



**MAYHEM**  
SHOWS & EVENTS

# SHOW PACK

## “GET HAPPY”

Includes information on:

Performance Times  
Ticket Information  
Pre-Show Meetings  
Chaperones  
Dress Rehearsal Information  
Show Day Information  
Awards  
Costumes  
Hair & Make – Up  
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Photography / Video Download

Forms:

BOPA for Parents to Complete  
Chaperone Form  
Ticket Form

Dates for your Diary

Monday 25<sup>th</sup> April – Mayhem (Advantage Card) Pass ticket Release  
Tuesday 3<sup>rd</sup> May – Deadline for chaperone licence form  
Tuesday 3<sup>rd</sup> May – Return BOPA forms  
Tuesday 3<sup>rd</sup> May – General Ticket Release  
Tuesday 24<sup>th</sup> May – Show Meeting  
Thursday 26<sup>th</sup> May – Show Meeting  
Sunday 26<sup>th</sup> June – Full Dress Rehearsal @ Mayhem  
Wednesday 6<sup>th</sup> July – Stage blocking @ The Spotlight Theatre  
Sunday 10<sup>th</sup> July – Show day @ The Spotlight Theatre  
(Additional Rehearsal dates may be added nearer the time)

Dear Parents,

**RE: Dance Production – ‘Get Happy’**  
**Sunday 10<sup>th</sup> July 2022 – 2.30pm and 6.00pm Performances at The Spotlight Theatre**

‘Get Happy’ is fast approaching, when the hard work the students will be undertaking over the next few months will come to fruition. Please read the information regarding the show very carefully and do not hesitate to contact us if you have any queries. In this pack you should find all the information you need!

Mayhem’s next Annual Dance Production is to be held on Sunday 10<sup>th</sup> July 2022 at The Spotlight Theatre, Hoddesdon. All dance classes will be included in the production with the exception of Twinkle Tots Ballet, Monday and Saturday Ballerinas, and Saturday Pre-Primary Ballet who we consider to be a little too young to handle the experience.

We must ask that all students be present every week in classes from now until the show. We are sure you will appreciate that it becomes very difficult for teachers and students to progress with routines if they continually have students missing from the classes. If you will be unable to participate in this year’s show, please contact [nicole@mayhemtheatrearts.co.uk](mailto:nicole@mayhemtheatrearts.co.uk) as a matter of urgency.

**Performance Time**

There will be 2 shows on the day (2.30pm – 6.00pm) however Funky Pop and Pre-Primary Ballet will only perform in the matinee performance at 2.30pm.

**Tickets**

Tickets will go on sale on Tuesday 3<sup>rd</sup> May at the price of £14.00. Mayhem students who are not in the show can purchase a ticket for half price (£7.00).

Members of Mayhem Passes will be able to purchase the tickets one week prior to the general release (Monday 25<sup>th</sup> April). Please note that for Health and Safety reasons set by the Theatre, all children including ‘babes in arms’ have to be allocated a seat. If you have any children under the age of 4 please purchase seats in the stalls only and make it known at booking that you have a ‘babes in arms’. You will not be charged for this place but we will need to allocate a seat for you. A ticket order form will be attached to this pack and available from reception now. Tickets will be allocated on a first-come-first-served basis. Tickets cannot be held or reserved. Tickets are non-refundable.

**Pre- Show Meetings**

We will hold two pre-show meetings on Tuesday 24<sup>th</sup> May 2022 at 4.00pm and again on Thursday 26<sup>th</sup> May 2022 at 4.30pm to explain what the show involves. You will have the opportunity to ask questions about the rehearsal, show day, costumes etc anything at all. These meetings are your chance to find out you need to know or may have concerns about. So please do attend one of the meetings, particularly if you this is your first dance production.

**Chaperones - Important Note**

There is one very important element, without which we cannot perform our shows in large theatres, and this is the provision of chaperones. We need parents to help look after the children backstage before and after the show. Whilst we know parents will be watching the show, help before and after would be much appreciated.

Many parents that have helped us previously have enjoyed the experience and it does give a good insight as to what goes on backstage and how much is involved in staging these productions. If you would be willing to help as a chaperone, please complete the tear off slip below and return as soon as possible.

The government have tightened up on the laws of chaperones for shows in theatre etc and ahead of the show, we will need three times the amount of people coming forward to help than we have had previously, otherwise the shows just physically can’t happen. We will need a team of chaperones to help in the morning dress run leading up to the

performance. During the show a team of licenced chaperones and staff members from Mayhem will take over. If you are able to assist, please fill in the attached form and send back to the Mayhem office or post in the black letter box by the Main reception office at your earliest convenience.

### **Staff**

The staff at this production are volunteers who have given up their free time as they enjoy supporting and helping with youth theatre. Children will be supervised at all times by licensed chaperones, Mayhem's parent volunteers and Mayhem staff members. Please be assured that they will be well looked after for the duration of their time with us. Once on site, they will not be allowed to leave the premises.

### **Full Dress Rehearsal- Sunday 26<sup>th</sup> June**

#### **All students MUST be present**

We are delighted to be performing at the Spotlight Theatre. However, having a large theatre venue does have disadvantages in that rehearsal time is limited prior to the show. Additional rehearsals during the week of the show will, therefore, be necessary as detailed below. **We cannot stress enough how important these rehearsals will be, and it is vital that everyone attends.** The full 'Running Order' will be on our notice/display boards outside our main school entrance by the end of May so you can see which Act your child is in, depending on the classes they attend.

#### **Arrive 9.30 am**

<b>Act 1 Students</b> - Change into first costume ready to start at	10.00 am – 12 noon
Lunch break	12.00 pm -1.00 pm
All other students to arrive at 12.45 to run bows at	1.00 pm – 2.00 pm
<b>Act 2 Students</b> - Change into first costume ready to start at	2.30 pm – 4.30 pm

Students who are in both acts will be needed to stay all day so please ensure they have plenty of snacks and drinks.

Students will not be permitted to leave the Mayhem Premises at any time unaccompanied by parents unless they are over the age of 14 years. Those students over the age of 14 years must have a Consent Form duly signed by their parents giving them permission to leave the premises.

### **Wednesday 6<sup>th</sup> July 2022**

Stage blocking rehearsal at the Spotlight Theatre. Time TBC (all students must attend at some point during the evening)

### **Show Day – Sunday 10<sup>th</sup> July 2022**

Final information about the day will follow nearer the time but in the meantime below is a guide. We hope the above is clear, but should you have any questions or queries please do not hesitate to contact me  
nicole@mayhemtheatrearts.co.uk

#### **Please arrive at the Spotlight Theatre at the following times:**

Staff and Chaperones:	10.00am
Inter and Senior Students (Yr 3 upwards) to arrive:	10.30am
Junior Mayhem students (Reception – Yr 2) to arrive:	11.30am

Upon arrival at The Spotlight, you will need to sign in at the Mayhem desk directly in front of the main entrance doors. You will also be told your child's group '**Colour**' which you will need to know for pick up. Please make your way through the main entrance into the bar area and check the coloured signs into the auditorium so you know where your child is to be collected from after the awards. Please take away with you any coats/jackets etc that your child may have worn to the theatre as there is not enough room backstage to accommodate these. If you arrive too early, you will have to wait with your child until they are signed in. However, you must be in the foyer by the arrival time stated above. Please do not be late as this then causes disruption to the run of the day. **Unfortunately, parents are not allowed backstage or in the auditorium whilst rehearsals are taking place (unless they are chaperoning).** We have very limited space

and strict Health and Safety procedures. Should you have any problems whatsoever we can be contacted through the main reception desk.

### **Awards**

Immediately following the final curtain, the students will remain on stage ready for our awards ceremony. The awards are given to recognise hard-work, achievement, progress, enthusiasm, and good attendance throughout the past year. We would ask all audience members to please remain in their seats for the duration of the presentation, which should last approximately 15 minutes.

Awards will take place as follows:

Junior Awards Ceremony: End of the matinee show for students in school year Reception to Year 2.

Intermediate Awards Ceremony: End of evening show for students in school years 3 to 6

Senior Awards Ceremony: End of the evening show for students in school year 7 and above.

### **STUDENTS WILL THEN BE READY TO COLLECT FROM YOUR DESIGNATED COLOURED ZONE**

The coloured zone procedure at pick up is **very important**. Please remember we have over 100 children backstage aged as young as 5yrs whom we need to move around the building safely. Students will be brought out in groups depending on how long it takes them to change and pack away their belongings. Please ensure that you have sufficient time to wait. Unless there is a real emergency, students cannot be brought to you individually before the others in their group.

### **Costumes**

All students should arrive in their correct Mayhem uniform (NEW Mayhem t-shirt, girls; plain black leggings, boys; plain black trousers. All dance shoes worn in the show (even if these are trainers) should not be worn to arrive in- Do not wear these outside. All other items of costumes that you have been asked to supply, should be brought on hangers with a large bag over the top of them all clearly labelled with their names on. Please ensure every item is named, including shoes, socks etc. Please do not send your child with any valuables, mobile phones etc. Mayhem cannot accept any responsibility for loss or damage to personal property. Mayhem will bring all purchased or hired costumes to the theatre for the students and these will be given out on the day.

A costume grid listing exactly what you will need to supply/hire from Mayhem will be finalised shortly. Any hired/purchased costumes from Mayhem will be kept at the lowest price possible but please be aware there will be a fee for most of you. Payment for costumes needs to be made promptly as there is little time leading up to the show and costumes cannot be ordered until we have received payment per full class.

### **Hair and Make up**

Students aged 4-10 years must not wear makeup. Secondary school students (11yrs +) may wear a light foundation, blusher and a very small amount of eye make-up 'if' preferred. This will be monitored by the tutors and students must NOT share make up for hygiene reasons. Anyone caught sharing make up will be asked to hand it over until the end of the show.

Hair will be discussed nearer the time and details given out with their 'Costume Grid' which will follow shortly.

### **Food and Drink: Dress Rehearsal (at Mayhem) and Show Day (at The Spotlight)**

Students must bring enough food and drink to last the entire day. Drinks should be in plastic bottles preferably with sports cap tops, which are less likely to get spilt. Please place everything in a **disposable plastic bag** clearly marked with the child's name. The bags can then be binned after use. Please do not use packed lunch boxes as they take up too much room. Please no fizzy drinks or other items that could explode and make a horrible mess and strictly NO Nuts! Start the day with a good breakfast! We will have water supplies throughout the day should the students need to fill up their bottles.

### **Photography and Video Recording**

The use of any camera recording equipment is not allowed. It can be off-putting to cast members and obscures other audience members' views. The show will be professionally recorded for you to purchase a digital download. An 'Early bird' discount is available if you order and pay before show day. (Early- bird rate £12.00 per family, for orders made from show day onwards, digital downloads will be £16.00) (see pg 7)

We politely request that audience members remain in their seats for the duration of the performance as leaving your seat can spoil the viewing for others and be picked up on the video.

### **Facebook Show Group**

Please click the link below and join our facebook private show group . This is where we will duplicate all information that is sent out to everyone and also a platform for you to ask questions.

[www.facebook.com/groups/mtca.gethappy/](http://www.facebook.com/groups/mtca.gethappy/)

### **General Note**

We are thrilled with how hard the students have worked for this production. A large proportion of the students taking part are below the age of 7yrs old and we are sure that you will be impressed with how much they have achieved at such a young age!

Thank you for your co-operation.

Kind regards

The Mayhem Team

## Chaperone Form 2022 – “GET HAPPY”

*Please return this page to the main office as soon as possible or post in the Black reception post box. Please note, the times you are able to help with the show please put in your diary as we will definitely need you all 😊 We will be in contact via email with your chaperone pack in the week leading up to the show.*

Full Name (adult) \_\_\_\_\_

Parent of (student/s ) \_\_\_\_\_

### I am available to help on:

#### Dress Rehearsal: Sunday 26<sup>th</sup> June 2022 (at Mayhem)

		<u>Please Tick</u>
Act 1 and finale rehearsal	9.30 am – 2.00pm or	<input type="radio"/>
Finale rehearsal and Act 2	1.00 pm - 5.00pm	<input type="radio"/>
ALL DAY	9.30AM – 5.00PM	<input type="radio"/>

#### Evening: Wednesday 6<sup>th</sup> July (at The Spotlight Theatre)

Tech and block on stage	4.00pm – 8.00pm	<input type="radio"/>
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#### Daytime: Sunday 10<sup>th</sup> July 2022 (at The Spotlight Theatre)

Dress/Technical rehearsal and Matinee Show	10.00am-(approx) 5.45pm	<input type="radio"/>
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#### Evening: Sunday 10<sup>th</sup> July 2022 (at The Spotlight Theatre)

Break and Evening Show:	5.30pm- until eve show ends	<input type="radio"/>
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Please note that chaperones will have to stay backstage for the entire time slot they are chaperoning. We need at least 10 chaperones per rehearsal, matinee show, and evening show. Please also be aware that you will not be put in the same room as your child to chaperone, but you will be very close by.

We will also need backstage crew to help so if anyone (aged 16+) would like to be involved, please speak to Nicole.

#### Signing out at end of show

I am also happy to come backstage after the show if I am needed to assist with clearing dressing rooms and signing out the children. ☐  
 (We will contact you 'if' you are needed to do so. Please do not enter the backstage area unless we have asked you too.)

#### DBS / Chaperone Licence

(Please Tick)

I have an up to date Chaperones licence ☐

I hold a current DBS check as I work in a school / local children's club and can provide this for you to see ☐

I do not hold an up-to-date Chaperones licence but happy to apply please send the link to my email address

\_\_\_\_\_ (this will need to be applied for no later than Tues 3rd May)

Signed \_\_\_\_\_

**BOPA FORM**  
**“GET HAPPY” – MTCA’s 2022 Dance Production**  
**Sunday 10<sup>th</sup> July 2022 at The Spotlight Theatre, Hoddesdon**

**\*Please can we ask all parents to fill in the below form and return to reception  
no later than Tuesday 3<sup>rd</sup> May 2022.**

Appendix C

**Statement of Fitness**

**Student Name :** .....

**Medical declaration to be completed by child’s parent**

Does your child have: (answer yes or no)	If yes please provide details including any treatment or medication:
Asthma	
Any allergies	
Any skin conditions	
Hearing impairment	
Visual impairment	
Any learning disability	
Any physical disability	
Any medical conditions?	
Taking any regular medication(s)?	
Been to see or had a referral to a hospital consultant in the last 6 months?	
I confirm that I have parental responsibility for this child.	Signature of parent:
	Print Name:
Parents Email Address	
Parents Telephone No.	
Date:	

I/we confirm that my/our child is fit and his/her health will not suffer by taking part in performances. I/we undertake to inform you of any material change to my/our child’s health.

Signature (parent/guardian)	
Date	

**Copy to be retained by the organisation applying for a Body of Persons Approval.**

**To be produced on the request of any duly authorised officer of Hertfordshire County Council.**

