



POLICY ON PERFORMANCES

Approved on 20 April 2016

Rationale

1. The School actively encourages performances to provide students with opportunities to perform individually and in groups in order to enhance their enjoyment and skills in performing music. The School requires a performance to be carefully planned and prepared to ensure its success.

Definitions

2. In this policy the following terms stand for the following definitions:

"Annual Schedule" means the schedule of dates of performances as set by the Music Director and Assistant Music Director in accordance with the policies and procedures set out in this document and listed in the School's annual calendar;

"Council" means the Council of the Christchurch School of Music;

"Performance/s" means a concert, gig, showcase, flash mob and any other performance

"Music Management Team" means the Heads of Department, the Music Director and the Assistant Music Director; and

"School" means the Christchurch School of Music.

"Proposed Performances" means Performances other than those included in the regular annual concert schedule

Policies

3. The School is committed to providing performance opportunities to its students that are both valuable musically and enjoyable.
4. Performing groups should have the opportunity to present at least twice a year.
5. Students having lessons with the School should have the opportunity to perform in solo recitals at least once per year.
6. To perform in any of the School's performances, the performer must be a currently enrolled student of the School. This may be waived for addition performers in accordance with the Soloists, and Guest and Invited performers Policy.
7. If a student has failed to pay their fees or has not entered into a suitable payment arrangement with the School, the student will not be able to participate in any performance. If the role is considered to be vital to the success of the performance, the Director may apply to invite a replacement as an invited or guest performer in accordance with the relevant policy and procedure.
8. All performances, outside of the annual schedule must be approved by the Music Director.
9. The School encourages its students to take pride in being a member of a School's performing group.
10. A high standard of behaviour and concert dress is expected from students when at a performance.
11. For performances outside the Canterbury region or activities that involve staying away from home one or more nights, see the policy on group tours and camps.
12. A budget shall be prepared and approved before any performance. The budget will be approved by the Music Director within her delegation or the Council if above the Music Director's delegation.

13. The School will ensure that suitable financial systems are in place.

Procedures

Dates

| Step | Procedure | Person/s responsible |
|-----------------------------------|--|---|
| 1. Setting dates for all concerts | The Music Director and Assistant Music Director in consultation with the Conductors and Heads of Departments will set the dates for Orchestra and ensemble concerts, solo recitals, Showcase and scholarship concerts at the beginning of the year. These dates will be listed in the School's calendar for the year and will be fixed. | Music Director and Assistant Music Director |
| 2. Approval of Annual Schedule | The Concert Schedule for the year will be presented and approved by the Music Management Team at their meeting in November/December. | Music Management Team |

Proposed performances

| Step | Procedure | Person/s responsible |
|----------------------|---|-----------------------------|
| 1. Initial proposal | At least six weeks prior to the date of the proposed performance, the Conductor will discuss their desire to organise a concert with the Assistant Music Director who can assist organise a performance Notice should include a description of the proposed performance. | Conductor |
| 2. Initial review | On receiving the initial proposal of a performance, the Assistant Music Director shall: <ol style="list-style-type: none"> 1. ensure that the timing of the performance minimises clashes with other school activities; 2. gauge the support for the proposed performance from the students and their parents/caregivers to ensure viability; 3. The Assistant Music Director will give their approval to proceed; and 4. If the proposal is rejected the Conductor will be invited to resubmit a revised proposal. | Assistant Music Director |
| 3. Detailed proposal | The Conductor must submit a written proposal for a performance to the Assistant Music Director at least six weeks prior to the proposed performance. The proposal must include the following: <ul style="list-style-type: none"> • Dates and venue/s; • Music requirements (especially if not held in the School's library); • Percussion instrument and other gear requirements. • Programme and publicity requirements; • Budget outline (include publicity costs); • Support team details; and • Transport requirements. | Conductor |

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| | <ul style="list-style-type: none"> • Health & Safety Consideration | |
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Finance

| Step | Procedure | Person/s responsible |
|---------------------------|---|---------------------------|
| 1. Budget | <p>The Conductor shall prepare a complete budget which will give details of expected costs (including any wages), likely sources of revenue and estimated number of participants.</p> <p>Budgets must be prepared on the basis of the worst case scenario.</p> <p>A copy must be given, and approved, by the Assistant Music Director before final permission to hold the performance can be given.</p> | Conductor |
| 2. Monies collected | The Conductor shall pay all monies collected directly to the Office Manager. For accounting purposes all funds in and expenses out must be shown in the School's accounts. | Conductor |
| 3. Submission of invoices | The Conductor must lodge all invoices and receipts with the Office Manager after the concert, on a timely basis. | Conductor |
| 4. Concert Float | <p>If a concert float is required 1 weeks' notice must be given. The Conductor should speak to the Office Manager.</p> <p>A concert float is available from the office and can be collected by the Conductor from the Office Manager immediately prior to the performance. The Conductor must ensure that the float is returned immediately after the performance.</p> | Conductor/ Office Manager |

Publicity and Programmes

| Step | Procedure | Person/s responsible |
|---|---|----------------------|
| 1. Planning | The Conductor should discuss plans for posters and other publicity ideas with the Office Manager | Conductor |
| 2. Organising publicity and a programme | <p>The Office Manager will organise the printing of posters and any paid advertising.</p> <p>The Office Manager is available to assist with any free publicity and the drafting of programmes.</p> <p>Groups are welcome to undertake publicity as long as the plans are approved in advance.</p> | Office Manager |
| 3. Printing Programmes | <p>The Office Manager will print concert programmes.</p> <p>All information should be given to the office at least 3 working days prior to the concert to allow for preparation and printing.</p> | Office Manager |

Event Management

| Step | Procedure | Person/s responsible |
|---|--|-------------------------------|
| 1. Help and support | The Conductor needs to ensure adequate help and support for the performance and can, if needed, form a temporary voluntary team of parents and senior students to help assist. | Conductor |
| 2. Promotional material | If requested in advance (with not less than one week's notice before the event) the Office Manager can provide a banner, a box containing brochures and other publicity material that may be handed out at the performance. These should be returned to the Office Manager as early as possible following the event. | Office Manager/ Performers |
| 3. Transporting instruments and equipment | <p>The Conductor or support team should ensure that any instruments or equipment required are transported safely to and from the performance venue, and that users ensure that they are familiar with the setting up and operating of all necessary equipment. The moving of Percussion equipment needs to be approved by the Percussion HOD.</p> <p>The Conductor should create a list of all equipment removed from the School's office. On return of the equipment the Office Manager is responsible for checking that all equipment has been returned.</p> | Conductor |
| 4. Supervision of the School's property | For purposes of insurance, adequate supervision of all of the School's property is essential. | Conductor |
| 5. Performance Attire | Performance attire should be worn at all of the School's performances. The Conductor should advise performers on the appropriate attire at least two weeks prior to the performance. | Performers |