



IRISH ASSOCIATION OF YOUTH ORCHESTRAS PRESENTS

## 25TH Festival of Youth Orchestras



Saturday 08 February 2020 National Concert Hall, Dublin

# AGREEMENT FOR ORCHESTRAS PARTICIPATING IN THE FESTIVAL OF YOUTH ORCHESTRAS

Your orchestra will take part in the 25th Festival of Youth Orchestras on Saturday 08 February 2020 at the National Concert Hall, Dublin.

### **Objectives of the Festival of Youth Orchestras:**

- To provide a national platform for youth orchestras from all over Ireland.
- To build awareness of what is being achieved by youth orchestras in their communities and schools.
- To provide support to new members by instilling in them a sense of pride and achievement in their performance at the Festival.
- To provide each orchestra with informal feedback on their performance, if they wish to have it
- To ensure that every participating young person has the opportunity to give their best possible performance on the stage of the National Concert Hall.

### **Format**

The Festival of Youth Orchestras is a one-day festival comprising two concerts and the IAYO Achievement Awards ceremony. The Festival is managed by the Director of IAYO.

Orchestras are allocated 20 minutes in a concert that they share with three other orchestras. Orchestras should prepare 15-18 minutes of music and which allows for applause, changing of music etc.

## **Artistic Director**

The Artistic Director, Carol Daly, will advise IAYO on the development of the Festival and will work to programme the Festival concerts, assisting each orchestra in the selection of their programme and co-ordinating the overall repertoire for the day. The Artistic Director will also make sure that the length of each programme is in line with requirements and that there are no 'clashes' (same piece performed twice at the Festival). It is intended to finalise the programme by October 2019.

## **Administration**

A schedule for submission of information to IAYO will be sent to you by September 2019. Please return all information, preferably by email, by the dates specified. Please be aware that all items of information should be submitted correctly once. All material submitted is edited by IAYO and, as such, re-submission causes an undue amount of unnecessary work for IAYO staff.

## **Child Protection**

IAYO encourages each participating orchestra to have a Child Protection Policy in place for the Festival of Youth Orchestras. If you do not currently have a Child Protection Policy in place IAYO will give you assistance in devising one.

In order to comply with IAYO Child Protection Policy each participant must have parental consent for their child to be included in photographic or audio visual recordings for publicity. This should be managed by individual orchestras. Orchestra managers should contact IAYO if there are participants / parents that do not wish to be photographed.

## **On the Day of the Festival**

It is important that each orchestra has a team of accompanying adults. A ratio of one adult to ten young people is recommended, but more or less may be appropriate depending on group size and age. IAYO reserves the right to limit the number of accompanying adults while ensuring that child protection best practice guidelines are met.

Upon arrival at the National Concert Hall, the Festival liaison person will be met by a member of the Festival team who will help the orchestra to settle in before their rehearsal. IAYO will endeavour to provide free coach parking in the vicinity of National Concert Hall. A limited number of car parking spaces will also be available inside the National Concert Hall car park.

Each orchestra is allocated a 45 minute seating and sound-check on the National Concert Hall stage on the Festival day. It is important that this time is used constructively to address venue issues rather than rehearsal issues, and it should not be viewed as a rehearsal opportunity.

Prior to the Festival, each festival liaison person will have been in regular contact with the IAYO office and will have received a flowchart with as much relevant information as they will need. This information includes details about arrival time, rehearsal, and arrangements for meals, seating arrangements during both concerts and more. The flowchart is designed to make the whole operation run smoothly and to make participation in the Festival an enjoyable and trouble-free experience for everyone involved.

## **Percussion**

IAYO will arrange for percussion instruments for use by all participating orchestras. This generally involves IAYO providing larger pieces of equipment with the orchestra bringing small or hand-held items such as tambourines. IAYO may request orchestras to provide specific items of percussion to be used by other orchestras. Co-operation in this respect is much appreciated. IAYO can extend its own insurance cover for such instruments while at the National Concert Hall.

## **Music Stands**

Music stands will be provided by the National Concert Hall.

## **Code of Conduct**

IAYO undertakes that its staff will deal respectfully with all young players, organisers and conductors of participating orchestras and will do their best to accommodate the needs and wishes of all, as is in keeping with the smooth running of the Festival.

It is expected that IAYO staff will be treated at all times with the respect that is due to their positions and that orchestra players, organisers and conductors comply with all reasonable requests from these staff, whether they be young or old. The primary focus of the IAYO staff on the day is that each young player gets to give their best possible performance on the stage of the National Concert Hall. This sometimes necessitates that their accompanying adults miss some, or even all, of the performances. If any issues arise during the day, they should be brought to the backstage manager rather than the staff directly involved.

It is required that orchestras keep to the agreed programmes and running orders for their performances. Adequate thought should be given to the running order in terms of musical effect, tempi, players' stamina and energy etc. prior to the programme going to print. If in doubt, please consult the Artistic Director of the Festival.

It is required that there are no speeches or verbal communication to the audience without the specific prior approval of IAYO. All verbal communication to the audience is to take place through the compere unless there is a specific artistic reason for a conductor, player or other person to address the auditorium.

In such a case, this must be arranged in advance with the Festival manager.

Each Festival is our best advertisement to The Arts Council, our sponsors and the National Concert Hall for securing adequate funding and goodwill to run festivals for youth orchestras in the future. Please help us to give this the best possible chance by co-operating with the management in the run-up to the Festival and on the day.

## Expenses

- Each orchestra is responsible for organising and paying for transport to and from National Concert Hall.
- Each orchestra is responsible for paying any professional artistic fees in relation to the orchestra's performance (conductors, soloists etc.)

## Meals

IAYO can make arrangements for meals for participating orchestras at the National Concert Hall and at a nearby Hotel. As a guide, (these meals cost approximately €8 for a hot meal at the hotel and €6 for a sandwich and drink at the National Concert Hall). **Participating orchestras are required to pay for these meals** in advance. It is essential that you give accurate numbers for meals. **If you book more meals than you have people (this includes all players, accompanying adults and conductor) you will be required to pay for them as these meals will have been prepared and charged for by the caterers.**

## Tickets

Complimentary tickets will be provided for each orchestra member, accompanying adults and each conductor for the concert they are not performing in. Seats will also be allocated for the orchestra in the choir balcony for one half of the concert they are performing in. Accompanying adults will not be allocated seats for the half of the concert their orchestra is playing in, as they will need to be back stage taking care of their orchestras. It may be possible for them to go in, but this can only be done on an informal basis, and IAYO does not guarantee that there will be seats available.

Each orchestra is entitled to claim 12 further complimentary guest tickets for the concert in which their orchestra plays from the 'guest block' of seats and are issued on a first-come-first-served basis. These tickets are for invited guests such as your local Lord Mayor, School Principal, any VIPs etc. and will be allocated upon receipt of an rsvp from the guest or confirmation of their names from you. Each orchestra can arrange for its own invitations. Names are returned to the IAYO office and tickets are available for collection by guests on the day from the IAYO courtesy desk. Orchestras may request IAYO to issue formal invitations to specific guests on their behalf.

All other ticket sales are organised through the National Concert Hall box office. Group rates are available directly from the National Concert Hall box office.

IAYO asks that each orchestra try very hard to encourage parents, friends and supporters to buy tickets. This is essential for the financial success of the Festival. It is also essential that each attending orchestra receive moral support for their performance at the Festival and vital that the hall is full so that the performers have as positive an experience as possible on the day.

The Festival of Youth Orchestras is about all the orchestras and young people involved. It is expected as part of the festival ethos that orchestras attend both performances on the day. The Festival is a community event where players get to see and listen to each other and support each other in their performances at the National Concert Hall. In this, we understand that keeping younger players for the evening performance may clash with best practice in caring for these young people and that they may need to leave following the afternoon performance. **However, if it is possible that the orchestra may not be able to attend both performances, this must be stated in a letter accompanying the acceptance of this agreement.**

It is expected that all conductors will be present at the finale of the evening performance to represent their orchestra on stage for final bows. Arrangements will be made for the conductors to sit in the side balcony where they can easily make their way to the stage following the final performance. All conductors from the afternoon performance must present themselves to the back stage manager before the evening performance to confirm that they are present and receive their ticket(s).

## **Programme**

IAYO produces a high quality souvenir programme. We make every effort to ensure that information is accurate and that every player's name appears in the programme.

Accurate musical information should be provided. Changes to your orchestra's running order cannot be made once the programme has gone to print. Programme deadlines must be adhered to carefully.

Each orchestra will receive a programme for each player. These can be collected from the backstage desk or will be delivered to the orchestra's dressing room.

## **Public Relations**

IAYO employs a PR agency for the Festival who will work to drum up local and national interest in your orchestra and its participation in the Festival and who works closely with each orchestra in the run up to the Festival. The Festival is a great opportunity for you to raise your orchestra's profile locally and nationally, which in turn may result in sponsorship and funding opportunities or other opportunities arising for your group.

It is in your orchestra's and IAYO's interests to take advantage of this publicity opportunity.

To this end we would ask that you keep copies and details of any publicity that is generated by your orchestra's participation in the festival in your local press or radio or Television.

Signed: Allin Gray \_\_\_\_\_ Date \_\_\_\_\_

On behalf of Irish Association of Youth Orchestras

I agree to the terms of this contract,

Signed \_\_\_\_\_ Date \_\_\_\_\_

On behalf of \_\_\_\_\_ (orchestras name)

*Please return this signed agreement to the IAYO office by **Monday 13<sup>th</sup> May 2019***