

The Gold Arts Event

Project Details:

These are the ideas, are yet to be confirmed, and may change. I am still in the research phase and am open to suggestions and developments.

Date: 17th of February 2012

Venue: The Apex, Bury St Edmunds, Suffolk

Timings: for public: 12pm – 9.30pm

Technical: Ideally ~ Saturday Morning – Bring in all external equipment and set up
Saturday Evening – Sound check all bands and technical rehearse with dancers

Purpose: To celebrate the wealth of local talent, while interacting with arts centres and enabling their bronze participants to tick off a section(s) of their award.

Events:

Art Exhibition

Dance Performance

Drama Performance

Acoustic Performances (in Café)

Workshops throughout the day (in hall)

Showcase (evening event)

Exhibitions –

Arts Award participants work (sculptures, drawings, paintings ect)

Allow sales of work as incentive to artists & local young charitable groups (i.e. Young Enterprise craft stalls)

Outline of costs:

Technical Equipment – Most of it already onsite

Additional equipment to be provided by welcome centre partner

Staffing

- Minimum 3 technicians for technical assistance in performances and site set up / de-rig
- At least 4 stewards to assist the public and carry out other FOH & security/H&S work as required
- Box office staff in the evening

- Producing Staff (Tom Inniss (Evening Event) & Elize Kellman (Afternoon Activities) with Emrys Green + other volunteers as willing)

- Workshop Leaders (x2)
- Workshop Assistants
- Technical Assistants (x3)
- Site Assistants (x 3)
- Art Leaders / Facilitators
- Art Centre Leaders

Directly engaged and responsible staff will be paid appropriately. Assistants and Arts Award participants will be requested for voluntary duties and will all receive statements of support for their own UCAS applications or Arts Awards if desired.

Box office, Venue and FOH staff will be provided by the Apex. Producing and technical teams will liaise with venue staff to uphold health and safety policies and efficient event operations.

Site Resources:

- Dressing Room & Green Room for artists
- On site refreshment facilities (pay bars)
- Stage
- Box office
- On site technical set up

Marketing

- Flyers through school
- Posters in shops
- Apex Website/e-letter
- Social Network < Crucial!!
- Distribution through Arts Award channels
- Press Releases to the media (RWS FM cover the event?)
- Other local websites

Expected cost of event set at a maximum of £1700

- Funding & Sponsorship:
 - Arts Award Participation Budget for event: £800
 - Arts Award Participation Budget for producer travel, additional.
 - Bury St Edmunds Youth Council: £900
 - St Edmundsbury Borough Council / The Apex: Venue in-kind
 - CEG Productions: Management support and additional equipment in-kind
- Ticket Sales for evening event now go to the venue

Budget Breakdown:

- £400 marketing
- £400 tech
- £50 Volunteer food (something little for dinner)
- £200 subsidised tickets
- £100 venue and volunteers general expenses
- £200 towards travelling volunteers accommodation
- £100 Intensi-T MC for evening
- £40 Feedback out the hat prize
- £200 contingency

Time	Event	Location	More Info
8:30am	Setting Up	Whole Venue	Technical Set up, housekeeping, provide all with a copy of this timetable
12:00	Doors Open	Whole Venue	Free
12:00	Artists	Café	There until the end, or as long as possible
12:45	First Workshop	Concert hall	For AA Centres
14:35	Scratch/WIP theatre workshop	Concert Hall	For AA centres
15:00	First music performance	Café	Public display
15:45	Second music performance	Cafe	Public display (includes change over time)
16:30	Last workshop and plenary	Concert hall	For AA Centres
16:30	Third music performance	Cafe	Public display (includes change over time)
17:15	Last music performance finishes	Cafe	Public gallery remains open
17:30	Last workshop finishes	Concert Hall	The groups now congregate upstairs
17:45	Arts Award groups congregate upstairs for refreshments, fill in packs to help tick off sections of Awards, and	Cafe	Need to find food sponsor/provider and budget accordingly. Flip cam required. During this time

	partake in consultation. Also look at artists work		the hall should be prepared for event (cleaned etc.)
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**Outline of
daytime**

Outline of evening event

Time	Event	More Info
18:30	Doors Open	
18:45	First Band	
19:15	First Band finishes	
19:20	Dancers	
19:25	Dancers Finish	
19:30	Spoken Word section	Two performers each with 6 minutes?
19:42	Spoken word section finished	
19:45	Second music performance	
20:15	Second music performance ends	
20:20	Comedian	Two, each with 5 minutes?
20:30	Comedians end	
20:35	Second Dancers	
20:40	Second Dancers End	
20:50	Last Band	
21:30	Finish	

Between acts the projection backdrop will show key facts, info and pictures from Arts Award.

A host for the night will also be required –Emrys knows who this could be.