

**IMPORTANT INFORMATION – PLEASE READ CAREFULLY****HFYFC PANTOMIME WEEK – 23rd -26th FEBRUARY 2022****TO ALL PRODUCERS, CLUB SECRETARIES & CLUB CHAIRMEN,**

Please find below all details and final arrangements for Pantomime Week 2022:

CLUBS TAKING PART

PANTOMIME	ONE PLUS	SHINING STARS
Allensmore/Hereford	Welsh Newton	Dilwyn
Dilwyn	Woolhope	Eardisley
Eardisley		Golden Valley
Golden Valley		Orleton
Orleton /Teme Valley		Welsh Newton
		Woolhope

VENUE

Kingstone High School, Kingstone, Hereford HR2 9HJ

ADJUDICATOR AND JUDGES

Pantomime Adjudicators are Joanna Cobb and Tabitha Jenman

One Plus & Shining Stars – David and Helen Morgan

De La Tour – Trevor James & Rana James

RUNNING ORDER**Wednesday – Doors open 6.45pm, Curtains up at 7pm**

1. Allensmore, Eardisley and Welsh Newton Shining Stars & One Plus – Sign in 5.30pm
2. Eardisley Pantomime – Sign in 6.00pm
3. De La Tour- Sign In 6.30pm

Thursday – Doors open 6.45pm, Curtains up at 7pm

1. Allensmore/Hereford Pantomime – Sign in 5.30pm
2. Dilwyn, Golden Valley and Woolhope Shining Star & One Plus – Sign in 6.30pm
3. Golden Valley Pantomime – Sign in 6.00pm

Friday – Doors open 6.45pm, Curtains up at 7pm

1. Orleton/Teme Valley Pantomime – Sign in 5.30pm
2. Dilwyn Pantomime – Sign in 6.00pm
3. Orleton Shining Star- Sign in 6.30pm

The performances will start at 7.00pm prompt each evening, except the final. The adjudications will be given at the end of each performance. Finalists will be announced on the Friday evening. One Plus and Shining Stars winners will be announced on the Friday evening and the first placed entries will perform again on the Saturday finals night.

Saturday – doors open 5.15pm, curtain up 6pm

Pantomime Finals Night - 3 clubs to compete

1. 1st Pantomime Club – Sign in at 4.30pm
2. 2nd Pantomime Club – Sign in at 4.45pm
3. 3rd Pantomime Club – Sign in at 5pm
4. Winning One Plus and Shining Stars to perform – Sign in at 5.15pm

The performances will start at **6.00pm** prompt each evening. Announcement of results and prizegiving will follow the performances.



STAGE MANAGERS

Mr Tony Baker and Mrs Fay Bevan are the appointed Stage Managers and all enquiries on the evening should be addressed to them.

LIGHTING AND SOUND

Our appointed lighting and sound crew will give every assistance to Clubs and will work under the direction of their appointed lighting and sound crews for each performance.

Clubs were asked to provide full details of their lighting and sound requirements and should provide them as soon as possible if they have not already done so. A form will be available on Tech Day to update.

Strobe lighting may be used depending if this has been highlighted in the rules or at the discretion of the Stage Managers/Task Group and only with prior notification being given for printing in the programme and for announcement on stage before the production commences and prior to its use during the production. This may not always be possible.

TIMEKEEPING

Timekeeping will be carried out by the Stage Managers whose decision is final.

STAGE

All productions will be presented with the setting of a black backcloth. Please note nothing may be attached to the backcloth. A scale drawing of the stage and performance area has been sent to Clubs already.

BACKCLOTH

Clubs must provide full details to indicate if they wish to fly their own backcloth. Clubs must note that only one backcloth may be flown.

SPECIAL EFFECTS AND SMOKE

Clubs are not permitted to use any special effects which will cause the smoke alarms on stage or in the hall to be activated, including pyrotechnics. Clubs must notify the Stage Managers at the preview day on the Sunday before the competitions if they intend to use any other effects. As per the rules the following must be adhered to:

"Due to fire regulations, we are no longer able to allow on stage or in the hall:

Dust, fluids, water, fogs or pyrotechnics. Other effects such as dry ice must be highlighted and discussed with the stage managers once the club has decided to use it. These may be allowed at the non-county rounds depending on the venue requirements. No smoking or vaping is allowed on site.

Nothing is to be pinned, stapled or attached to the walls or fixings other than those provided on the stage area.

All common passageways in the school are now monitored by CCTV that also carries audio recording. This does not cover the hall or classrooms. All competing members have to agree to having their images and voices recorded."

SCENERY, PROPS & COSTUMES

All scenery and props must comply with fire safety regulations and fireproofing must be carried out as appropriate. Scenery may not be attached to the floor of the stage with nails or screws but must be weighted and propped if freestanding. Clubs must provide their own weights and props.

ELECTRICAL EQUIPMENT

Any electrical equipment being used in the venue must have a current PAT test and certificate must have been issued as standard. **SPOT CHECKS WILL BE CARRIED OUT THROUGH THE WEEK, IF ANY ELECTRICAL EQUIPMENT IS FOUND NOT TO HAVE A PAT TEST, THESE ITEMS WILL BE CONFISCATED AND RETURNED AT THE END.**

DRESSING ROOMS

Dressing rooms are limited in number and may be shared with members of other teams. Competitors are required to leave dressing rooms clean and tidy at the end of their productions. Competitors are also advised not to leave any valuables, particularly money, backstage or in dressing rooms. Teams must provide their own mirrors and make up. Teams are advised to begin changing and make-up at least one hour before their performance is due to begin.

As stated in the general rules anyone under the influence of alcohol will be disqualified from the competition.

Clubs have been asked for a representative (Club Liaison Officer) who will need to check in with the Dressing Room Steward, who will check the room/s with you before and after each performance and sign off that the room has been

left tidy and that all items are left as they should be, if it is felt extra cleaning is required you will need to ensure this is carried out as instructed by the Steward. Nothing should be used or taken from the classrooms or desks.

STAGE VIEWING

Producers and Club representatives are invited to come to Kingstone School on Sunday 16th February to view the stage. Clubs will be able to speak to the Stage Managers, lighting and sound engineers about their requirements, and must go through their Risk Assessment with Mr Robin Knott, Health & Safety Officer - please remember to **bring a copy of the Risk Assessment** to make any amendments to. If your copy has already been sent in to the Office, this will be available for the Health & Safety Officer to read. A 30-minute time slot for each Club has been allocated as below. For One Plus and Shining Stars, an hour slot to drop in during this time has been allocated at the end of the Pantomime time slots. **All Electrical equipment must be bought to tech day for PAT testing.**

Pantomime - Tech Day Timetable	
2.00-2.30pm	Orleton/Teme Valley Pantomime
2.40-3.10pm	Golden Valley Pantomime
3.20-3.50pm	Allensmore/Hereford Pantomime
4.00-4.30pm	Dilwyn Pantomime
4.40-5.10pm	Eardisley Pantomime
5.20-6.00pm	One Plus and Shining Stars Drop in

Clubs will need to finish at the allotted time so that the stage can be turned around and the next Club can get in.

RISK ASSESSMENT

As mentioned, please bring your completed Risk Assessment to the stage viewing on Sunday 16th February. You can then make any amendments as necessary.

ADJUDICATION

As before we are giving Clubs the opportunity if they want it, to briefly speak with the Adjudicator for 10 minutes maximum in another room with the steward/s in order to ask for feedback on your performance. Please let the Stage Manager/s know if you would like a 10-minute slot with the Adjudicator and they will confirm when this.

As normal, the Club/s going through to the next round on the Finals night, will also have the opportunity to speak to the Adjudicator after the performance for feedback and advice for the WMA round.

Written feedback is also available for £35, please let the County Office know if you require this.

NEXT ROUND - VERY IMPORTANT

The highest placed Club will go forward to represent Herefordshire in the West Midlands Area eliminating competition on Sunday 6th March 2022 at The Oakengates Theatre, Telford. There will only be one entry going through for 2022. This year the winning One Plus competitions will also go through to the WMA round, for entries with Over 18's only.

Preview/Tech day is normally the day before but for this year it will all be included on the Sunday. Full details of the draw, get-in times, start times, parental consents and so on, will be sent out to the qualifying Clubs immediately after the County round. An information pack will also be given to the winning Club on the Finals night, please ask for this if not passed on. Information for the winning One Plus entries will also be passed on.

Clubs should note that the NFYFC rules apply at the West Midlands Area round, which may be slightly different to the HFYFC rules in some areas such as backcloths and overage helpers. We have tried to keep the guidelines as close to National rules as possible and will follow the same rules for backstage overage helpers as detailed below.

SCRIPTS / PRS

A copy of your script should have been sent to County or a pdf version to print out so that one copy can be sent to the Adjudicator and for other use.

Please remember that you must obtain permission from the publisher, the author or the author's agent to photocopy and perform acting editions currently in print. To photocopy or reproduce copyright material without permission by any means is to break the law of copyright and you are liable to prosecution.

A PRS form for any music being used or performed should also have been submitted.

CAST LIST

All Cast and Crew Lists should have been received by County with any amendments by the deadline date given, any cast members under 18 years olds will be indicated on the cast/crew lists as these are eligible for the Richard Wilson Memorial Cup and the Becky & Charles Wall Cup (best under 18 performances – ages 10-18)) and under 16 years of age (ages 10-16) for the Jack Hughes Memorial Trophy. Crew and helper/s lists can also be included in the Programme, for things like:

Make-up Artist	Sound Engineer
Costume Design	Choreography
Scenery Design	Stagehands
Music	Lighting Engineer
Prompt	Any other acknowledgements

If someone has done something to help, then they deserve to be mentioned in the Programme.

Only the cast, producer, musicians and backstage helpers on the list provided will be admitted free of charge to the venue.

BACKSTAGE AND OVERAGE HELPERS

Each production may appoint a maximum of six helpers (plus the Producer maximum of 7) who need not be of membership age. This includes make-up and dressing room helpers, but **does not include** their licensed chaperone/s.

The backstage helpers who are not of membership age must be Associate members and must produce membership cards accordingly. For County rounds, the Producer must also be an Associate member.

There is no limit of the number of helpers who are YFC members (28 years or under on 1st September 2021 and over 10 years of age on the day of the competition.). All helpers who are visible on stage must be YFC members.

Please note that the NFU Mutual Insurance cover extends to helpers who are signed up, including Associates.

Live musical accompaniment must be provided by YFC members (28 years or under on 1st September 2021 and over 10 years of age on the day of the competition) and can be sited on or off stage. Taped sound effects and/or music is permitted and may be played by one of the helpers who are not of membership age.

MEMBERSHIP CARDS

Members of the cast and helpers of YFC membership age and Associate members will need to show their current valid photo membership cards to the Door Stewards on arrival and to sign in and be issued with a wristband, no one will be allowed in without this. Please ensure each member has their card with them to sign in and members are put in alphabetical order of first name, associates/chaperones may be asked to sign in first.

ADMISSION

Admission will be by ticket and these will be available for purchase online at

<https://www.ticketsource.co.uk/herefordshirefederationofyoungfarmersclubs/e-xdargj>

Tickets are priced at £8 Adults, £6 Children under 12 and YFC Members, £22 Family Ticket (2 Adults & 2 U12 years), Children under 5 free. Online sales will be available each day up until 4pm. Tickets can then be purchased on the door if there are any left. An additional number of tickets will be available online after the results have been released for the Saturday Finals night.

CAST ADMISSION

Cast members and helpers of YFC membership age will be admitted by membership card only. All members and helpers are to sign in and receive a wristband.

CAR PARKING

All members of the cast and all backstage helpers are requested to park in the school car parks with the exception of the vehicle containing the scenery. Clubs will be advised on set up day where to park their vehicle to access the scenery bay. Please do not obstruct the gates as these will be needed for access and emergency vehicles.

RAFFLE

A raffle will take place each evening. Clubs are requested to donate a suitable prize and to bring this along either on the evening of their performance or deliver it to the County Office beforehand. As in previous years, all Clubs not taking part in the Pantomime competitions are also asked to provide a suitable raffle prize.

CATERING

Light refreshments will be available for purchase.

SAFEGUARDING

Clubs should have submitted all names for U16 years to County for the BOP Licence and provided the name of your registered chaperone/s to be present for each performance as required – 1 per 10 U16's.

Licensed chaperones must be present from the time that the team enters the venue until their departure from the venue and must remain with the children in their care at all times. The chaperone must produce a **valid chaperone licence** from the Herefordshire Council or evidence that an application for a licence has been made and is being processed. The decision of the HFYFC Safeguarding Officer as to whether sufficient evidence has been produced will be final. Chaperones will need to sign the U16 members in and out at the end of the evening and ensure they are handed back to Parents/Guardians at the end of the night.

All U18 years must have completed a Parental Consent Form as part of their membership form and issued to County in order to take part in this competition.

RULES AND CONDITIONS OF LICENCE

Clubs must abide by the following:

1. Cotton wool and cardboard, either as scenery or on clothing, shall NOT be used on the stage.
2. No lampshades or coloured screen of celluloid paper or other flammable materials shall be used on the stage.
3. Any glass used on the stage must be wrapped in cling film or use alternative ie Plastic.
4. Smoking is not permitted in any part of the school or school grounds
5. Alcohol is not permitted in any part of the school or school grounds

Dressing rooms and backstage areas will be regularly monitored by the stage crew and stewards. If any alcohol is found this will be brought to the attention of the Club Producer and it MUST be disposed of immediately and competitor will be disqualified which may result in the club being disqualified.

Please contact the Stage Managers/Task Group Chair during the week if you have any queries regarding any of the above.