunity to ensure that any necessary arrangements can be made well in advance. Please also be aware though that this might impact on the number of seats available for your audience:

Venue	Maximum No of Wheel Chairs	Allowance for Wheel Chair(s)
Milton Court Theatre	4 (Stalls only)	Up to 2 wheel chairs = -3 seats Up to 4 wheel chairs = -6 seats
Milton Court Studio Theatre	Variable depending on seating configuration	
Milton Court Concert Hall	Stalls = 2 or 6* Circle = 4	Stalls = -4 seats per wheel chair Circle = 2 seats per wheel chair
Milton Court Rehearsal Room 1	Variable depending on seating configuration	
Milton Court Rehearsal Room 3	Variable depending on seating configuration	
Silk Street Music Hall	With seating unit = up to 5 Without seating unit = Variable	One wheel chair = -4 seats 2-5 wheel chairs = -6 seats for each chair
Silk Street Theatre	Variable depending on seating configuration	
Silk Street LRR	2 permanent spaces	N/A

\*depending on Stage size

In addition to the allowances above you should also allow an extra seat for anyone accompanying a wheelchair user.

## Non-standard Venues

Students are welcome to explore staging events away from our normal venues but it needs to be given careful consideration and discussed thoroughly with your head of department and the Head of Estates and Facilities Management to determine viability.

## Marketing Guidelines

While the School is happy to provide space when it is available for student-led performances, it does not have the resource to provide marketing support for your event. It is also important that student-led performances are clearly distinct from 'Guildhall' events, which are proactively marketed by the School as our showcase activity. With this in mind, the following guidelines should help to clarify what is available for your event.

### Ticketing

Student-led performances in any School venue are not permitted to be ticketed via the Barbican Box Office or any other paid system. They should either be entirely unreserved, or you can run a guest list. If your event is invitation only, it is your responsibility to administer the guest list appropriately and not over-allocate seats in your venue.

If you think your event is likely to be popular and may involve guests arriving early to secure their seats, we suggest the use of raffle tickets or similar so that guests can secure a seat and then go to the bar etc. before the start of the performance.

Please note that students are not permitted to collect donations to cover the cost of the event. It is your responsibility to cover any cost of the event yourself.

### Posters and flyers

The School does not provide designed posters and flyers for student-led events. You are welcome to produce your own, but they should be signed off by the Marketing department ([marketing@gsmd.ac.uk](mailto:marketing@gsmd.ac.uk)). If you use the School logo, you must include a line stating this is a student led performance (we will provide exact wording to you when you contact us).

Posters and flyers can only be displayed in student areas of the School (not front of house areas such as foyers). We are unable to place any posters in cases outside the School's building.

### Digital screens

Student-led performances will not be included on plasma screens, which are limited to major ticketed events only. The only exception to this is for final year actor solo performances – if these take place in a venue in Milton Court with its own plasma screen, they may be flagged on this screen on the day only for invited guests.

### Website listings and events email

At the discretion of the Marketing department, those student-led performances which are open to the public may be included on the School's website listings and occasionally in its monthly events email, if the relevant academic department thinks it appropriate.

### Social media

The Marketing department may provide 'soft' support by retweeting tweets, for example, but will not proactively promote student-led performances via School social media accounts. Please ensure that your social media posts do not imply this is a Guildhall School production. The Marketing Department can help with wording on this.

### Press

Under no circumstances should members of the press be contacted about student-led performances at the School.

## Agents

Agents and casting directors should only be contacted in the name of the School with the support of your relevant administration office (e.g. the Drama Office).

## Events Guide

Student-led performances are not included in the School's season brochure unless the relevant academic department advises on an exceptional circumstance.

## Internal communications

The School encourages students to make full use of internal publicity channels to promote their event to fellow students and staff, which include but are not limited to:

- Student ezine (published on the 15th of each month - contact [Julia.lazarus@gsmd.ac.uk](mailto:Julia.lazarus@gsmd.ac.uk))
- Student mobile app – Students Events section (contact [julia.lazarus@gsmd.ac.uk](mailto:julia.lazarus@gsmd.ac.uk))
- Posters and flyers in student areas only

Please avoid emailing large groups of students – the Student Union and the School are actively trying to discourage mass mailing so that inboxes do not fill up with unwanted mail.

## Queries

If you have any queries, please contact the Marketing Department:

Jo Hutchinson

Head of Marketing & Communications

[jo.hutchinson@gsmd.ac.uk](mailto:jo.hutchinson@gsmd.ac.uk) / 020 7382 6130

## Fundraising (Development) Guidelines

Fundraising is a particularly sensitive area for the School and, through the Development Office, it has invested a great deal of time over many years in developing long-term relationships with individual, trust, livery company and corporate supporters for the benefit of the School as a whole and all of its students. Many students will have benefited from this activity first-hand as recipients of scholarship awards or in their use of the facilities at Milton Court, both of which have been supported through the School's fundraising activities.

Since fundraising involves asking members of the public to make personal donations, either as cash gifts or pledges (promises to make a cash payment at a future date), it needs to be handled appropriately and in strict accordance with charity law. It also requires a higher-level of administration in order to handle cash or pledged money appropriately so that any funds raised are publicly accountable.

### Fundraising at your event

If you are thinking of incorporating a fundraising element in your event then it is imperative that you speak to the Head of Development immediately to seek his approval on behalf of the School and his advice in this area. This is also necessary if you are working with or on behalf of a third-party charity.

### Invitations to the School's supporters

If you are the recipient of a scholarship award from the School and have been linked with an external donor, then it would be appropriate to invite them to your performance so that they are able to see how your studies are progressing. If you require advice on how best to do this then contact a member of the Development team.

It is not appropriate under any circumstances for you to invite any of the School's other supporters to your event without the express permission of the Head of Development. The Development Office is not able to provide students with contact details for any donors to the School due to data protection legislation.

### Queries

If you have any queries, please contact the Development Office:  
Duncan Barker  
Head of Development  
[duncan.barker@gsmd.ac.uk](mailto:duncan.barker@gsmd.ac.uk) / 020 7382 2313

## Performance Venues Guidelines

Performance Venues staff provide technical and orchestral stage management support in the main performance venues across the campus. Our role is to assist you in setting up and presenting your event in a safe professional manner. We would normally allocate one staff member to oversee operations and help resolve issues. Staff availability at busy times may well rule out certain dates for events to take place.

### Technical Theatre Students

For all but the simplest events you are likely to need to collaborate with technical theatre students to undertake some of the design and operational roles, (such as lighting and sound operation, stage management etc). These students are not a support service – they are your peers and their creative contribution is likely to be a significant element of your audience's experience. It is your responsibility to recruit and confirm these volunteers well in advance of your event. Be aware that students may need to discuss volunteering with their lecturers to ensure there is no impact on their studies and consideration may need to be given to timetabling of rehearsals etc to accommodate this. Failure to secure sufficient technical theatre students to set up, manage and operate your event is likely to prevent it going ahead.

### Equipment

The School's events and the teaching programme take priority on equipment at all times. Please discuss your requirements with Performance Venues.

### Setup time

Any change in configuration of spaces such as the seating in Milton Court Studio Theatre will need to be scheduled to take place during your tenancy period as other events may prevent pre-setting. Similarly if you are working with Technical Theatre students and hoping to achieve particular lighting, sound or projection effects these will take time to set up which will need to be allowed for. Again please discuss with Performance Venues.

### Contact details:

Chris Wheal – Head of Performance Venues  
performance.venues@gsmd.ac.uk

## Appendix 1: Event Proforma

<b>Event Name</b>		
<b>Subject to Amendment and Alteration</b>		
<b>Running times:</b> Act 1: Act 2:		
<b>Specific Times</b>	<b>Matinee</b>	<b>Evening</b>
Theatre to be cleaned		
Fire alarm to be isolated		
Stewards called		
Fire drill		
House opens		
Curtain up Act 1		
Late comers admitted at		
Curtain down Act 1		
Interval		
Curtain up Act 2		
Curtain down Act 2		
<b>Other information</b>		
Seating capacity		
Specifics about seating		
Specifics about the production		
Audience warning needed (e.g. strobe notices, gun shots)		
Clearance (preshow and at end of interval) to be given to		
Other notes		

<b>Show Staffing</b>		Extension number
Stage Manager		
DSM		
PM		
Staff Production Manager		

<b>Performance</b>	Show 1	Show 2	Show 3	Show 4	Show 5	Show 6
<b>Date &amp; Time</b>						

## Appendix 2: Risk Assessment Template

<b>Title:</b>	
<b>Initial RA Number</b>	Department Ref no.
<b>Department:</b>	
<b>Division:</b>	
<b>Location:</b>	

<b>Risk Assessor:</b>
<b>Department Manager:</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Initial Risk Assessment



### Description of Task:

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm Reasonably Foreseeable Worst Case Injury	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9