



Woodley Festival of Music & Arts



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Registered Charity No 276812. www.woodleyfestival.org.uk
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Guidance for Performers and Parents – Speech and Drama

Main Venue

The Oakwood Centre, Headley Road, Woodley, Berks, **RG5 4JZ**. Tel: 0118 921 6923. Group Choral Verse Classes will be held at Bulmershe School. Maps to all venues will be posted on our website.

Rooms are clearly indicated from reception. There will be festival stewards at reception who will advise you which room you are in and when & where to enter.

When you arrive at Oakwood please make sure your name is ticked off at Reception. When you leave you will need to sign out at the Adjudicators desk.

Admission Charges

The Woodley Festival is a registered charity, and we are all unpaid volunteers. We do have to cover costs, but do not aim to make a profit. Daily admission charges for the audience are £4 per adult, or £10 for a season ticket for the three weekends. Free admission for “children” (18 & under). Festival programmes cost £3.50. Season tickets **do not** include any Finale Concert, masterclass or workshop for which different charges apply.

Help on the Day

We always need more people to help to make the festival days run smoothly for everyone’s enjoyment. There are a variety of ways you can help out, including manning the doors, issuing certificates, etc. No experience needed. Please contact us even if you can only offer an hour of your time.

Withdrawals

If you need to withdraw from a Solo or Duologue performance, it would be most helpful to inform me by email, before the weekend of the performance.

Photos and Official Video Recording

If you do not wish your child to be in any official photos or video footage, please advise the appropriate section head (see letterhead above) preferably by email, at least 2 evenings before the performance and this will not take place during your planned attendance. Please note that video recording by our official videographer may take place in public areas as well as in the performance rooms.

The taking of photos, even on a mobile phone, and video & audio recording at the festival, particular during performances, is NOT permitted. However, our official photographers will be taking photos, sometimes during performances. We may use these photos in festival publicity and on our website – where options to download &/or buy the images will be available

Child Protection & Safeguarding

The Festival Committee must make it clear **that parents &/or their teachers/school are responsible for their children** throughout their attendance at the festival. We are not. We are committed to ensuring safe environments for children and young people, and are committed to best practice to protect them.

More information can be found in our Child Protection Policy and the document “Creating Safer Festivals for Everyone” – both are on our website, www.woodleyfestival.org.uk, and in our main programme, or by emailing a request for them to admin@woodleyfestival.org.uk

Further advice & guidance is provided overleaf, if required. ➡

A Few Hints For New Performers at Woodley

Arrival

Oakwood doors do not open in the morning before 8.35am.

A start time is set for each class. It is important to arrive outside the room in good time, say 5-10 minutes before the class start time. Rooms are clearly indicated from reception. There are festival stewards who will help you. Many new visitors find it useful and reassuring to arrive earlier - in time to watch the previous class (space permitting). If at all possible, you should stay in the room for the entire duration of your class (except for feeling unwell, or for a fractious child, etc.) – people entering & leaving is a distraction to performers and adjudicators.

Car Parking

Free Car Parking is available at Woodford Park (5 minute walk from the Oakwood Centre) or there is a pay and display car park opposite the Oakwood Centre.

Performance

Your performance begins from the time you leave your seat until the time you return to it. You should be seated in the audience prior to the start of your class, and you will be called to perform when it is your turn. You need to hand a copy of your Own Choice Verse, book or script marked with name and class number, to the adjudicator's table (please see section "Copyright Approval" below). Please announce to the adjudicator and the audience the title before performing as the programme does not include these details.

Adjudicating

While you perform, the adjudicator will be preparing a written report on your performance, which is intended to help you in the future. This will be available for you (with your certificate) at the end of the class. After everybody has performed, the adjudicator will speak briefly to the whole class and announce his/her chosen winner(s).

Dress

Competitors are expected to wear appropriate, smart dress or school uniform. A suggestion of costume is only permitted in the Acting Classes where specifically stated in the Syllabus. No costumes, clothes relating to a mime or hand help props **are permitted** in Group Mime or Solo Mime Classes.

Audience

Friends and relations are encouraged to come and support you at the competition - the presence of a friendly supportive audience help to create a more relaxed atmosphere, which should help your performance. You should try to perform to the whole audience rather than just the adjudicator. Some classes only have a small number of participants and it would be greatly appreciated if anyone who has the time could stay and support these classes.

Children in the Audience

Whilst children are very welcome at the festival, we respectfully ask that you consider not bringing young toddlers into the competition rooms. Please be prepared to take your child out if they start to cause any disturbance, in fairness to the performers and the audience around you – as we do not wish to have to ask you to leave.

Refreshments

There is a café, called "Crumbs", in the foyer at Oakwood. It is open to you and the general public. Times vary. On some Festival days they extend their opening hours.

Copyright Approval

Woodley Festival has entered into an agreement with the Authors' Licensing and Collecting Society. This means that entrants do not have to seek copyright permission for any poetry, prose or solo dramatic items performed, to a time limit of 10 minutes. As part of that agreement we need you to provide details of the poems and prose performed.

Props

The Festival has a limited supply of folding chairs, rigid chairs, two 180cm x 75cm folding trestle tables, and two small tables. For the safety of the performers, these folding chairs and tables **MUST NOT** be stood on and **must only be moved** by Festival representatives. The teacher or parent, not the Festival, is responsible for the supply and safe operation of all other props. The following are not permitted within the festival buildings: animals (except guide dogs), smoke and fire.