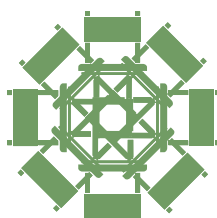


Best practises of participation

Pupils as Concert Organizers

Konserttikeskus, Finland

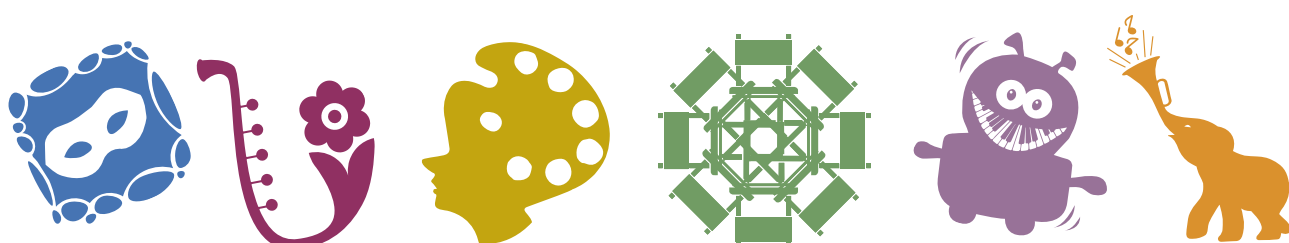


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Attachments:

1. Diploma (printable)
2. Staff pass (printable)



Welcome to the project both pupils and teachers!

It's nice that you are involved in the **Pupils as Concert Organizers** -project! This means that you are contributing to the cultural events of your own school. You ensure that all parties involved in the events – performers, pupils, teachers, parents and other people affected by the school – get to enjoy the events organized in the best way possible.

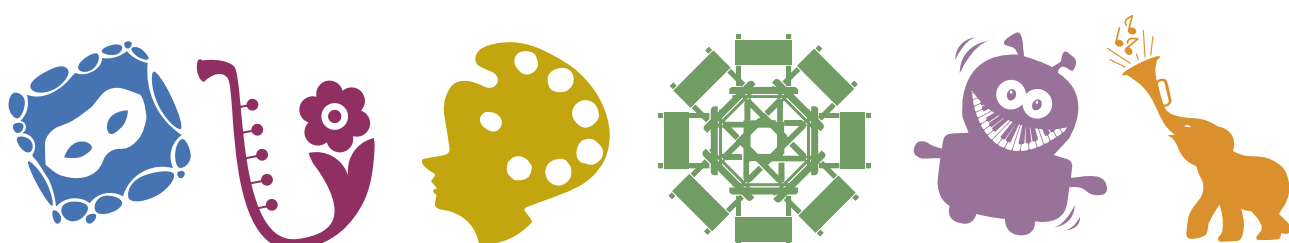
Culture is an important part of our identity. The more we experience different cultural events, the more we can understand other people and the world around us. Culture and arts can be all of this - fun, exciting, refreshing and educational at the same time.

As organizers, you are now responsible for the organization of the event. Performers, teachers and other pupils depend on you. It is important that you handle your responsibilities as well as possible, but it is equally important to remember to enjoy the joint project at the same time!

This handbook will help you with your tasks. However, each school decides how intensively the project will be implemented in their school. The division of tasks mentioned in the handbook is indicative – you can also divide the tasks between different people or work groups as you wish.

The handbook is divided into three assignment groups for pupils:

- **Organizers/hosts** welcome the artists, manage the catering and act as presenters.
- **Technicians** organize the performance space for the event and assist in setting up the sound equipment and lights etc.
- **Communication group** ensures that information about the event spreads to the pupils, teachers and other staff of the school, as well as the parents, and perhaps also to the local media such as newspapers and radio.

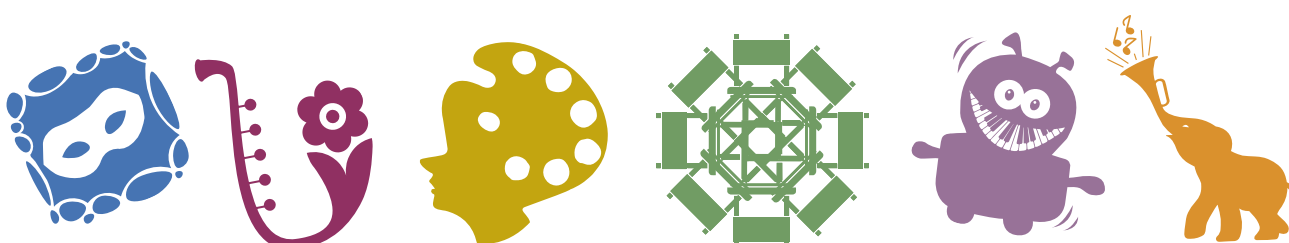


Where to start

Instructions to the teacher in charge

- Inform the culture contact of the school about participating in the project with a group (if a different person than the teacher)
- inform the art provider about participating in the project. Also inform the number of pupils in the group, the date of the event and the address of the school.
- The art provider sends the material package with information about the band and their technical needs to the teacher in charge.
- The art provider will send instructions and materials by email. Some of the materials like keychains for STAFF-passes are posted by mail.
- The teacher decides how intensive the project will be. The project can be carried out either very lightly or intensively putting several weeks into it or something in between. There are two different models that you can use provided in this handbook.
- The teacher can also decide if the project is done with a whole class or a smaller group of pupils.

You can find the information about the assignment groups and the two models for different intensity levels on the following pages.



The Project Structure

1. The shorter version

Lesson 1 – Getting to know the project

The teacher and the pupils go through what the project is all about based on this handbook.

Lesson 2 – The pupils are divided into groups and start preparing the tasks in the handbook

The organizers are responsible for receiving the artists and hosting the event. Before the arrival of the performers, the organizers reserve dressing rooms for the performers and arrange water and snacks in the space. After the concert, they clean up the dressing room facilities.

The technicians prepares the performance space (the information sent by the art provider may be helpful here!) and helps the performers with setting up the sound equipment and carrying things from the car to the performance space and back.

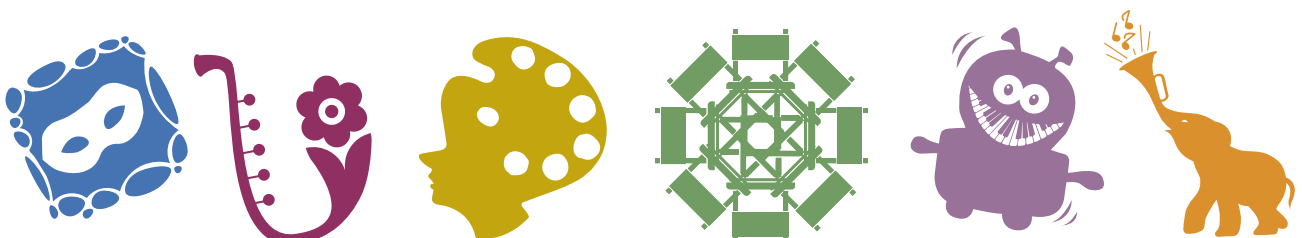
The communication team informs the school's students, staff and and parents about the upcoming event. The group can be responsible, for example, for making posters and writing the message to the school's intranet or other information channels.

Remember to also print the staff passes ([attachment](#)). The finished passes can be laminated. You can use the keychains send by the art provider or some other string to hang the passes.

Lessons 3-4 – On the day of the concert

The students meet about an hour before the concert and work on the assigned tasks.

Remember to enjoy the event and to collect some feedback!



2. The longer version

Lesson 1 – Getting to know the project

About 10 days before the concert: Get to know the project with the teacher.

The teacher and the pupils go through what the project is all about based on this handbook.

Lesson 2 – Let's decide the joint task of the whole class

For example, making concert posters in art class. Students are divided into groups and the groups go through their tasks according to the handbook.

Lesson 3(–4) – Posters

Make posters in the art class.

Lesson 4–5 – Group activities

Groups are preparing their own assignments. **The communication** team informs the pupils, the staff and the parents about the upcoming event.

Lesson 6 - The day before the concert

Go through the situation of all group tasks and clarify unclear issues. Make staff passes. For the passes, you can print a pdf template from the end of this handbook. The finished passes can be laminated. You can use the keychains send by the art provider or some other string to hang the passes.

Lesson 7 – The day of the concert

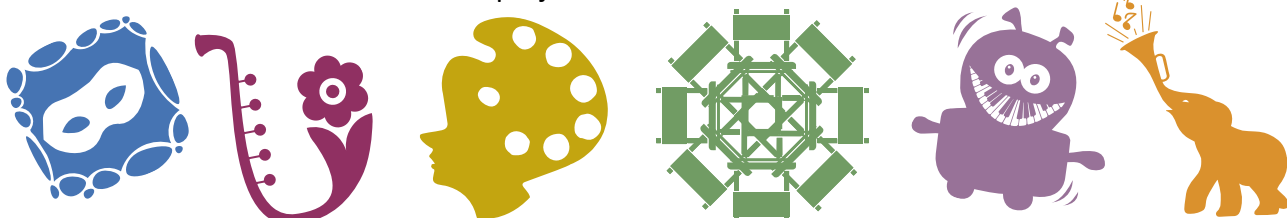
The students meet about an hour before the concert and work on the assigned tasks.

Lesson 8 – At the concert

The host team presents the performers to the audience (remember to ask if the performers want that). Remember to enjoy the event!

Lesson 9 - Evaluation

Talk about the event and how the project turned out. What did we learn?



Task group 1 - Organizers/Hosts

The main task of the organizers is to make the performers feel welcome. A smile and a helpful attitude are the basis for that. A brisk handshake and eye contact are a good way to start. The organizers are there to meet the performers when they arrive at the school, show them the performance venues and dressing room facilities, and act as presenters at the school concert.

1. The dressing room

Reserve a space for the performers to use as a dressing room from somewhere near the venue where the performance takes place. There must be a toilet and a mirror nearby. Mark the room as the dressing room for performers, so that outsiders do not unnecessarily disturb the performers.

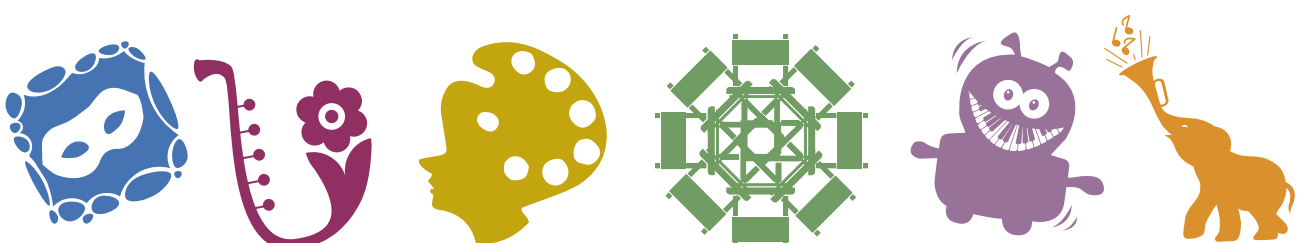
2. What to serve

Arrange water and glasses in the space. In addition, fruit or other snacks can be served.

Leave what you are serving to the dressing room table and write a note "For performers" or the name of the group visiting your school.

3. Arrival of the performers

Find out from the teacher what time the artists are coming. Please note that the performers have several concerts during the day and because of this, the pre-agreed schedules are not always possible due to weather conditions or other unexpected obstacles. When the performers arrive, welcome them already at the school's entrance and lead them to the nearest door of the concert venue from where they can load their equipment in. Also point out where the nearest good parking place is. Show the performers the dressing room and give them time to prepare. Tell them where you can be reached if necessary.

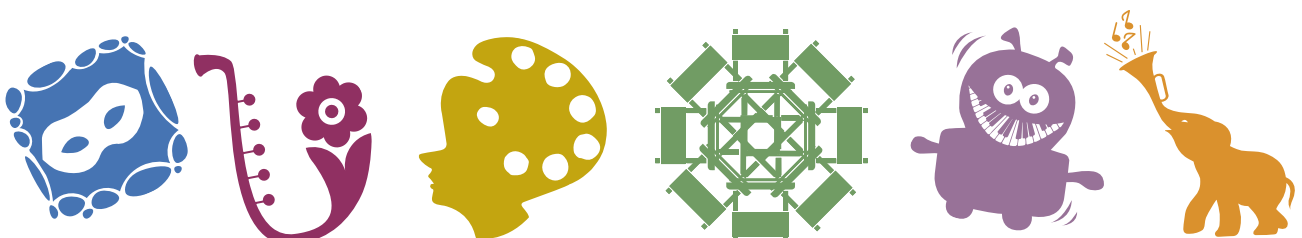


4. Acting as a presenter

- Decide in advance what you are going to say and write the lines on a paper. Practice your lines before the day of the concert. We hope that the art provider is mentioned in the program in the following way: "Welcome to this concert organized by"
- Don't forget the humour! However, don't try to steal the show!
- Find out if you are going to use a microphone. If, learn to talk to it in advance.
- Ask the performers if they want you to tell anything special about their performance.
- Be prepared for the fact that not all performers want a presenter to speak before the performance.
- Some performers like to know in advance what you are going to say.
- Check with the performers that everything is ready before you start presenting the concert.
- If you wish, you can thank the performers after the concert for example with a self-made card.

5. After the concert

- You can find out in advance how busy the performers are after the concert and ask how you can be of help.
- Don't be upset if the performers don't have time to chat with you or want to take a breath after the concert.
- Remember that the event is not over until the artists have left and the venue and the backstage are both cleaned.



Task group 2 - Technicians

The technical team is responsible for ensuring that the facilities for the concert are in order. Group members are responsible of organizing the performance space for the concert before the performers arrive. Group also assist in the construction of the sound equipment and possible also the lights. Usually, the performers bring their own equipment and instruments, so you don't necessarily need anything other than to help them carry and show where they can find electricity.

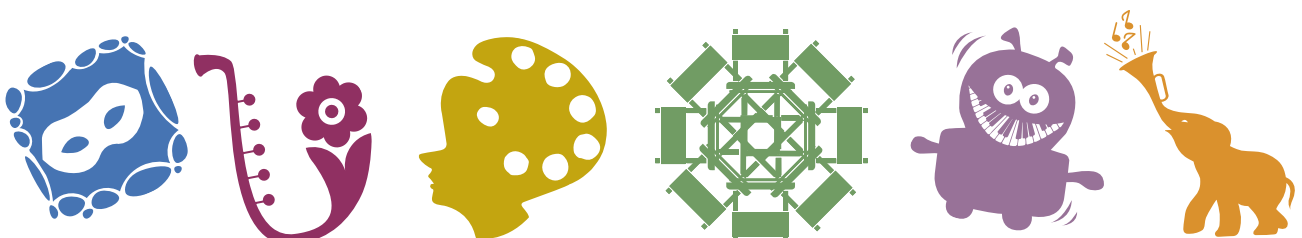
1. Guide the performers to the concert venue

Find out which door has the shortest distance to the performance venue. Find out where performers can leave their cars. If a parking permit is required, arrange one in advance. Make sure that the task group responsible of the hosting also knows these things.

2. The venue

Read the technical rider send beforehand with your teacher. Find out what wishes the performers have regarding to the venue and technology:

- Do performers need a tuned piano?
- Do performers need chairs or tables?
- Do performers need the space to be darkened for the show? (curtains etc.)
- Check the stage area: how much space do the performers need and do they prefer to perform on the stage or at the floor level
- How big is the audience coming to see the show? Can the venue be made smaller with a transfer wall?
- Check and decide where the audience will sit. Usually, the audience sits on the floor but find out if the performers want chairs in the audience instead.
- Find out who will put up the chairs if they are used.
- If the audience is sitting on the floor, check that it has been cleaned.

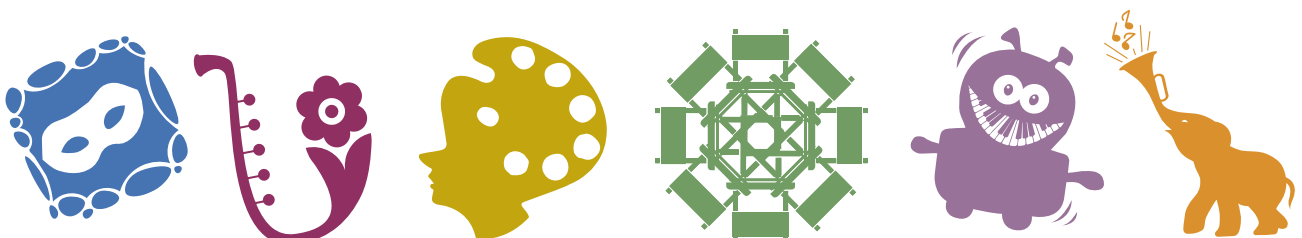


3. Technique

- Most performers need electricity for sound and lighting. Check in advance where the sockets are located and whether extension cables are needed.
- Does air conditioning in the performance space make noise? Check also other possible noise sources (central radio announcements, halftime clock) and find out if they can be turned off for the duration of the concert.
- The performers usually have all the necessary instruments and sound equipment with them. However, when the performer arrive, you can ask if they need something, for example, extension cables.
- Ask the performers if you can help them to set up and/or take down the sound and light equipment.

4. Help in carrying

- Check in advance if the performers need help carrying their belongings. How many carriers are needed?
- Be careful when carrying musical instruments and audio equipment. Musical instruments are very valuable and break easily. Pay special attention when someone is carrying these items so that they don't bump into anything. Heavy instruments should be carried in pairs!
- Be ready to help the performers pack up and carry. Remember to be polite - the performers may want to have a pause after the show if they are not in a hurry for the next concert.
- Listen carefully to the instructions given by the performers, they may want to carry and pack the instruments by themselves.



Task group 3 - Communication

The main task of the communication group is to inform pupils, teachers, other school staff and parents about the event. In addition, information can be given also to the local newspapers and radio. You should start informing about the event 10 days before the performance at the latest.

1. The tasks

- Please notice that the scope of communicational actions depend on how much time is available.
- The minimum requirement is to ensure that the teachers, pupils and parents know about the event. You can also make a communication plan if you have time.
- The communicational actions should at least cover the distribution of posters inside the school and the school intranet message to the teachers and parents of the entire school.

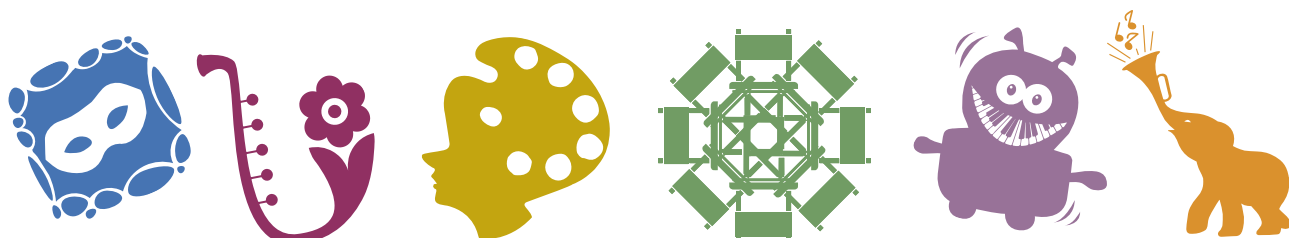
2. Contact the Press

- Brainstorm about two weeks before the event with the communications team and make a plan about what, when and to whom to inform.
- Prepare a press release. Use information that you can find from the technical rider and from the art providers website. Check also the performers own websites.
- Contact the local newspaper and tell them what you are organizing. You can also invite the press to the event. If necessary, ask the responsible teacher for help.

3. Do an interview

You can interview the performers, the school principal or some students about the event. This can be done both beforehand, after or during the event. Photos are a good way to document the event but be sure to check with the teacher in charge the permits before filming.

Make notes, articles, reports and take pictures during the event to be used in the school's website or in social media.



The **WOW** Experience

Pupils as Concert Organizers **DIPLOMA**

Class/name of the group

have participated in the production of a school concert according to the Pupils as Conceet Organizers project. The pupils showed helpfulness in their activities and were hardworking. They created a great musical experience for the school. Thank you!

Place and date

Art provider's signature



STAFF

Name



STAFF

Name



STAFF

Name



STAFF

Name

