



MUSIC FOR YOUTH NATIONAL FESTIVAL

7 - 8 JULY 2023

KEY INFORMATION DOCUMENT

Hello!

Music for Youth is delighted to welcome your group to the National Festival 2023. You will be joined by thousands of other young musicians to take part in two days of musical performances, engaging workshops and unique opportunities to meet and speak to music industry representatives. For more information on the full programme, visit <https://mfy.org.uk/get-involved/national-festival-2023/>.

OVERVIEW

This document will help you plan your visit to the National Festival, including instructions and next steps, and best prepare for your performance. Included is information on the following:

1. Key Deadlines Checklist
2. Tickets
3. Programmes
4. Workshops
5. Information Required:
 - a. Group Details
 - b. Performance Information
 - c. Performance Timings
6. Stage Plan and Technical Information
7. Child Performance Licensing
8. Health and Safety
9. Travel Subsidy Scheme
10. Accommodation
11. Travel Information
12. Contact Details

1. KEY DEADLINES CHECKLIST

Please follow the link [here](#) and fill in the following information:

DEADLINE: THURSDAY 4 MAY

Confirm your attendance

DEADLINE: THURSDAY 18 MAY

Group Details

Performance Details

Additional Information

Stage Plan - Please use the template

Travel Subsidy

2. TICKETS

Tickets will be available to purchase from Fri 19 May. Share your National Festival experience with family, friends and supporters. **Book** at [National Festival 2023 | Music for Youth \(mfy.org.uk\)](#) or by calling Town Hall Symphony Hall on **0121 644 6140**.

Participants and accompanying supervisors

All participants and accompanying supervisors will be given wristbands on arrival at the National Festival. These act as your backstage passes and allow access to all National Festival venues and activities on the day of your performance. We encourage you to

explore the National Festival site by watching performances at other venues around the city and meeting music industry representatives at the Festival Hub.

3. FESTIVAL GUIDES

Festival Guides will be on sale at Symphony Hall, Town Hall and the CBSO Centre during the National Festival and will be priced at £5 with a digital download also available via our website for £3.

Every group performing will be featured in the programme.

4. WORKSHOPS

You can book to take part in exciting workshops and practical music-making sessions, request a performance slot on one of our Festival Fringe stages across the city centre and watch performances at other venues for free.

For more information on the activities available as part of the Festival Fringe, please go to [National Festival 2023 | Music for Youth \(mfy.org.uk\)](#), to register your interest.

5. INFORMATION REQUIRED

DEADLINE THURSDAY 18 MAY AT 12 NOON

Log-in to our online form [here](#) to complete the following.

A. GROUP DETAILS

So that we can prepare for you and your group, please complete this section in detail. Please ensure you provide us with number of performers and accompanying staff (we require at least 1 adult per 10 young people) and outline if wheelchair or disabled access is required.

B. PERFORMANCE INFORMATION

Please tell us which pieces you will perform, the composers / arrangers, and the length of each piece.

It is important that this information is submitted on time to be included in the Music for Youth National Festival programme.

Programme information is taken directly from your online forms, so please ensure that the information submitted is accurate and correct. We cannot guarantee making any amendments or changes received after the Thursday 18 May deadline.

You will need to fill in the performance length of each piece so that we can ensure that groups do not exceed their performance time limits (please refer to your invite email).

C. PERFORMANCE TIMINGS

You can find out specific session times on our website [here](#). Please note, these times are not final at this stage and are subject to change.

If you have any specific timing requests or issues for your group(s) it is very important that you inform Music for Youth as soon as possible. These will be factored into the planning of the day, where possible. The sooner you are able to provide us with this information, the more likely we will be able to accommodate your requests.

If you are aware of any participant cross-over between your group and another invited group, please inform us via the online form.

If you do not have any timing issues, please put N/A in the box. **Please check your timings very carefully to avoid having to withdraw at the last minute.**

6. STAGE PLANS AND TECHNICAL INFORMATION

STAGE PLANS

With over 260 groups performing, it is vital that our Stage Managers receive a stage plan for every single group.

National Festival stage plan templates can be downloaded from our Participants page [here](#). You will need to complete the correct stage plan for your venue/session. If you are bringing multiple groups, a stage plan is required for each group. **You must use the Music for Youth template as several items on stage are fixed.**

Please print out your stage plan, draw on it and upload it to your account by Thursday 18 May at 12 noon.

EQUIPMENT REQUIREMENTS

You need to detail the following on your stage plan:

Equipment list – tick which items you need on the stage plan. Please note that the equipment available depends on the venue so please ensure you are filling in the correct template.

Additional pieces of large/electrical equipment - if you are bringing extras, please state this in box 3 of the form. Any electrical items must have a current PAT certificate; without it, the equipment cannot be used.

Equipment not listed – if you are unable to source a particular piece of equipment, Music for Youth might be able to provide it. Please enter this in the Additional Equipment box (box 5).

SPECIAL NOTES:

Groups needing a drum kit, guitar amp and bass amp must use the equipment provided by Music for Youth to assist with the smooth running of the day. Please ensure you have informed us on the equipment list that you require them and how many of each.

Music for Youth **does not** provide sticks, beaters or smaller percussion instruments such as triangles, double bass stools or leads, so please bring these with you.

SOUND REQUIREMENTS

PA use - the venues have been carefully selected to ensure the acoustics are suitable for the groups

performing, so it is often not necessary to use a PA. However, if you do feel you need to use the PA system or have any particular sound requests, please include this information in the Sound Requirements box on your stage plan (box 4).

Guidelines for PA use:

Make it simple. There is no time for on stage rehearsals at the National Festival and there will be limited set up time.

1. There will be no more than six lines available for any act* of which no more than four can be vocal mics. DIs (Direct Input) are included in the six lines.
2. There is no provision for effects*.
3. There is no provision for on stage monitors*. Should your performance depend on them, please contact Music for Youth.
4. The PAs can handle CD playback. However, if your performance depends on CD-R or CD-RW, please bring a machine that will play them. You must let us know in advance if you would like to use the CD player.
5. Do not bring your own PA system. If you think you need to bring your own system, please contact Music for Youth.

*This does not apply for groups performing in Rock, Pop, Funk and Soul or Jazz sessions where a fuller sound spec is available.

7. CHILD PROTECTION AND CHILD LICENSING

CHILD PROTECTION

Recorded Media Consent – when completing your online information you'll need to indicate whether you accept or decline consent, more details on the policy can be found [here](#).

Music for Youth has a **Safeguarding and Child Protection Policy** which we recommend you read [here](#).

As a group leader of young people you should be aware that in 2014 the legislation changed regarding Performance Licensing. As a national youth music organisation, it is vital that Music for Youth complies with this legislation in full.

We worked with Birmingham City Council to put together [specific guidance](#) regarding your responsibilities as group leaders at the Festival.

It is essential that you read this and ensure you comply with all the requirements before attending an event. Remember to bring all documentation concerning your young people and accompanying adults, as well as letters of authorisation from head teachers, as appropriate.

We have devised a special form for this purpose, which doubles as your Fire Register, which is required from us when you perform. You should use this form for all data about your group, whether or not the licensing applies to them, and read over the guidance on sheet 2 for instructions about young people under 16, whom this affects. Please also note that when inputting the date of birth or age of students, the form will automatically calculate whether the licensing legislation applies to them.

We would recommend printing your form on A3 paper so it's easily referenced when at the event.

Remember: All group leaders must carry all required documentation with them at all times during the event.

This includes:

[Participant List and Fire Register](#)

[BOPA Chaperone List](#)

[Head Teacher Letter of Authorisation - Template](#)

PLEASE NOTE: Without the appropriate documentation, the local authority reserves the right to prevent groups from performing.

8. HEALTH & SAFETY

Music for Youth strongly recommends you read our Health and Safety Information which you can find [here](#).

Risk Assessment – this will be sent with groups' Music for Youth National Festival itinerary (minimum 4 weeks before the event). If you are unsure of your responsibilities, Music for Youth has more guidelines available – please contact Kate Gardner at kate@mfy.org.uk for more information.

9. TRAVEL SUBSIDY SCHEME

Our Travel Subsidy Scheme offers eligible groups travel subsidies of up to 30% (dependant on eligibility and the number of applications received). This support is provided through the Department for Education (England), Music for Youth (Scotland & Wales) and Department of Education for Northern Ireland (Northern Ireland).

If you think you are eligible, you will need to apply once your final information has been sent our. **Please note that we will require receipts as proof of expenditure by Friday 21 July.** Documentation received after this date will not be accepted. More information on eligibility can be found via our participants page [here](#).

10. ACCOMMODATION

A searchable list of places to stay in Birmingham can be found at visitbirmingham.com/where-to-stay/

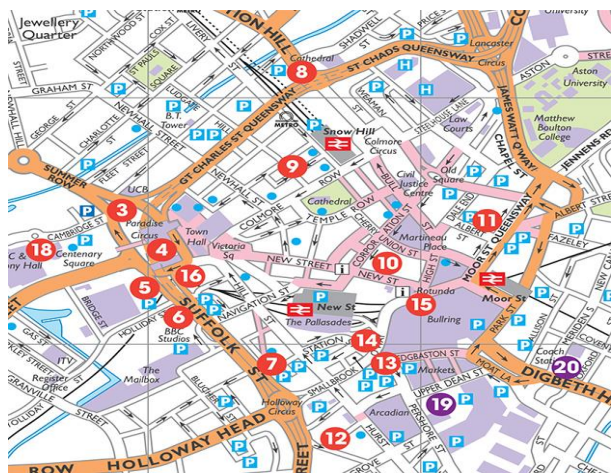
Please note that accommodation is likely to get booked up quickly so we would recommend booking earlier rather than later.

11. TRAVEL INFORMATION

There is significant construction work across Birmingham which has resulted in a change to traffic flow and it is likely to cause considerable delays. We will follow with more specific, up to date instructions at the end of May but please ensure you factor extra

time for your journey to Birmingham when booking transportation.

Please see the below map for short term coach drop off and longer stay coach parks. We recommend parking at [Brewery Street coach and lorry parking | Birmingham City Council](#)



12. CONTACTS

Below you can find contacts for the Music for Youth team and who is managing each day of the Music for Youth National Festival. They are your main point of contact for all aspects of your trip, including your performance and additional activity.

NATIONAL FESTIVAL SESSIONS

- **FRIDAY** – Winnie Sandy
- **SATURDAY** – Matt Heanes

CONTACTS

PROGRAMMES TEAM

Kate Gardner
Director of Programmes
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Matt Heanes
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Winnie Sandy

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COMMUNICATIONS TEAM

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HEALTH & SAFETY AND OPERATIONS

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WC2R 1LA

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Keep up to date with the latest National Festival and Music for Youth news by following us on social media, @musicforyouth on all channels, or subscribing to our newsletter now! <https://mfy.org.uk/contact/stay-in-touch/>

[instagram.com/musicforyouth](https://www.instagram.com/musicforyouth)
twitter.com/musicforyouth
[facebook.com/musicforyouth](https://www.facebook.com/musicforyouth)
[youtube.com/musicforyouth](https://www.youtube.com/musicforyouth)
[http://tiktok.com/@musicforyouth](https://www.tiktok.com/@musicforyouth)

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