

To Schools, Teachers, Parents and Guardians

The dance festival this year is going to be very different to our usual operation. This is partly caused by the necessity to be outside school hours under BOPA rules but also caused by new regulations from Worthing Theatres regarding numbers and access backstage. The simplest thing is to walk you through the whole process from arrival at the theatre.

On arrival at The Pavilion, please have the correct money in cash for the ticket you wish to purchase or have your season ticket/membership card easily ready to show. On entering the auditorium, turn RIGHT (not the usual left) towards the cafe. You will see a large screened off area. At the entrance to the area **all competitors must register**. Registration is vital for our festival to operate under BOPA.

You then pass through to the costume and prop section where everything will be placed. No costumes or props will be allowed backstage at this time. A very long rail (or possibly 2 rails) along with a supervising steward, will be on hand. Hang your named costume carriers on the appropriate rail. These will be subdivided for ease, with larger school entries having dedicated space and further space available for the smaller school entries. Once you have organised your costumes and props you can then proceed backstage to change for the first dance, taking only what you need for the first session: in some cases this will be for one dance but some competitors may have a couple. Leave everything else in the screened depository area.

THERE ARE NO ALLOCATED DRESSING ROOMS (numbers permitted are too low to allow this luxury).

Please find space to prepare for the one or two dances you are about to perform. It is very likely people will gravitate to dressing rooms they've always used but please be as helpful as you can, take as little backstage as you can and keep your area neat and tidy. It is likely if you have more dances in another session that the dressing room you used is full and you need to use another. No siblings, guests or others will be permitted backstage. The dressing rooms are purely for dressing and not a 'clubhouse'! Please vacate the dressing room as soon as possible after the adjudication. The only allocated space will be the boys changing room, clearly marked. It is really helpful if you can come as ready as is possible for your first class. No-one permitted side stage unless accompanying a very young competitor or assisting with props but must vacate the wing area immediately after the competitor has performed.

After 5pm on all days of the competition we will also have the Pavilion Cafe (Denton) as holding space and preparation space. This can be used for hair and make up, as well as to QUIETLY stretch and warm up, but the large room does not have curtains so cannot be used for any changing. There are toilets and all the backstage dressing rooms remain available for the purposes of physically changing into a costume. We are delighted to have this extra space so please do not abuse it! It is very important the area remains neat, tidy, clean and quiet or WMAAF will lose the right of access, making the event very difficult indeed. This is where all groups should gather. Anyone with more than one group in the same section should only take backstage the costumes needed for changing. Groups will be called from this room to compete and we will be operating a one way system from here to backstage and then out of the other door having danced.

Please be aware that from 4.00pm on each day there will be no catering facilities at the theatre.

MUSIC - The collection desk for music will be beside the point of registration, by the screened area. The music is being played from a different location this year so all CDs will be brought back to the same desk for collection after the class has performed.

All competitors remain the responsibility of their parents/guardians at all times apart from when called to backstage area to perform.

PLEASE SIGN YOUR PERFORMER OUT BEFORE LEAVING THE BUILDING.

Please note that due to changes as outlined, Worthing Music and Arts Festival reserves the right to make adjustments. The Stage Manager will amend and use rules as circumstances dictate and their word is final.