



# MUSIC FOR YOUTH PROMS

27 -28 NOVEMBER 2024

ROYAL ALBERT HALL, LONDON

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## CREATIVE PROJECT FINAL INFORMATION

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### OVERVIEW

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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
- Arrival
- Rehearsals
- Dinner Break
- 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 arrival door and coach drop off zone. Please inform Louise Coates, [louise@mfy.org.uk](mailto:louise@mfy.org.uk) immediately if any information changes about your group.

### SUPPORTING FILES

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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 Music](#)
- [Health & Safety](#)
- [Risk Assessment](#)
- [Key Contacts Sheet](#)

### MFY CONTACT DETAILS DURING THE MFY PROMS

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On the 27 and 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

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

**12:00-12:20** Creative Project groups start arriving

**13:20-14:40** Creative Project Rehearsal

**14:40-15:00** Short break

**15:00-15:30** Creative Project final run-through

**15:30-18:00** Break and Dinner

**18:00** Creative Project Participants to be back in their seats

**18:15** Royal Albert Hall doors open to the public

**19:00** Concert begins

**21:30** Concert ends

### ARRIVAL

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#### Before you arrive

Below is an outline of what you should consider before arriving at the Royal Albert Hall. This document should be distributed to all group/ school leaders coming on the trip.

- **Food:** packed lunches should be eaten **before** you arrive at the Royal Albert Hall. Please bring packed food for each participant's evening meal. This should be in a disposable bag clearly labelled with the participant's name and school. Each participant should keep hold of their packed dinner and take it with them to their seat. They should store it under their seat for

the duration of the rehearsal but please note eating in the auditorium is prohibited.

- **Concert clothes:** the young people need to arrive already changed, as they will not have access to dressing rooms backstage. We recommend that your group wear a coordinated coloured t-shirt, or their school uniform, or ensemble uniform (if applicable).
- **Participant coats:** participants should keep their coats with them for the rehearsal so that they can wear them on the trip out. When you arrive back at the RAH after your trip, we ask that all participants keep their coats with them and again store them under their seat.
- **Participant belongings:** please leave as much as possible on your coaches as space is limited. We cannot accommodate for each participant to bring a bag/rucksack as there simply isn't room. Therefore, please ask each participant to bring no more than the following items: coat, water (there are refill stations at the RAH), packed food in a disposable bag, medication (if required) and instrument (if applicable). There will be storage for larger instrument cases.
- **Medication:** please keep with you any medication required by young people on the trip.

#### Arrival

Please refer to your **Group Itinerary Sheet** for your arrival location.

Directions to the Royal Albert Hall can be found at:

[www.royalalberthall.com/visit/getting-here/default.aspx](http://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 and exit safely.

Groups in the **RED ZONE** should

- Always enter/exit via door 2
- Coach drop off/collect at Prince Consort Road East

Groups in the **YELLOW ZONE** should

- Always enter/exit via door 10
- Coach drop off/collect at Price Consort Road West

Groups in the **GREEN ZONE** should

- Always enter/exit via door 5
- Coach drop off/collect at Kensington Road

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. There are no provisions in place to manage arrivals earlier than your

scheduled arrival time. **Latest arrival should be no later than 12:30.**

#### 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.

#### PASSES

All performers and adult helpers will be given an MFY Proms badge, wristband and a keyring torchlight (choir stalls only) at the Participants' Reception. These act as a security pass gaining you access to the RAH 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 passes/badges.

The keyring torchlights are designed to create a starry effect across the hall and your students are welcome to press these on and off throughout the whole show.

#### SEATING

MFY staff and RAH stewards will usher you to your seats. Your group will all be seated together. Please ensure that MFY are made aware of any changes to your groups size as we are allocating specific seats to groups based on the information you have provided. **We cannot accommodate extra numbers on the day.**

**Please note, MFY recommends a minimum of one adult helper to every ten children.**

**If there are any changes to your group's access needs and requirements, please let us know in advance.**

#### TOILETS

Please go to your seats BEFORE going to the toilet so that we can avoid overcrowding in the corridors. Once you are seated you can take small groups to the toilet.

Group leaders and helpers are responsible for taking their own students to the toilet.

#### REHEARSALS

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You will be taking part in a rehearsal for the Creative Project from 13:20-14:40. There will be a short break from 14:40-15:00 and then everyone will have a final run through from 15:00-15:30.

All resources for the Creative Project can be found [here](#).

## DINNER BREAK

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Your break will happen immediately after the final run through at 15:30.

We recommend going to the [Science Museum/Victoria & Albert Museum](#) in your break between 15:30-18:00 to eat your dinner and they are happy for groups of this size to visit. They do however require each group to complete a visitor's form, so please contact them directly to make arrangements for a visit.

They will have limited space available, so it is important that you contact them asap.

You must contact them yourselves to make specific arrangements for the day. MFY cannot do this for you.

Alternatively, weather-permitting, you may want to go across to Hyde Park for some fresh air and a picnic.

Please note, unfortunately we are unable to accommodate you at the Royal Albert Hall to eat packed lunch/dinner. *We often get asked why, and the main reason for this is due to the fact that we are still sound checking in the auditorium until 17:30. If you and your group were to stay at the RAH you would have to sit in silence which we don't feel is a good experience for the young participants.*

All participants must be back in their seats by 18:00 at the latest. MFY staff will be on hand to help you into your seats from 17:40. Please ensure all young performers have gone to the toilet before this time. Young performers should only take their coat, bottled water and instrument back to their seats with them.

## PERFORMANCE

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Your group will participate in elements of the Creative Project throughout the Prom, and you will perform from your allocated auditorium seats. Your group will therefore be able to watch the rest of the performances in the Prom as well as performing together with 1,500 other young people in the Hall.

## LEAVING PROCEDURE

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At the end of the concert, all participants should remain seated until the public have left the building to help ease overcrowding in the corridors.

Once dismissed, all participants must leave the building through their allocated door and head towards your meeting point (this is clearly marked as **Egress Point** on the map on your **Allocated colour zone info**) and each school group should sign out with a steward who will be wearing a hi-vis jacket so that you can see them. Hand your group ticket/coupon to the meeting point steward so that we know your group is clear of the building.

Please make sure that all members of your group are aware of this in case they get separated.

Please remember that coaches cannot park at the Royal Albert Hall and must wait for your group at their designated collection point.

**If parents are collecting children, they should do so from the meeting point/egress point rather than in the auditorium to avoid congestion and enable everyone to exit the building safely.**

## HEALTH AND SAFETY POLICIES

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We have prepared a comprehensive [Health and Safety Information](#) document as well as a [Risk Assessment](#) for the event. 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/](http://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 Liz Coomb, Head of Programmes.

## PERSONAL PROPERTY

Please mark all instrument cases and equipment with the owner's name and group name. You will be responsible for items left during the event and we suggest that you appoint a responsible non-performer to supervise your property.

**Mobile phones should be switched off throughout the performance.**

## 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 will have a professional photographer in attendance during the days' dress rehearsals as well as the evening performances. Outside of these requests, there are licensing restrictions around who can film in the hall, and where within the wider building, and 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/envisioning any other filming requests, please send these through to the MFY Marketing team, at [marketing@mfy.org.uk](mailto: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

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Tickets are now on sale at <https://www.royalalberthall.com/tickets/events/2024/music-for-youth-proms/> 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, some 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 <https://splaatmedia.co.uk/galleries/music-for-youth/proms-2024/>

## THANK YOUR MUSIC TEACHER & SOCIAL MEDIA

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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!

DM us your photo or video on social media at @musicforyouth or email [marketing@mfy.org.uk](mailto:marketing@mfy.org.uk). Your video can be up to 45 seconds, describing how your teacher has made an impact on you to be in with a chance of winning a private box at the Royal Albert Hall (for up to 8 people) and a special thank you to your teacher live on-stage at the Proms! **Entries must be made by 12 noon on Friday 25<sup>th</sup> October 2024.**

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

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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

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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](http://www.mfy.org.uk). Please sign-up to our newsletter [here](#).

**Phone** 020 8106 5825  
**Email** [mfy@mfy.org.uk](mailto:mfy@mfy.org.uk)  
Twitter: @musicforyouth  
Facebook: /musicforyouth  
Instagram: @musicforyouth