

**Policy Number 6 – Special Events.**

**6.1 School Principal Role**

- 6.1.1 The school Principal on receipt of invitation to take part in any Special Event will take the following action:
- a. Acknowledge receipt of invite with promoter
  - b. Inform School Administrator of event and pass information of event for copying.
  - c. Decide on either to:
    - Invite students to take part
    - Audition students to take part
  - d. Decide on age restriction
  - e. Book Audition venue/time/date
  - f. Distribute letter of invite or audition to students eligible to take part.
  - g. On completion of Selection/Audition inform School Administrator of names of students selected.
  - h. Book additional hour(s) for rehearsal
  - i. Book dress rehearsal date/time

**6.2 School Administrator Role**

- 6.2.1 Receive Special Event information and make copies.
- 6.2.2 Return originals to School Principal. Create file for correspondence.
- 6.2.3 Produce letter of foreseen costs involved with Special Event and distribute to Students that are invited or Auditioning.
- 6.2.4 On receipt of students involved in event from Principal produce the following
- a. Produce spreadsheet to record all payment details
  - b. Produce record card for costume details
  - c. Confirm transport booked and cost
  - d. If overnight accommodation envisaged contact hotel(s) and reserve rooms
  - e. Sent out letter to Students detailing following:
    - Transport
    - Tickets
    - Hotel
    - Costumes
- 6.2.5 Confirm hotel bookings and collect deposits and balance at specified dates.
- 6.2.6 Co ordinate ticket sales.
- 6.2.7 Co ordinate coach travel.

**6.3 Auditions**

- 6.3.1 The School Principal will notify, by letter, all eligible students of date, time and venue of Auditions

- 6.3.2 Students wishing to apply must return Audition slip to School Principal or School Administrator prior to audition.
- 6.3.3 School Principal will arrange additional audition date for students unavailable on first date.
- 6.3.4 On the day of the Audition the Principal will notify Administrator of final audition list and running order.
- 6.3.5 The Administrator will produce Audition numbers for each student.
- 6.3.6 Students will arrive 20 mins prior to audition and register with Administrator and take appropriate audition number
- 6.3.7 The principal will give overview of audition to all students.
- 6.3.8 On completion of Audition the Principal will decide on dancers and notify them accordingly as to whether they have been successful or not. This will be done within 1 week of the audition date. A non-returnable deposit of £20 will be required from all successful students.
- 6.3.9 The Administrator will record details of successful students in order to send out further information regarding the Special Event.

**6.4 Rehearsal Attendance**

- 6.4.1 All students are required to attend additional rehearsal sessions in addition their normal lesson. These will normally be on a Saturday at Burton Borough School Main Hall from 2pm – 4pm.
- 6.4.2 The Principal will inform all selected dancers of rehearsal dates & times.
- 6.4.3 The Principal reserves the right to add additional rehearsals to the schedule if she deems necessary.
- 6.4.4 Students are required to attend ALL additional rehearsal. Absence will only be accepted if advance notice is given to the Principal and absence is unavoidable.
- 6.4.5 The Principal reserves the right to withdraw any student from a Special Event if she feels that their attendance is detrimental to the Special Events Group of dancers.