



# MUSIC FOR YOUTH PROMS

ROYAL ALBERT HALL, LONDON

27-28 NOVEMBER 2024

---

## KEY INFORMATION

Congratulations and welcome to the Music for Youth Proms! On 27<sup>th</sup> and 28<sup>th</sup> November, 2,500 young musicians from across the UK will come together to perform in one of the most prestigious youth music concerts at the world's most famous concert halls. The Music for Youth Proms is an incredible showcase of young people's music and a once in a lifetime experience.

As well as ensembles from all over the UK that performed at our National Festival, Together for Music and Frequencies Music Video Festival events, we also welcome a massed Creative Project each night (a project in collaboration with BBC Ten Pieces, ABRSM and the Royal Albert Hall), performing a piece specifically commissioned for the event by Cassie Kinoshi, which involves 1000 young performers each night. If you know any groups that would like to be involved, please share [this link](#) so that they can sign up.

The information below is designed to help you plan your visit to the Music for Youth Proms and provides an overview of how each day will run. Detailed information and timings for the day will be sent at the beginning of October.

---

### 1. YOUR DAY PRODUCER

Your day producer will be your main point of contact in the lead up to the event as follows:

#### Wednesday 27<sup>th</sup> November

- Ethan McInerney ([ethan@mfy.org.uk](mailto:ethan@mfy.org.uk))

#### Thursday 28<sup>th</sup> November

- Louise Coates ([louise@mfy.org.uk](mailto:louise@mfy.org.uk))
- Winnie Sandy ([winnie@mfy.org.uk](mailto:winnie@mfy.org.uk)),  
Frequencies

---

### 2. INFORMATION ABOUT YOUR GROUP

Please complete the information listed below by **Thursday 26 September at 12noon** unless otherwise stated, and do not hesitate to contact us if you foresee any issues. These include:

- **Confirmation of attendance** – please email your day producer by **Monday 4 September at 12noon** to let us know whether or not you will be able to take up this performance opportunity.
- **Group Details**  
To be completed via Survey Monkey [here](#) - confirming your contact information and number of backstage passes required (young people and accompanying adults).

Please be aware that Music for Youth recommends a ratio of 1 adult to 10 young people. Due to capacity backstage we struggle to offer anymore passes but please do speak with us if this will be a problem.

If any member of your group needs wheelchair or disabled access, please let us know either in the Group Details section or by contacting us directly.

- **Performance Information**  
Confirming the repertoire agreed with Music for Youth. Please ensure it fits within the performance time allocated for you and please also fill in information about your group to be used in the programme and by our presenter to talk about your group.
- **Performer List**  
Detailing names and instrumentation of participants, and conductors etc. Please

complete the [blank document provided](#) and upload via the survey monkey.

- **Stage Plan & Equipment Requirements**  
Stage crew on the day will use your plan to set up for your performance. Please print out and draw [on the template provided](#). You can then scan and upload via the survey monkey or email it to us. See Point 3c for more information.
- **Dress Rehearsal Recording**  
**To be completed by Thursday 10 October at 12 noon.** To help with pre-show planning we would like to request that all groups submit a video recording of a dress rehearsal. You can upload this to [youtube.com](#) or [vimeo.com](#) on a private setting and send the link over to your Day Producer (if the privacy setting requires password access, please send this too). This will allow us to ensure your performance fits within the time slot allocated and check that your overall staging and attire is appropriate.

If you are unable to do a dress rehearsal, a rehearsal video and pictures of your uniform/outfits will suffice.

### 3. OVERVIEW DAY SCHEDULE

---

Below is an overview schedule of how each day of the Music for Youth Proms is put together. A more detailed and personalised schedule will be sent to you in October, but the below will give you a sense of what to expect in the meantime.

- 09:45** Registration desk opens (***NB: for those groups scheduled to arrive in the morning***)  
**c.10:30** Sound checks start on stage (***NB: please wait until we have sent you your personalised schedule before booking coaches***)  
**12:20** Group leader/representative arrive for production meeting  
**12:30** Production meeting  
**15:00-15:30** Full rehearsal for Finale (all participants)  
**17:30** Sound checks complete  
**18:15** RAH Doors open to public  
**19:00** Concert begins  
**21:30** Concert ends

### 4. THE DAY EXPLAINED

---

We will send further information to you with your precise schedule in the first week of October. This will tell you when to arrive, when your sound check will be and so on. In the meantime, below are certain elements of the day explained.

#### 3a. DRESSING ROOM

Your group will be allocated a dressing room at the Royal Albert Hall. Please note that some groups will be required to share their dressing room. Confirmation of this will be sent in your Final Information.

#### 3b. SOUNDCHECKS

We will schedule your group a soundcheck on stage. Lighting, stage and sound engineers will work with you to help you prepare for your performance. Please note there will not be time for your ensemble to have a full rehearsal, except in exceptional cases. The sound check is to ensure we know what you need, how you are going to come on and off stage and to finalise your sound requirements. You will be able to top and tail pieces only.

The way we have programmed the concert means some performances will run straight from one group into another with no presenter link. There will be time to rehearse these links and cues on the day to make sure that performers are confident with these.

#### 3c. STAGE PLANS AND EQUIPMENT REQUIREMENTS

Please complete the relevant stage plan for your group's performance – either the main stage or the rostrum stage. **Please use the templates we have provided rather than doing your own version. Print the document, draw on it and then upload to your account or email it back to us.** If you have any problems with the documents, do get in touch. Please give as much information as possible, showing the preferred position of each chair, each music stand, space requirements, PA and sound requirements, etc. If using multiple locations, please give as much information as possible for each performance area.

If you are unsure of what you can do in the space, just ask. We will be more than happy to help you think creatively about your performance.

The Rostrum is in the centre of the Arena (6m x 6m). If you are performing here you will be

surrounded by audience so as far as possible, please plan your performance to include all the audience. If you are unsure of the best way to do this, please phone Music for Youth to discuss ideas.

You must list all equipment you would like Music for Youth to provide by ticking it on the list on the left-hand side of the stage plan. If you have not requested, it then it won't be there for you. Also list any additional equipment you will be bringing with you so that we know what to expect on stage. If there is any equipment not listed and you are also unable to provide this yourself, please contact us as soon as possible so we can try and resolve this.

Please note that we will need you to bring smaller percussion instruments, beaters, sticks and guitar leads with you.

### 3d. PRODUCTION MEETING

A **production meeting** will take place at **12:30** each day and we request that the group's conductor, or a representative, attends. This meeting is the only opportunity for the Royal Albert Hall, technical crew, the Stage and Production Managers and the Music for Youth Team to run through important aspects of the concert. The arrival time for some ensembles will be after 12:30 but it is essential that someone from your ensemble attends this meeting.

### 3e. FINALE

Music for Youth this year are working with BBC Ten Pieces, ABRSM and the Royal Albert Hall to bring all 1,200 performers together in celebration at the end of each night of the Music for Youth Proms and finish each show. This will involve **all** participants from each evening and will be rehearsed each afternoon. This year's finale will be Earth by Hans Zimmer and you can learn the vocal line by downloading the music from the [BBC Ten Pieces website here](#).

## 4. TICKETS

---

**Tickets will be on sale from Monday 2 September** at [royalalberthall.co.uk](http://royalalberthall.co.uk) or by calling the Royal Albert Hall box office on **020 7589 8212**. Be quick to take advantage of the Early Bird offer – details below.

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.

**EARLY BIRD OFFER** – 15% off all tickets! Book before **27<sup>th</sup> September** to receive a **15% discount**. Quote 'Early Bird' when booking. Please share this offer with all your friends and supporters **only once we have gone live on Tuesday 3<sup>rd</sup> September.**

Music for Youth will make arrangements for all performers 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.**

## 5. OFFICIAL PROMS PROGRAMME & PHOTOS

---

Official Proms souvenir programmes will be on-sale at the Royal Albert Hall on both nights of the Proms and information about your group will feature in the programme alongside names of every young person performing. The programme will also be available to pre-order online from the Royal Albert Hall's ticket booking page and buy online as a digital PDF. We will share more details soon.

Please submit a maximum of **100 words** about your group from the viewpoint of the young people and with a focus on the young performers through your group information on Survey Monkey by **Thursday 26<sup>th</sup> September**.

Splaat Photo will be taking professional photographs of all performances across both evenings, and these will be available to buy online after the event.

## 7. NOVEMBER EXAMS

---

We are aware that the Music for Youth Proms falls in a period where schools may be having exams. Please find out whether this will affect any members of your group and contact us by phone if you think it will cause you any problems.

## 8. TRAVEL, ACCOMMODATION & WELFARE

---

### TRAVEL

Directions to the Royal Albert Hall can be found at [Getting Here | Royal Albert Hall — Royal Albert Hall](#)

Please instruct coaches to drop off at your designated coach stop (to be confirmed in your Final Information in October). These will all be situated near the Royal Albert Hall. **Please note that Music for Youth does not have any parking reserved at the Royal Albert Hall.** Once your coach has dropped you off the driver will need to arrange parking away from the venue.

Similarly, at the end of the concert, please instruct coaches to pick your group up from your designated coach stop (to be confirmed in your Final Information in October) to ensure traffic flow and young people's safety.

### ACCOMMODATION

There are often large events taking place in London around the time of the Music for Youth Proms. If you plan to book accommodation, we suggest you organise this as early as possible.

Music for Youth is unable to recommend a specific company, however you may find these useful:

#### Study Experiences

[www.studyexperiences.co.uk](http://www.studyexperiences.co.uk) | 020 8335 4455

#### UK Connection

[www.ukconnection.co.uk](http://www.ukconnection.co.uk) | 01273 810710

#### Rayburn Tours

[www.rayburntours.co.uk](http://www.rayburntours.co.uk) | 01332 347828

#### Youth Hostel Accommodation

[www.yha.org.uk](http://www.yha.org.uk)

### FOOD

Although there is a café at the Royal Albert Hall, there are cheaper options nearby. There are plenty of places to eat near South Kensington and High Street Kensington tube stations. Alternatively, groups are very welcome to bring a packed lunch/dinner with them, but please note that no food can be brought into the auditorium or on stage so must be eaten backstage or, if the weather is appropriate, in Hyde Park opposite.

## 9. HEALTH AND SAFETY

---

### RECORDED MEDIA CONSENT

There will be an official photographer and film crew (for a souvenir DVD) as well as press photographers at the event. **You can give or decline consent for recorded images of your group to be taken at the Music for Youth Proms when completing performance information on the online survey.** If this proves to be a problem, please contact Music for Youth to discuss it.

### RISK ASSESSMENT

We will provide you with a risk assessment for the event and other health and safety documents nearer the time, such as a Key Contact Sheet and a Fire Evacuation policy.

Music for Youth has a safeguarding and child protection policy created in partnership with the NSPCC. Please ensure you read it and pass it on to other adult helpers and any parents who wish to see it. It can be downloaded from [here](#).

### 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 our events. 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 (see FINAL INFORMATION document from MFY) 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 [Education Groups - Performance Licensing | Music for Youth \(mfy.org.uk\)](https://www.mfy.org.uk) 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 the Programmes Team.

## 10. CHECKLIST OF DATES

---

- ✓ **Confirm your attendance** – Friday 30 August
- ✓ **Group Details Information** – Complete by Thursday 26 September
- ✓ **Performance Information** – Complete by Thursday 26 September
- ✓ **Performer List** – Complete by Thursday 26 September
- ✓ **Stage Plan & Equipment Requirements** – Complete by Thursday 26 September
- ✓ **Dress Rehearsal Recording** – Complete by Thursday 10 October