



# Index

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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 our outstanding inaugural event in 2022, we have been approached again 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**.

**Studio Edition** is a Showcase Platform 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', with between 4-7 minute routines showcasing dance technique, performance expression and digital creativity.

Each group/studio/company will be able to enter a group dance along with accompanying LED Screen content. We accept both Junior performances (aimed at dancers aged 7-11), Senior performances (aimed at dancers aged 12-19) and Mixed Group performances. Dance groups/studios/companies are able to enter a Junior and Senior routine or one Mixed Group routine. 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 participating with event options. **If you have competed in Studio Edition previously, please still read it thoroughly, as some rules have changed.**

There are instructions on how to register your dance group, which will be done via a Google Form on our website: <https://dancelive.co.uk/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 event will take place on **Saturday, 28<sup>th</sup> April 2024**. Please note, extra dates are available depending on levels of registration.

The 2024 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,

*A. Grays*

**Andy Grays**  
CEO  
The Guildhall Trust

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## 1.2 Images from Studio Edition 2023

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**STUDIO EDITION  
DANCE  
LIVE!  
STUDIO EDITION**



**GUILDHALL**



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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 Sadlers 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. Each dance group, studio and youth dance company are able to enter a Junior (aimed at dancers aged 7-11) and Senior (aimed at dancers aged 12-19) routine or one Mixed Group routine into the showcase.

**Please note that the showcase 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 participate, please contact the Dance Live! Team regarding Dance Live!. The Guildhall Trust has public liability insurance and licenses with PRS and PPL.**

## 2 Participation, Fees & Payment

### 2.2 Entering the Showcase

Groups must register by completing the registration form on the Studio Edition website: <https://dancelive.co.uk/studio-edition/>. Should your group be chosen to participate, you will then receive email confirmation of your entry into the showcase. Should a group wish to withdraw after they have been chosen to participate and have signed their agreement, they must contact the Dance Live! Team at The Guildhall.

The signed agreement will confirm your entry into the competition. Should a school wish to withdraw after they have signed their agreement, and dates and locations have been confirmed (late July) they will be liable to a £150.00 withdrawal fee.

### 2.3 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 a Junior and Senior or one Mixed Performance. For example, a group with a Junior and Senior section can therefore enter 2 teams but cannot enter 2 Junior or 2 Senior performances for example.

### 2.4 The Participation Fee

For each school/group who enters, there is a participation fee of £13 per participant attending the event on the day, with a minimum of 10 participants. This fee supports the production and delivery of the event. Each school/group will be invoiced for their total fees, which must be paid by the deadline stated on the invoice. The fees apply to performers only. 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 £13 per participant. We will be issuing invoices once you have returned your Invoice and Access Needs form in the Spring term.

BACS transfer will be the preferred method of payment; however, we will accept card and cheque payments.





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After confirmation of participant numbers in the Autumn term, 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.

The deadline for final confirmation of participant numbers is **Monday 22<sup>nd</sup> January 2024** after which 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. The deadline for payment is **5pm, Friday 22<sup>nd</sup> March 2024** after which point we are unable to give refunds to schools for individual participants unless there are exceptional circumstances. Due to the scale of the arrangements needed to run the event, including appointing appropriate dressing room spaces, you will be unable to change your participant numbers or amend invoices after this date.



## 3 Creating a Performance Piece

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

### 3.2 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.

### 3.3 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](#)).

#### 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.







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### 3.4 2 Minute Journey to Studio Edition

All groups will be asked to create and provide an up to 2 minute introductory film clip which will play ahead of the start of your performance and must be a reflection of your groups' journey to Studio Edition this year. 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 Journey Video plays.**

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

After registering, all participating groups will be given access to the Dance Live! Resources 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 2 minute introduction film clip; guidance for lighting plans and general information about the event.

## 4 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.

### 4.2 Performance Guidelines and Rules

#### PERFORMANCE

- Performance length must be between **4mins - 7mins**.
- All performances must make full use of the LED screen with the soundtrack embedded into the video for the whole length of the performance.
- Music can be original or published. **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 not be able to perform.
- 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, the 2022 Russian and Ukraine conflict and Queen Elizabeth II's funeral will not be a permitted theme this year. Screen content must not contain footage from these events.**

## JOURNEY TO STUDIO EDITION FILM

- Must be a reflection of your groups' journey to Studio Edition this year.
- **Must not be longer than 2 minutes. We will allow a 10 second leeway, any Journey Video that runs over 2mins 10 secs will be cut and the stage will go to blackout.**
- Must NOT contain footage or reference to any other Dance competition or event, except previous Studio Edition events.
- Must be submitted by the time frame stipulated (refer to point 8 of this pack).



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### 4.3 Copyright

- All images, film, graphic design and animation in LED Screen Content must be royalty-free and copyright-free or must be original content. 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/film and therefore all images and video used must be copyright-free and royalty-free or original content. Dance Live! will provide participating groups with a copyright resource to refer to.
- By agreeing to take part in 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 section 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 schools' performance will be made available digitally along with photographs available to purchase, for you to share with students and parents.

### 4.4 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.
- The screen will be **9.6 metres wide x 5.4 metres tall**.
- All audio must be embedded into your video and videos must be submitted in MP4 format.
- Minimum length of video thus performance is 4 minutes. Maximum length of video thus performance is 7 minutes. **We allow a 10 second leeway, any screen content and performance that runs over 7mins 10secs will be cut and the stage will go to blackout.**
- Sound effect and voice overs are permitted.
- There can be no live music produced by electrical instruments, however drums and percussion are permitted.
- **Text used on the screen must not contain explicit language.**
- **We would suggest a minimum of 1920 x1080 pixels for videos and image with a 1080 resolution, also referred to as 'Full HD'.**



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#### 4.5 Props Guidance and Rules

##### USE OF STAGE DECORATION

- **Solid Flats are not permitted.** A Solid Flat consists of 'a frame covered with scenic canvas or plywood' and/or 'a painted wooden board' that is usually built in a rectangular or square shape and positioned on stage so as to give the appearance of a specific scene or hide a stage background.
- All stage decoration should move at least once during the performance and should not be static.
- All stage decoration must be used to help enhance the performance. These are door frame, tables and chairs, steps, boxes, etc.
- It should be possible for all stage decoration 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 stage decoration.
- Maximum size of any one solid piece of stage decoration is **2m high, 1.2m wide, 1m deep**. A solid piece of stage decoration must be able to pass through an imaginary single door frame.
- Fabrics (e.g. blue net for a wave effect) are permitted and when extended should be no longer than the width of the stage and no taller than 2m. All fabrics should be flame-retardant.
- Off-stage storage: All stage decoration and props must be stored in an area of **1.5m x 2m** when not on stage. Schools performing in the second half of the show may be asked to store their stage decoration and props either outside the venue, in your dressing room or in your transport.
- Stage decoration and props will then be stored off stage during the interval.
- Any stage decoration over **1m high** on which a performer will stand upon must be fitted with **2 handrails** either side. **Any stage decoration above 1m high without handrails fitted will not be allowed to be used during your performance.** Please note that the 1m height includes wheels.
- All stage decoration must be of strong construction as to not cause harm to any of your performers.
- No scaffolding is permitted.
- You will have **2 minutes** to position your stage decoration and props preperformance (while your Journey to Dance Live! video plays on the LED Screen behind you) and then **1 minute** to remove stage decoration and hand props post performance.
- All stage crew must wear footwear which cover the complete foot (e.g. trainers or boots).
- Once your stage decoration and props are in the loading area you will be required to transfer the stage decoration and props to your transport.
- Please have your stage decoration and props at the venue a minimum 30 minutes before your rehearsal time.



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## USE OF HAND PROPS

- Props that are held or worn by the performers.
- Worn props must not exceed 5m 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 2 minutes to position your props and any dancers who begin on-stage pre performance (while your Journey to 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: **animals (except guide dogs), liquids, lasers, confetti, glass (including mirrors), oils, bubble machines, helium balloons, talcum powder, dry ice, naked flames, any kind of compressed gas or pyrotechnics (this includes party-poppers).**

## 4.6 Lighting

- The Dance Live! Team will supply all lighting.
- No additional lighting will be allowed other than battery powered lights.
- **No follow spots are allowed.**
- 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. **This includes strobe effects in your screen content.**
- 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 states to enhance your performance.**
- Before the day you must complete and submit a Lighting State Sheet.
- The 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 state sheet to be completed and brought along on the day.

#### 4.7 Video Director

- All groups must provide a video director to call the shots within your individual school's video production. It will be this video that you receive following the performance, along with a centre camera-only cut.

#### 4.8 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.

#### 4.9 Behaviour

The spirit of 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.

As part of registering, you will be required to sign a code of conduct (please see [page 2](#) of this information pack)

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, the Dance Live! Team withhold the right to prevent your school/group from performing. If any individual causes damage to fixtures and fittings the Dance Live! Team will invoice the school/group for repair. We operate a one warning policy before action is taken.



## 5 Awards

Awards to be presented on the evening will be:

- **Journey to Studio Edition Video Award** - this will be the award for the best 2 minute video 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 executed to the greatest quality, as judged by the Dance Live! Team on the day. For example, if the strongest element of your performance was the 'LED Screen', your group will be presented with an award for that.

**Please note that Awards are only able to be given if participation invoices, participant details, and video content is received when requested by the Dance Live! Team.**





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## 6 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.**







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## 7 Communication & Submission of Documents and Film Footage

By signing up to 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 One Drive Link or Google Drive. An individual upload link will be sent to each group leader for this purpose. When submitting documents, our preference is that these are shared by groups via the Studio Edition Teacher App.

## 8 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 Studio Edition promotional material and will be used for the 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 must be reduced so far as is reasonably practicable.





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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.**

## 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 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 to share with the audience on the LED Screen on the night. The Dance Live! Team will liaise with your group to arrange alternative options with you for other aspects of the event.

## 9 Studio Edition 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.

## 10 Final Note

Should you have any questions about 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 Studio Edition 2024, please visit the Studio Edition page on the website - <https://dancelive.co.uk/studio-edition/> and complete the registration form.

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

**Facebook:** @danceliveportsmouth

**Instagram:** @danceliveportsmouth

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## 11 Contract of Agreement

The Participant School/Group agrees to the following;

- 1) The Participant School/Group to make full payment for all participants when formally requested by the Dance Live! Team. Schools/Groups must make full payment by **Friday 22<sup>nd</sup> March 2024**.
- 2) That all young people have permission to be in the venue for the whole day and parents have signed all relevant paperwork to authorise this.
- 3) The Participant School/Group 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 parent supervision.
- 4) The Participant School/Group must obtain relevant permissions from parents/guardians for their children to be recorded and photographed on stage during rehearsals and the evening performance and is aware of where/how these photographs and recordings will be used (please see the Studio Edition Media Policy listed in the 2024 Information Pack). Any young person without photo consent will be highlighted to the Dance Live! Team.
- 5) The Participant School/Group will submit the full names and dates of birth of each child that is participating.
- 6) The Participant School/Group will complete all relevant paperwork required by Child Licensing, by the dates specified.
- 7) The Participant School/Group will adhere to the rules as set out in this document and all Studio Edition official documents.
- 8) The Participant School/Group will advise the Producer at the earliest possible opportunity if they are unable to take part in the event and will be liable to a withdrawal fee of £150.00.
- 9) The Participant School/Group is responsible for the health and safety of all their children, volunteers and carers whilst attending the Studio Edition Event.
- 10) The Participant School/Group will complete all relevant evaluation and feedback documents pre and/or post event. The Participant School/Group is aware that any feedback and/or data given may be used for fundraising and/or promotional purposes for the Dance Live! Brand.
- 11) The Participant School/Group will adhere to the below Code of Conduct: 28

## 12 Code of Conduct

**Participants:**

1. Respect for self and others: Participants must conduct themselves with dignity and respect towards themselves and others at all times. Any form of bullying, harassment, or discrimination is strictly prohibited.
2. Appropriate attire: Participants must wear appropriate dance attire that is suitable for the event. Clothing that is revealing, offensive or inappropriate for a family-friendly event is not permitted. Participants must be wearing nudecoloured or black base-clothing while performing quick-changes at the side of the stage.
3. Punctuality: Participants must arrive at the event on time and be ready to perform. Latecomers will not be allowed to perform, and the organizers will not be responsible for any missed opportunities.



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4. Safety: Participants must follow all safety guidelines provided by the organizers, including but not limited to, warming up before the performance, wearing appropriate footwear, and avoiding dangerous dance moves.
5. Good sportsmanship: Participants must exhibit good sportsmanship, both on and off the stage. This includes congratulating and supporting other participants and exhibiting polite behaviour.

### Teachers/Chaperones

1. Professionalism: Teachers must conduct themselves with professionalism and act as role models for their students. They must also exhibit fairness, objectivity, and impartiality in all aspects of the event. During rehearsals throughout the year, we encourage teachers to develop resilience in their students and prepare them to demonstrate good sportsmanship at their event day.
2. Appropriate behaviour: Teachers must conduct themselves appropriately at all times during the event. Any form of disruptive or inappropriate behaviour will not be tolerated.
3. Safety: Teachers must ensure that their students follow all safety guidelines provided by the organizers, including but not limited to, warming up before the performance, wearing appropriate footwear, and avoiding dangerous dance moves.
4. Respect for other participants, teachers, Dance Live! Staff and Venue Staff: Teachers must show respect for other participants, teachers, Dance Live! Staff and Venue Staff. Any form of rudeness, bullying, harassment, or discrimination will not be tolerated. This includes but is not limited to: eyerolling when being given clear instructions; pretending to a Dance Live! staff member that you haven't been given an instruction by another member of Dance Live! staff previously that day; expecting priority treatment on your event day over other schools; negative comments about other schools/participants etc.
5. Alcohol Consumption: Teachers and Chaperones must not consume alcohol while in attendance at a Studio Edition event. Any teachers or chaperones who are found in possession of alcohol will be asked to leave the venue and their school's participants will be sent home.
6. Adherence to rules: Teachers must adhere to all rules and guidelines set forth by the organizers. This includes submitting all necessary paperwork, payments and videos by the deadlines stated.

### Parents:

1. Support and encouragement: Parents must support and encourage their children in their dance performance. They should refrain from placing undue pressure on their children to perform at a certain level.
2. Appropriate behaviour: Parents must conduct themselves appropriately at all times during the event. Any form of disruptive or inappropriate behaviour will not be tolerated, this includes shouting children's names and making inappropriate comments during the performances.
3. Respect for other participants: Parents must show respect for other participants and their families. Any form of bullying, harassment, or discrimination will not be tolerated.





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4. Alcohol Consumption: While parents are able to purchase and consume alcohol at Dance Live! performances, they must be mindful of their behaviour and their ability to make their own way home post-event safely and legally. Any parents whose behaviour is becoming inappropriate due to their alcohol consumption will be asked to leave the venue.
5. Adherence to rules: Parents must adhere to all rules and guidelines set forth by the organizers. This includes refraining from taking pictures or videos during the performance, and any shouting during the performance.

### **Resilience**

***Resilience: 'the ability to be happy or successful again after difficulties... It is also the ability to adapt to challenging situations without feeling like it's all too much for you. It means using difficult situations to grow and improve.'* (British Council)**

Dance Live! and Dance Live! Studio Edition encourages the development of resilience, sportsmanship and supportiveness in our community in our participants in both Junior and Senior categories. We also aim to avoid the promotion of negative-competitive behaviour at our events through our above code of conduct and support on all things Studio Edition-related throughout the year.

We would like to remind all participants, teachers and parents that dance is a subjective artform and sport. We recognise that not everyone will appreciate every piece of work that you see on our stage however all participants, teachers and parents should agree upon entering this competition that all our participants hold equal worth and deserve their moment on the big stage.

**The Dance Live! Team reserve the right to stop performances in cases where rudeness, bullying, harassment or discrimination have taken place from participants, teachers/chaperones, and parents.**

Signed: \_\_\_\_\_ (signed by  
Headteacher/Member of the School Leadership Team/School Dance Live! Lead  
Teacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (signed by Dance  
Live! Producer) Date: \_\_\_\_\_

**Please keep a signed copy of this Information Pack in your files. You will be required to provide your signed copy when registering your school/group.**

