

**Young Panto Cast
Information Pack
Macrobert Arts Centre**

2018 Pantomime: Sleepin' Cutie



We are delighted to welcome you to the Young Cast for *Sleepin' Cutie!*

This welcome pack contains an up to date performance and rehearsal schedule, useful contacts and our code of conduct. We advise you to keep this information safe and to hand throughout the production time frame and that the email contact you provided in the registration pack will be our primary means of communicating with you for getting in touch regarding last-minute schedule changes.

We ask that you and your young person read both the **Code of Conduct** and the **Acceptance Form** within this document and send it back to us by the **attached deadline**.

This is a fantastic opportunity to work with a highly skilled creative team who will prepare you for going on stage with a professional company. Rehearsals and performances require a high level of commitment, but you will be amazed at what you will gain from the experience.

Useful Contacts:

Your main contact number will be: 01786 466627

Your main email contact will be: pantoyoungcast@macrobertartscentre.org

(the Macrobert Creative Learning team & Jennifer Dick (Associate Director) will be your main points of contact).

If for some reason you cannot get in touch through the above phone number, you can call the Macrobert **Duty Manager** on **01786 467150**.

If you need to get in touch with **Box Office** regarding payments or bookings, you can call **01786 466 666**.

Facebook: If you are on Facebook, a quick and easy way to find out information and get in touch is through our Panto 2018 Young Cast Facebook Page. Just search Facebook for **Panto Young Cast 2018**, link here <https://www.facebook.com/groups/182686995767890/> and ask to join!

A note about licenses:

To participate in the Macrobert pantomime, each child needs to be covered by a performance licence from Stirling Council. Macrobert apply for a 'Body of Persons Licence' on behalf of the entire Panto young cast. As participation in the Panto young cast requires time off from school we will be contacting your Head Teacher to obtain permission.

Information on Fees:

Please note that there is a participation cost of £260* paid over five instalments for all successful applicants. If your parent or guardian is a member of Macrobert Friends you can save 10% on this fee.

Participants will get 80 hours of acting, singing and dancing tuition and dedicated rehearsal from a team of highly experienced professionals between 1st August and 28th October. This includes a Summer Intensive, an October Week Intensive and weekly sessions throughout the autumn. They will play a named character who will have some dialogue as well as songs and dances to perform.

Following on from that they will rehearse with the professional cast from 5th November through to opening night gaining insight into the experience of being a professional performer and understanding of the standards required to follow a performance career path. They will each get the invaluable experience of 30+ performances under their belt. In addition each participant will have a professionally designed and made costume, specific to their character

The due dates of each instalment are detailed below. Please ensure payments are made promptly as you will not be allowed to take part in these sessions unless payment has been made in advance.

1 Aug	£52
3 Sept	£52
1 Oct	£52
5 Nov	£52
19 Nov	£52

1.2 Help with costs*

There are a limited number of bursaries available to support young people. Macrobert Arts Centre is committed to ensuring that fees do not become a barrier for any participant. To request a bursary form, please get in touch [pantoyoungcast@macrobertartscentre.org].

* NB – If you live in the Clackmannanshire or Perth and Kinross area you may also be able to apply for individual funding to meet this cost. Go to -

<http://www.clacksweb.org.uk/culture/artsforum/> or contact Perth and Kinross Grants Direct (Common Good Fund) – 0845 605 2000 - to find out more.

For the attention of Parents, Carers and Guardians –

During all rehearsals and performances at Macrobert Arts Centre, two Young Cast Leaders will be present at all times to supervise. Young Cast Leaders are vetted through Disclosure Scotland.

The Macrobert Arts Centre is grateful for the co-operation of parents and guardians in helping us to provide a safe, enjoyable and above all, inspiring arts experience for young people.

Macrobert Arts Centre requests that parents or guardians bring their child into the café/bar before each rehearsal/performance. To ensure the safety of the young people, we would ask you to take the time to park your car and walk them into the building and only leave them when they have been registered with a Young Cast Leader. **We would ask that the same rules apply when picking up the young people** and that you come into Macrobert and wait outside the rehearsal room. We would be grateful if you can be there to collect your child immediately after their rehearsal finishes. While we appreciate this may sometimes be difficult, the Macrobert Arts Centre cannot ensure the safety of children outside the venue, or after the finishing time of the rehearsal or performance. We would ask that parents please take our requests into consideration when arranging transportation.

The Macrobert Arts Centre requests that parents or guardians indicate if the child has a medical condition, is taking medication or is suffering from persistent problems such as respiratory or allergic conditions. If anything comes to light that you did not disclose in the application form at the beginning of this process, please contact us as soon as you can. It is also important that the Macrobert Young Cast Leaders are made aware of injuries such as fractures and strains. Additionally, it would be very beneficial to indicate whether or not your child has any additional support needs (such as help reading etc.) to ensure that they have all the support that is required. Parents or guardians should use their discretion to decide whether children are fit to attend a rehearsal, particularly with regard to infectious illnesses or serious injuries such as back or head injuries. If a child becomes ill or sustains an injury whilst at the Macrobert Arts Centre, we would contact the parent, guardian or emergency contact, and seek the help of a qualified first aider or take the child to a medical facility. The Parental Consent Form (which you filled out during the online application process) gives the Macrobert Arts Centre the permission to seek medical help for your child if necessary.

This form is vital for the safety of your child and to ensure we have other valid information when writing to you and your child's school.

On a practical level, your child should attend rehearsals wearing loose, comfortable clothing. Suitable soft shoes such as light trainers should be worn. Bringing a bottle of water is advised but we do not encourage snacking during rehearsals. Please make sure that if your child is at Macrobert for a full day, to bring everything that they might need – including a packed lunch and snacks and a specific break time will be given for this. For safety reasons we would request that your child removes any jewelry or accessories that could cause injury.

Macrobert Arts Centre is aware that car-sharing can be beneficial for traveling to and from rehearsals/performances. If there is a specific person you would like to be cast together with for travel reasons, or you would like to request a particular cast based on dates, **please thoroughly look through the schedule provided below and let us know of these requests at the Meet & Greet.**

We will be hosting a parent/staff 'Meet & Greet' on the morning of the first rehearsal **on Wednesday 1st August at 9.00am. Please read through this document thoroughly and bring with you any questions /concerns you may have.**

The Macrobert Young Cast Code of Conduct

Congratulations on making it into the Young Cast of the 2018 Macrobert Christmas production of *Sleepin' Cutie!* We are delighted to welcome you into the Young Cast and into the Macrobert Arts Centre. The pantomime is one of many high quality productions we produce and for many, the highlight of our yearly programme. As a Young Cast member you have the fantastic opportunity to work with, and learn from, the professional artists, theatre-makers and staff of the Macrobert. We aim to provide you with a truly valuable and fun learning and working experience in a creative and supportive environment. In order to fulfil this aim we require a certain level of conduct from everyone involved in our productions – including the Young Cast.

We ask that parents carefully read the following expectations, along with their child, and then sign at the bottom of the page, agreeing to follow this code throughout the production.

- I will attend rehearsals on time and inform the Young Cast Leader via the Macrobert contact number as soon as possible if I am going to be late or am unable to attend.
- I will inform Jennifer Dick, Associate Director, if I know of any future rehearsal I won't be able to attend in advance and this will only take place in extremely unavoidable circumstances.
- I will attend **all sessions** in tech week – this is important for health and safety reasons and commitment to the show.
- I will stay in the assigned rehearsal room or designated area unless I ask permission to leave for any reason e.g. to visit the toilets.
- While under the care of Macrobert Arts Centre, I will not leave the building unless under emergency circumstances and accompanied by a Young Cast Leader.
- I will be respectful, quiet and listen attentively to any instruction given to me by the Director, Choreographer, Production team, Young Cast Leaders or any member of the theatre staff.
- I will keep to my lines, blocking, exits or entrances and will not swap them with anyone unless I am instructed to by a member of production or theatre staff.
- I will be quiet and still back stage and **not run around**.

- I will be respectful to everybody in the building and will not use disrespectful or abusive language at any time, to anybody, whilst I am in the theatre.

- I will listen very carefully to instructions on health and safety and remember to be very careful when on stage, as the stage can be a very dangerous area.

- I will remain positive and friendly and will not be rude, shout or swear or say disrespectful things to any member of the theatre staff, public or cast.

- I will not use any social networking website (e.g. Facebook, Twitter etc.,) to contact any of the Actors, Young Cast Leaders or production staff in the show. I will maintain a professional distance with the adults in the show in line with the Macrobert Arts Centre's Child Protection Policy.

- I will be respectful of all the Macrobert Arts Centre's property, including my costume, any props, microphones, sound equipment, set pieces and any furniture.

- I will acknowledge that the Panto is a team effort and will not make anyone feel that their role is any less important than any other.

- If I am worried about something I have heard or seen, I will tell a Young Cast Leader or the Associate Director.

- I will remember that the Macrobert Arts Centre is a public building and my behaviour in the foyer should be respectful to other users of the building.

- I acknowledge that as a young cast member, I am a Macrobert Arts Centre representative and will behave in a way that is at all times professional and respectful.

We hope that both you and your family have a lot of fun working with us and learn a lot about what it is like to be in a professional theatre production.

Child signature

Print name

Please return this form to The Creative Learning Team
Macrobert Arts Centre, University of Stirling, Stirling, FK9 4LA.
By Friday 1st June 2018.

Young Cast Acceptance Form

This form needs to be filled out and returned to Macrobert Arts Centre for each young person taking part in the production of ***Sleepin' Cutie***.

I confirm that _____ will accept a role in the Young Cast of the Macrobert Arts Centre 2018 pantomime, ***Sleepin' Cutie*** and will be available for all rehearsals and performances as listed on the Rehearsal/Performance Schedule (unless dates already agreed upon with Macrobert staff).

I do / do not (please circle) agree to my child being photographed / filmed during the rehearsals and performances for this production of *Sleepin' Cutie*.

I will / will not (please circle) be attending the parent/staff 'Meet & Greet' on the 1st August at 9am.

I consent to Macrobert Arts Centre seeking medical attention if required.

Signature of parent / guardian:

Please print name:

Date of signing

Please return this form to The Creative Learning Team
Macrobert Arts Centre, University of Stirling, Stirling, FK9 4LA.
by **Friday 1st June 2018**.

Schedule

It is really important that you can commit and are supported by your family to attend all rehearsals and performances detailed below. If for any reason you have to miss a rehearsal then you should follow absence procedures as detailed in the Code of Conduct.

Rehearsal/Performance Schedule – Young Cast – Sleepin’ Cutie 2018				
AUGUST				
Wednesday 1st	Both groups	10am-4pm	Rehearsal	
Thursday 2nd	Both groups	10am-4pm	Rehearsal	
Friday 3rd	Both groups	10am-4pm	Rehearsal	
SEPTEMBER				
Sunday 2nd	Both groups	12pm-4pm	Rehearsal	
Sunday 9th	Both groups	12pm-4pm	Rehearsal	
Sunday 16th	Both groups	12pm-4pm	Rehearsal	
Sunday 23rd	Both groups	12pm-4pm	Rehearsal	
Sunday 30th	Both groups	12pm-4pm	Rehearsal	
OCTOBER				
Sunday 7th	Both groups	12pm-4pm	Rehearsal	
Monday 15th	Both groups	10am-4pm	Rehearsal	
Tuesday 16th	Both groups	10am-4pm	Rehearsal	
Wednesday 17th	Both groups	10am-4pm	Rehearsal	
Thursday 18th	Both groups	10am-4pm	Rehearsal	
Friday 19th	Both groups	10am-4pm	Rehearsal	
Monday 29th	Both groups	6pm-8pm	Rehearsal	
Wednesday 31st	Both groups	6pm-8pm	Rehearsal	
NOVEMBER				

Monday 5th	1	2pm-6pm	Rehearsal	
Tuesday 6th	2	2pm-6pm	Rehearsal	
Thursday 8th	1	2pm-5pm	Rehearsal	
Friday 9th	2	2pm-5pm	Rehearsal	
Saturday 10th	Both groups	10am-4pm	Rehearsal	
Monday 12th	1	10am-1pm	Tech Week	
	2	1pm-4pm	Tech Week	
Wednesday 14th	2	10am-5pm	Tech week	
Thursday 15th	1	10am-5pm	Tech week	
Friday 16th	2	10am-5pm	Dress Rehearsals	
Saturday 17th	1	10am-5pm	Dress Rehearsals	
Tuesday 20th	2	10am-2pm	Dress Rehearsals	
	1	3pm-7pm	Dress Rehearsals	
Wednesday 21st	1	9.30am - 1pm	10.30am performance	
Thursday 22nd	2	9.30am - 1pm	10.30am performance	
Friday 23rd	1	9.30am - 1pm	10.30am performance	
	2	6.30pm-10pm	7.30pm performance (opening night)	
Saturday 24th	1	1pm-10pm	2pm and 7.30pm performance	
Sunday 25th	2	12.30pm-8.30pm	1.30pm and 6pm performance	
Tuesday 27th	2	11.30am-3pm	12.30pm performance	
Wednesday 28th	2	9.30am-1pm	10.30am performance	
	1	6.30pm-10pm	7.30pm (Appeal) performance	
Thursday 29th	1	9.30am-1pm	10.30am performance	
	2	6.30pm-10pm	7.30pm performance	
Friday 30th	2	9.30am-1pm	10.30am performance	
	1	6.30pm-10pm	7.30pm performance	
DECEMBER				
Saturday 1st	2	1pm-10pm	2pm and 7.30pm performance	
Sunday 2nd	1	12.30pm-8.30pm	1.30pm and 6pm performance	
Tuesday 4th	2	11.30pm-3pm	12.30pm performance	
Wednesday 5th	1	9.30am-1pm	10.30am performance (relaxed performance)	
Thursday 6th	2	9.30am-1pm	10.30am performance	
	1	1.30pm-5pm	2.30pm performance	
Friday 7th	1	9.30am-1pm	10.30am performance	
	2	6.30pm-10pm	7.30pm performance	
Saturday 8th	1	1pm-10pm	2pm and 7.30pm performance	
Sunday 9th	2	12.30pm-8.30pm	1.30pm and 6pm performance	
Tuesday 11th	1	11.30am-3pm	12.30pm performance	
	2	6.30pm-10pm	7.30pm performance	
Wednesday 12th	2	9.30am-1pm	10.30am performance	
	1	6.30pm-10pm	7.30pm performance	
Thursday 13th	1	9.30am-1pm	10.30am performance	
	2	6.30pm-10pm	7.30pm performance	

Friday 14th	2	1pm-4.30pm	2pm performance	
	1	6.30pm-10pm	7.30pm performance	
Saturday 15th	2	1pm-10pm	2pm and 7.30pm performance	
Sunday 16th	1	12.30pm-8.30pm	1.30pm and 6pm performance	
Tuesday 18th	2	1pm-4.30pm	2pm performance	
	1	6.30pm-10pm	7.30pm performance	
Wednesday 19th	1	1pm-4.30pm	2pm performance	
	2	6.30pm-10pm	7.30pm performance	
Thursday 20th	2	1pm-4.30pm	2pm performance	
	1	6.30pm-10pm	7.30pm performance	
Friday 21st	1	1pm-4.30pm	2pm performance	
	2	6.30pm-10pm	7.30pm performance	
Saturday 22nd	2	1pm-4.30pm	2pm performance	
	1	6.30pm-10pm	7.30pm performance	
Sunday 23rd	1	12.30pm-4pm	1.30pm performance	
	2	5pm-8.30pm	6pm performance	
Monday 24th	2	1pm-4.30pm	2pm performance	
	1	5pm-8.30pm	6pm performance	
Wednesday 26th	1	1pm-4.30pm	2pm performance	
	2	6.30pm-10pm	7.30pm performance	
Thursday 27th	2	1pm-4.30pm	2pm performance	
	1	6.30pm-10pm	7.30pm performance	
Friday 28th	1	1pm-4.30pm	2pm performance	
	2	6.30pm-10pm	7.30pm performance	
Saturday 29th	2	1pm-4.30pm	2pm performance	
	Both casts	4.30pm-6.30pm	Cast Party	
	2	7pm-10pm	Optional trip to watch cast 1 perform	
	1	6.30pm-10pm	7.30pm performance	
Sunday 30th	1	12.30pm-4pm	1.30pm performance	
	1	5.30pm-8.30pm	Optional trip to watch cast 2 perform	
	2	5pm-8.30pm	6pm performance	
Monday 31st	1	1pm-4.30pm	2pm performance	