



MUSIC FOR YOUTH PROMS

27-28 NOVEMBER 2024

ROYAL ALBERT HALL, LONDON

FINAL INFORMATION

OVERVIEW

This information is designed to help you plan your visit and performance at the Music for Youth Proms and provides an overview of how each day will run. Included within this document is the following:

- Supporting files
- Contact details
- Day Schedule
- Production meeting
- Arrival
- Technical Requirements and Soundchecks
- Equipment
- Your Performance
- Leaving Procedure
- Health and Safety Policies
- Tickets and Merchandise
- Feedback

Please check your **Group Itinerary Sheet** (attached to the email) for the specifics of the day for your group including your arrival and soundcheck time. Please inform Kate Gardner, Director of Programmes immediately if any information changes about your group.

SUPPORTING FILES

Music for Youth works with approximately 3,000 young people across the two nights of the Music for Youth Proms. It is crucial that the information provided is read, including all the supporting files and health and safety documentation. Furthermore, please distribute these documents to all the accompanying adults on your trip where appropriate.

The supporting files are listed as links below.

- [Two Night Overview](#)
- [Creative Project Finale Information](#)
- [Health & Safety](#)

- [Key Contacts](#)
- [Safeguarding and Child Protection Policy](#)
- [Risk Assessment](#)

MFY CONTACT DETAILS DURING THE MFY PROMS

You have been allocated a 'day producer' from the MFY team who will look after all administrative aspects of your journey to the Royal Albert Hall. They are as follows:

- **Wednesday 27 November**
Ethan McInerney, ethan@mfy.org.uk
- **Thursday 28 November**
Louise Coates, louise@mfy.org.uk
Winnie Sandy (Frequencies New Music Residency), winnie@mfy.org.uk

At Event

On the 27 & 28 November, we will only be contactable at the MFY Production Office at the Royal Albert Hall: 020 7070 0570.

Alternatively, please try and text the MFY mobile (please text rather than call as the reception is poor backstage at the RAH) on 07946 176646. Please also see the [Key Contacts](#) sheet.

DAY SCHEDULE

Below is the outline day schedule. Each item will be explained in full.

- 10:00** Groups start arriving
- 11:00** First soundcheck starts
- 12:20** Group representatives arrive for production meeting
- 12:30** Production meeting for ALL group leaders
- 15:00-15:30** Finale rehearsal (please refer to your schedule - all groups)

17:30 Soundchecks complete

18:15 Royal Albert Hall doors open to public

19:00 Concert begins

21:30 Concert ends

PRODUCTION MEETING

A daily production meeting will be held covering venue evacuation procedures and important aspects of the day. A representative from each group must attend this meeting - where possible, this should be the conductor or group leader. It will be your responsibility to disseminate the information to all your staff on the trip.

The production meetings will be held in the Artist Bar each day and you should report at Door 1 on arrival and a member of the MFY team will escort you backstage.

ARRIVAL (BLUE ZONE)

Please refer to your **Group Itinerary Sheet** for your arrival time and your [Key Contacts Sheet](#) for information on how to get to the Royal Albert Hall. This can be found on the MFY Proms Participants Page [here](#).

Directions to the Royal Albert Hall can be found at: www.royalalberthall.com/visit/getting-here/default.aspx

Please note that there is a procedure in place for access/egress at the RAH in order to ensure that you all arrive safely and have a clear route around the backstage area. You are in the BLUE ZONE. The blue zone will be clearly marked from your point of arrival and you should ensure that you do the following on your day:

- **Always enter/exit via door 1**
- **Coach drop off/collect at Prince Consort Road West**

Please note there is no parking for coaches or any vehicles at the Royal Albert Hall. They will need to park away from the venue – MFY cannot arrange this for you.

All groups should arrive at Door 1 and register at the Participants' Reception. Please note that groups should arrive together to ensure all participants are accounted for. The reception desk will close at 14:30 and no backstage passes will be issued after this point.

HEAVY EQUIPMENT

All heavy equipment should be unloaded at Door 11. Please inform us if and what time you need to unload heavy equipment as then we can arrange for crew to be on hand to help.

FIRE LISTS

Each group must have a fire list when they arrive this will also duplicate the information regarding Child Performance Licensing, please refer to the Health and Safety section of this document for more information.

BACKSTAGE PASSES

All performers and adult helpers will be given an MFY Proms badge and wristband at the Participants' Reception. These act as a security pass gaining you access backstage and must be worn at all times. The badges will be counted in advance into packs for each group. If your group numbers change we must know or your group will not receive the correct number of badges.

Please note, MFY requires a minimum of one adult helper to every ten children. If you require more adult helper passes than the 1:10 ratio please speak with your day producer. Space backstage is extremely limited so we cannot accommodate more helpers than is absolutely necessary.

DRESSING ROOMS

You have been allocated a dressing room – please see your **Group Itinerary Sheet**. Please note that some groups may be sharing dressing rooms. We've worked hard to make the most efficient use of dressing room space and would appreciate your co-operation if you're sharing with other groups by putting your cases and belongings to the side of the room. When you leave the building at the end of the concert, please ensure your dressing room is left tidy.

If you do leave the RAH after your soundcheck or after the finale rehearsal, you must tell a member of MFY staff so that in the event of an emergency we know where you are.

We recommend that you don't leave anything in the dressing rooms for this period, especially valuables. If you don't want to leave instruments in your dressing room during this time, you can store them in the instrument pen at the back of the Arena. **Please ensure that your case is clearly labelled and you will need to ensure that you have collected your instruments and taken them backstage again before the doors open to the public at 18:15.**

TECHNICAL REQUIREMENTS AND SOUNDCHECKS

Please liaise with your Day Producer about your sound and lighting requirements if there is something specific you would like.

Every group will have a soundcheck. This is not a rehearsal. This is the opportunity for the lighting, stage and sound engineers to set for your performance. The cue to begin your performance will also be rehearsed in your soundcheck.

Please make sure that your musicians are ready in their dressing room at least 30 minutes before your allocated soundcheck time. A member of MFY staff will come and collect you or keep you informed of any changes in the soundcheck schedule. Please note, you can only bring bottled water on stage with you, no other refreshments. Once backstage please follow instructions from the Stage Manager and sound technicians.

Please ensure your group do not leave the building until you've had your soundcheck as it may cause problems with the schedule.

Our professional crew will set everything for your soundcheck. Groups must not change the settings on their instruments between rehearsal and performance or move any microphones as this will lead to problems during the concert.

EQUIPMENT

MFY will provide orchestral percussion and backline as requested on your stage plans where possible. Please tell us immediately if anything has changed on your stage plan.

Please be aware that if an item of equipment is not on the list, we won't be providing it. This includes handheld percussion such as triangles, shakers and tambourines, so please bring your own.

MFY will not provide sticks, beaters, spike holders, guitar leads, spare strings or reeds – you will need to bring these with you.

YOUR PERFORMANCE

MFY staff will call your group to standby backstage in good time for your performance. It is imperative that all performers are ready and instruments are tuned in your dressing room at least 30 minutes before your performance time as it is possible that we may need you in position earlier than you imagine. You will not be able to tune on stage – please ensure you have done this before an MFY staff member comes to collect you.

Once you have performed, a member of MFY staff will show your performers back to their dressing room.

CONCERT SEATING ARRANGEMENTS

It will be possible to watch the half of the concert your group is not performing in. Your **Group Itinerary Sheet** has details of whether you have been allocated seats in the auditorium or standing places in the Arena, Stalls or Choir Stalls. If you are allocated Stalls seats, please sit in them as they are in a prominent position and we don't want a big hole in the audience.

The Arena **does not** have disabled access, so if you have any performers with access requirements, please inform MFY so we can make suitable arrangements.

CREATIVE PROJECT FINALE

Music for Youth are delighted to be working in partnership with BBC Ten Pieces for this year's Creative Project. This project opens the first and second half of each show but importantly, brings every young performer from across the night, together, for the finale in a massed celebration.

You will see from your Group Itinerary the time of each day's Creative Project Finale rehearsal and it is very important that you are in your dressing room 30 minutes before this time in order for us to take you into the auditorium. The orchestra will be on the mainstage, massed choir in the choir stalls and everyone else will sing from the Arena, Stalls or Choir Stalls as outlined above. The words and music for the finale (Hans Zimmer, Earth) can be found [here \(please download the vocal parts\)](#). It is **really important** that this is learnt in advance of the day to make as big an impact as possible.

Please note, you will not be required to participate in the Creative Project at the start of the first and second half of each show unless your day producer has spoken to you about this directly.

If you have any questions or concerns please do not hesitate to contact your Day Producer.

LEAVING PROCEDURE (BLUE ZONE)

At the end of the concert, all groups in the BLUE zone must leave the building via Door 1 and sign out with member of MFY staff. Please make sure that all members of your group are aware of this in case they get separated.

If parents are coming to collect individual young people, please make sure they know to [meet you next to the South](#)

Steps West where there will be a blue zone sign/steward with a blue umbrella. **Due to the large volume of participants backstage and for safety reasons, please inform parents that they will not be allowed backstage.**

Please remember that coaches cannot park at the Royal Albert Hall and must wait for your group on Prince Consort Road West in the blue zone.

HEAVY EQUIPMENT

Please inform MFY if you will need to load out heavy equipment at the end of the show. You must load your vehicle via the Loading Bay underneath the venue but this can only be done if it is arranged in advance. Under 18s are not allowed in the Loading Bay.

HEALTH AND SAFETY POLICIES

We have prepared a comprehensive [Health and Safety Information](#) document as well as a [Risk Assessment](#) for the event. You will find these on the MFY Proms Participants Page – please take the time to read these in preparation for your trip.

CHILD PERFORMANCE LICENSING

Performances by children of statutory school age (16 and under) are governed by The Children and Young Persons Acts 1933 and 1963. As of February 2015, the government passed updated regulations around child performances – the Children (Performances and Activities) (England) Regulations 2014.

MFY holds a Body of Persons Approval from the Secretary of State for Education for all events in the current season which can be found under the policies section of our website. We also negotiate protocols with Child Safeguarding Teams (host Local Authorities) which must be adhered to by all group leaders or relevant personnel responsible for bringing young people of statutory school age to MFY performance events.

1. All group leaders must compile the REQUIRED INFORMATION listed below, for each child in their group (per group). We have put together a proforma to assist you in compiling this data. This will double up as your Fire Register, required by MFY for all groups on arrival at your venue. The REQUIRED INFORMATION must be brought to the MFY event you are taking part in and should be available for inspection if requested.

2. All group leaders should bring with them the SUPPORTING DOCUMENTATION from schools, as listed

below. The legislation affects all children and young people (CYP) who are of compulsory school age who are performing during school hours. A young person is considered not of compulsory school age after the last Friday in June that they reach their 16th birthday.

REQUIRED INFORMATION

(for each child 16 yrs and under who are still of compulsory school age):

- NAME

- AGE

- SCHOOL NAME - plus SCHOOL TYPE

(maintained/academy/free/independent)

- Whether, depending on their school type, they have either:

- 1) AUTHORISED ABSENCE (because they attend an Academy, an Independent School or a Free School), or
- 2) PERMISSION to take part as the activity is CODED AS CODE B (because school considers it an approved off-site educational School Activity, or
- 3) a PERFORMANCE LICENCE – (because they are do not fit into 1 or 2)

In support of the above, group leaders must bring the following with them:

Either

- Letters from head teacher(s)/school(s) to authorise absence for listed CYP (for non-maintained schools), or MFY approved guidance 2018
- Letters from headteacher(s)/school(s) to confirm that the CYP listed are coded as code B (i.e. that their performance is an approved off-site educational activity, and therefore they are not classified as 'absent' from school), or
- Relevant performance licence(s).

IMPORTANT

1. We anticipate that local authorities will not require the information to be sent to them in advance, on the condition that it is available for spot inspections at the event.
2. It is the responsibility of group leaders to compile this information. Local authorities reserve the right to prevent a group from performing if, upon inspection, they are not able to produce the Required Information.

Chaperoning

Written parental consent will be required for any CYP to be out of sight of chaperones, copies of which should also be available for inspection at the event if required.

Group leaders should reference the legislation [The Children (Performance and Activities) (England) Regulations 2014] regarding quotas for chaperoning/supervision (12:1).

Please note: if you are in Northern Ireland or Scotland the previous Children (Performances) Regulations 1968 still apply.

HELPFUL INFORMATION

Music for Youth is working hard to lessen the administrative burden implied by the revised regulations. To assist you, please go to www.mfy.org.uk/about/our-work/child-licensing/ for all relevant documents, relevant government legislation, all DfE guidance and the REQUIRED INFORMATION proforma.

If you would like some advice on this, please call MFY and ask to speak to Kate Gardner, Director of Programmes.

PERSONAL PROPERTY

Please mark all instrument cases and equipment with the owner's name and group name. They should be kept in your dressing room together with any other personal belongings. You will be responsible for items left in your dressing room during the event and we suggest that you appoint a responsible non-performer to supervise your property.

Dressing rooms cannot be locked, so please instruct your group NOT to bring valuables. Music for Youth and the Royal Albert Hall cannot be held responsible for the loss of any belongings. **Mobile phones are not allowed in the auditorium.**

PHOTOGRAPHY AND FILMING

Music for Youth is aware that these projects are a huge undertaking, and you may well be looking to capture your performance. We already have arrangements in place for professional photographers to be in attendance during the days' dress rehearsals as well as the evening performances as well as an MFY videographer who will be there to capture footage for MFY promotional purposes only. Outside of this, there are licensing restrictions around who can film/capture photography in the hall, and within the wider building. While we will look to work with you and be as accommodating as possible, it may not be possible for us

to facilitate any other requests, especially as we get closer to the events.

With this in mind, if you had hoped to capture certain footage, or are planning/envisaging any other filming requests, please send these through to the MFY Marketing team, at marketing@mfy.org.uk as soon as possible. Please note, that without prior permissions, we can't guarantee anything on the day.

There will be an official photographer at the event. You should have already given, or declined, consent through the online process.

IF YOU DO NOT WISH PHOTOGRAPHS OR RECORDINGS OF YOUR GROUP TO BE USED BY MUSIC FOR YOUTH, PLEASE CONTACT US IMMEDIATELY ON **020 8106 5825**.

CHILD PROTECTION

We would advise that you and all adults on your trip see a copy of MFY's Safeguarding and Child Protection Policy and are aware of its content. Please follow this [link](#).

TICKETS AND MERCHANDISE

TICKETS

Tickets are now on sale at royalalberthall.co.uk or by calling the Royal Albert Hall box office on **020 7589 8212**.

We want to create the best opportunity for all the young people performing each night and in order to do that, we'd love to say that you're performing to a 'sold out' Hall. **We please ask that you aim to sell 2 tickets per young person performing.**

Share your Proms experience with family, friends and supporters.

Music for Youth will make arrangements for all performers, conductors and designated backstage adult helpers to watch the concert so there is no need to buy tickets for them. However, the majority of this ticket allocation will be in the Arena, which is standing only. **If your group has any access requirements that would mean seats should be allocated, please get in touch with Music for Youth.**

MERCHANDISE AND PROGRAMMES

Young musicians can celebrate their once in a lifetime experience with Music for Youth Proms 2024 merchandise, photos, and programme.

Official photographs of each performance are available to view and purchase online by visiting [Photographic Galleries - Music for Youth - Proms 2023 - Splaat Media](#).

THANK YOUR MUSIC TEACHER & SOCIAL MEDIA

Let's come together to honour the incredible influence that music teachers have on our lives. From inspiring a love of music to giving us a platform to express ourselves, these educators have an amazing impact. Music has the ability to connect people from all backgrounds, creating a bond of understanding and harmony. Join us in celebrating these remarkable teachers and the transformative power of music.

Send us a video of you thanking your music teacher to be in with a chance of winning a private box at the Royal Albert Hall (for you, your family and your teacher), merchandise and a special thank you to your teacher live on-stage at the Proms!

Share your Proms 2024 experience and photos/videos online using the hashtags #mfyproms2024 and #thankyourmusicteacher. and tag MFY:

Twitter: @musicforyouth

Facebook: /musicforyouth

Instagram: @musicforyouth

Tiktok: @musicforyouth

FEEDBACK

Music for Youth is a charity and in order to succeed in fundraising to organise events for you to participate in we need to be able to demonstrate the events' value for young people. We will be asking you and your participants for feedback on the MFY Proms. It is vitally important that we get feedback from all groups, so please do take a few minutes to fill in our online survey when we email you with the link – thank you.

KEEPING IN TOUCH

Music for Youth has a busy season of events and activities for participants and group leaders to get involved in. Please encourage them to stay in touch with MFY via our website, and on social media - www.mfy.org.uk.

Please sign-up to our newsletter [here](#).

Phone 020 8106 5825

Email mfy@mfy.org.uk