

# UNITE THE MUSIC

## SHOW PACK

A Musical Production at The Spotlight Theatre, **Sunday 6th July 2025**



This pack contains all the information you need to know regarding our upcoming Musical production in July 2025.

Includes Info On:  
Performance Dates/Times  
Ticket Information Pre-Show  
Meetings Chaperones  
Costumes Child's  
performance licence  
DATES FOR THE DIARY  
FORMS- Very important!



# UNITE THE MUSIC THE MUSICAL

SUNDAY 6TH JULY 2025

Spotlight Theatre

12.00PM & 4:00pm



## DATES FOR THE DIARY

All changes have now been amended below and throughout the pack.

Please read through carefully.



Saturday 31<sup>st</sup> May

Saturday 7<sup>th</sup> June

Saturday 14<sup>th</sup> June

Saturday 21<sup>st</sup> June

Saturday 28<sup>th</sup> June

Saturday 5<sup>th</sup> July

Sunday 6<sup>th</sup> July

- Extended class times
- Normal session - no changes
- **\*New Change\* Tech Run at Mayhem (see below)**
- Dress/Tech Rehearsal and photos at Mayhem
- **Normal Session**
- Dress/Tech at The Spotlight
- Show Day 12:00pm/16:00pm at The Spotlight



# DEAR PARENTS.....

'UNITE THE MUSIC' is only 3 months away! This will come round very quickly! we really need your help to keep to the schedule and deadlines.

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 Musical Production is to be held on **Sunday 6th July 2025** at The Spotlight Theatre, Hoddesdon, and will include all students currently attending, Saturday Musical Theatre Workshop (10.10am-12.10pm) AND our Saturday Stage & Screen students (12.30pm-3.00pm)

We must ask that all students are 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 rehearsals if they continually have students missing. If you will be unable to participate in this year's show, please email [nicole@mayhemgroup.co.uk](mailto:nicole@mayhemgroup.co.uk) as a matter of urgency. If students are absent from a class, please email; [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk).

There are two forms that we need you to urgently complete and hand back to the office no later than Saturday 26th April so we can apply for a licence via Hertfordshire County Council. If you are unable to print these, we will have copies available from the office. Thank you to those who have already completed the Statement of fitness form.

So grab a coffee .....

.....Happy reading :-)



# Performance Times

There are two shows :

**Sunday 6th July at 12.00pm & 4:00pm**

(Running times are approx. 2.5 hrs including interval)

\*Please note that our show dates have changed from our original letter. We are giving ourselves more time to tech the show on the Saturday to produce two great shows now on the Sunday!

## Tickets

**Tickets are now on sale and selling fast!!**

Mayhem students who are not in the show but would like to come along and support siblings or friends, can purchase tickets at a reduced rate of £10.00.

**Members of Mayhem Passes (Gold and Platinum)** will be able to purchase the tickets 48 hours before at 12pm on **Wednesday 30th April**.

**\*\*\*PLEASE REMEMBER TO PRE-ORDER YOUR PROGRAMME AT THE SAME TIME YOU PURCHASE YOUR TICKETS.\*\*\***

**This helps us calculate how many programmes will need to be ordered for the show - we will only have a small amount to purchase on show day - once they're gone they're gone!**

**Please note:** For Health and Safety reasons set by the Theatre, all children including 'babes in arms' have to be allocated a seat. Please also make it known at booking if you have a 'babes in arms' if under 1 years old. You will not be charged for this place but we will need to allocate a seat for you.

If you have any children under the age of 4 please purchase seats in the stalls only.

Tickets will be available to purchase via our TicketSource link which will go live on the release dates and emailed to you. [Tickets are non-refundable](#)

## Join The Facebook Group For Updates!

Please make sure you have all joined the Mayhem Facebook show private group for updates (QR code to the right) :

SCAN ME



# Chaperone Form - UNITE THE MUSIC

We will be in contact via email with more information with regards to chaperoning in the weeks leading up to the show.

Full Name \_\_\_\_\_

Parent of (student name) \_\_\_\_\_

I am available to help on (Please Tick below):

**SATURDAY 21st JUNE** – Dress Rehearsal & photos @ Mayhem – (my child is in Musical Theatre Workshop and I can help and stay during their rehearsal times 10.20am - 2.00pm) ☐

**SATURDAY 21st JUNE** – Dress Rehearsal & photos @ Mayhem – (my child is in the Stage & Screen School and I can help and stay during their rehearsal times 10.30am - 3.00pm) ☐

**SATURDAY 28TH JUNE** - Blocking rehearsal (no costumes) @ Mayhem - (10.20AM - 1.30PM) ☐

**SATURDAY 5TH JULY – TECH REHEARSAL @ Spotlight**

(please tick the time that relates to your child)

- Main Cast Characters \* Please check the cast list within this pack : 12.00PM - 7.00PM ☐
- Year 3 + : 1.00PM - 7.00PM ☐
- Reception - Yr 2 : 1.30PM - 6.00PM ☐

**SUNDAY 6TH JULY – ‘SHOW DAY!’ @ Spotlight for**

- Arrive at 11am to chaperone the 12.00pm show until the start of the 4pm show ☐
- Arrive at 3pm to chaperone the 4pm show until the end of the day ☐

-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.) ☐

- I have an up to date Chaperones licence (Please email a copy to [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk)) ☐

• I hold a current enhanced DBS check as I work in a school / local children's club and can provide this for you to see (Please email a copy to [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk)) ☐

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

Signed \_\_\_\_\_

Date: \_\_\_\_\_

# EXTENDED REHEARSAL SATURDAY 31ST MAY AT MAYHEM

All students **MUST** be present

## Important Rehearsal Info:

- Don't forget we do have a session on **Saturday, 31st May**.
- All students should be off script from this date.

Please note we would like to amend the session times on this date so we can rehearse all group numbers. Session times will run as follows:

- Morning Workshop: **10:30 AM - 12:30 PM**
- Afternoon Workshop: **11:15 AM - 1:45 PM**

Please ensure students have a big breakfast and bring a small snack.

## Chaperones

We are still needing chaperones for both shows especially the 4pm show so if you haven't booked your tickets yet, please book for the first show as we are needing extra help backstage for the 4pm show. Please email [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk) if you can help chaperone.

## Tickets

A quick reminder that tickets are now on sale and selling fast for our upcoming show! You can also pre-order your programmes when purchasing your tickets in advance to avoid missing out, as there will be limited availability on the day.

Link to tickets: <https://www.ticketsource.co.uk/mayhem-group>

## How to Book:

1. Select Ticket Type: Choose between Stalls or Terrace seating.
2. Choose Number of Tickets: Indicate how many tickets you'd like.
3. Add a Programme (Optional): If you'd like to pre-order a programme, select this option.  
We recommend ordering ahead due to limited quantities.
4. Proceed to Seat Selection:
  - Click "Next" to view the seating plan.
  - Select your desired seats by clicking the available ones.

Then, simply proceed to checkout to complete your booking.

Thank you for your continued support-we're so excited for the performance

# SATURDAY 7TH JUNE AT MAYHEM - NORMAL SESSION

# \*NEW SCHEDULE CHANGE\*

## SATURDAY 14TH JUNE

## AT MAYHEM

All students MUST be present

Please arrive at **Mayhem** for the following times:

|   |                  |
|---|------------------|
| Staff and Chaperones:                     | 10.10am          |
| All student to arrive at:                 | 10.20am          |
| SNACK BREAK                               | 11.45AM- 12.00pm |
| All students will be ready to collect at: | 2.00pm           |

If any scenes urgently need more time, we may ask some of the main cast students to stay slightly later on this day but you will be notified if this applies to you during the day and the office team will contact you (not later than 3pm finish).

### What you will need :

As everyone will be on site at once, we do not need any costumes brought to Mayhem on this day due to space. Please bring just a small bag with indoor shoes, a sport bottle top drink (NO STANLEYS!) and a snack. Large rucksacks , coats and additional items will need to be taken away by parents.

## Chaperones

If you are able to assist during this weeks rehearsal, please email [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk) urgently :-) Thank you !

# FULL DRESS REHEARSAL SATURDAY 21ST JUNE AT MAYHEM

## All students MUST be present

We are delighted to be performing at the Spotlight Theatre again. However, having a large theatre venue does have disadvantages in that rehearsal time in the theatre is limited prior to the show.

We cannot stress enough how important these rehearsals will be, and it is vital that everyone attends.

Please ensure they have plenty of snacks (NO NUTS) and drinks (Water only with a sports cap lid).

As all students have sections in both acts of the show there is no easy way to schedule the day other than in the full running order of the show so this will mean the students will have plenty of time to relax and eat between their sections and they will have individual photos taken as well by our photographers from 'Carmel Jane'.

Please arrive at **Mayhem** for the following times:

|  |                  |
|--|------------------|
| Staff and Chaperones:  | 10.10am          |
| Morning Musical Theatre Workshop student to arrive at:         | 10.20am          |
| Stage & Screen School afternoon students to arrive at:         | 10.30am          |
| LUNCH BREAK  | 12.30pm - 1.00pm |
| Musical Theatre Workshop students will be ready to collect at: | 2.00pm           |
| Stage & Screen School students will be ready to collect at:    | 3.00pm           |
| FINISH   | 3.00pm           |

## Costumes and Hair

The majority of the costumes for this production we will be asking you to source yourselves and a costume pack will be sent out to you all shortly.

Costumes that are to be provided by Mayhem (Either hired or brought) will be handed to the students when they arrive and collected back in before they leave. Please do not take any costumes home with you unless they are your own provided costume, which you will need to bring with you as well.

We will be having individual professional photographs taken of all the students during the dress rehearsal day which will then be available to purchase on show day.

# SATURDAY 28TH JUNE AT MAYHEM - NORMAL SESSION



# TECHNICAL REHEARSAL

## SATURDAY 5TH JULY

### AT THE SPOTLIGHT THEATRE

THE SPOTLIGHT, HIGH ST, HODDESDON, EN11 8BE

Please arrive in your first costumes (this will be in the costume pack which will be sent out to you shortly).

Bring any other items of costumes in a carrier bag / hanging clothes bag clearly marked with your child's name.

- Main Cast \* Please check the cast list within this pack : 12.00PM - 7.00PM
- Year 3 + : 1.00PM - 7.00PM
- Reception - Yr 2 : 1.30PM - 6.00PM

## FOOD

Please ensure they have plenty of snacks (NO NUTS) and drinks (with a sports cap lid).

As all students have sections in both acts of the show there is no easy way to schedule the day other than in the full running order of the show so this will mean the students will have plenty of time to relax and eat between their sections..

## REGISTRATION GROUPS

Parents please remember to ask what COLOUR group your child has been allocated as you will need to know this for the show day. Once your child has been signed in you are free to go.

Please leave them with a small bag of their indoor/dance shoes, drink and snack and take all additional layers/coats/wet outdoor shoes away with you .

Please all join the Facebook private show group (QR or link below) as we will update parents with information :

[Private Facebook Show Link - Click here](#)

# SUNDAY 6TH JULY IMPORTANT SHOW DAY INFO:

## It's Showtime!



Please arrive at the Spotlight Theatre at the following times:

**Staff and Chaperones: 10.30 am**

**All students arrive at 11:00 am**

Please make sure your child has had a big hot breakfast/ lunch before they arrive. They will have plenty of opportunities for breaks throughout the day so please bring enough snacks/packed lunch and drinks with a sports cap lid in disposable bags.

Upon arrival at The Spotlight, you will need to sign in at the Mayhem desk located in the Spotlight Theatre Foyer.

You will also be told your child's group 'Colour' which you will need to know for pick up as they will be handed back to you at designated coloured collection points..

Once signed in, 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 show. 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.

**AT THE END OF THE SHOW. STUDENTS WILL BE READY TO  
COLLECT FROM THEIR 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. We kindly ask only **1 parent** is present at the designated colour to help students get to parents 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



## Costume Grid

A detailed costume grid, outlining what each child will need to hire or supply, will be sent out via email in early May. This will tell you what you need to provide/buy or hire.

## Payment

Please ensure all costume slips and payments have been submitted as soon as possible.

All costume fees will be due by **Saturday 31st May**

Thank you for your cooperation and support in making this event a success! If you have any questions or concerns, please don't hesitate to reach out.

## On show day

All students should arrive in their first costume. All additional items of costumes that you have been asked to supply, should be brought on hangers with a large bag over the top of them/ suit bag 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 in the dressing rooms.



# Photography & Video

## Audience and Photography Guidelines

The use of any recording devices during the show is strictly prohibited. It can distract performers and block the view for other audience members.

The show will be professionally filmed, and a free digital download will be sent to all families the week after the performance—courtesy of Mayhem. If you'd prefer a copy on a memory stick, these can be ordered for £8. Please email: [millie@mayhemgroup.co.uk](mailto:millie@mayhemgroup.co.uk).

We kindly ask that audience members remain seated throughout the performance to avoid disrupting others and to ensure the best possible footage for the final video.

## Backstage Photo Policy

Although we know students love capturing memories with friends, no photos are allowed backstage or on site during the show. This is to protect student privacy and ensure safeguarding, especially in shared dressing areas.

Instead, the Mayhem team will be capturing behind-the-scenes photos, which will be carefully managed and shared with families after the event.

Thank you for your support in helping us create a safe and respectful environment for all.

# Food And Drink



Students must bring enough food and drink to last the entire day.

Drinks should be in plastic bottles with a sports cap top, 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/lunch! We will have water supplies throughout the day should the students need to fill up their bottles.



# Staff and Chaperones

When chaperoning, please wear all black and comfortable shoes. Its always handy to have a small messenger bag to put clips, pins and a pen :-)

You will be given a lanyard on arrival which must be worn at all times.

Please don't forget , you **MUST** have your hard copy of your DBS on you at all times and you chaperone licence either printed or accessible on your phone in case of an inspection. This is mandatory for everyone on site at any given time.

A chaperone pack will be sent to you in the weeks leading up to the production which we will need everyone to read and sign before their chaperone duties. This is important and part of our risk assessment procedures.

## A Note to all parents and Students .....

The staff at this production are volunteers who have given up their free time as they enjoy supporting and helping us. 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.

Thank you for your co operation and understanding.