

# BELFAST PEACE PROMS 2022 CHOIR WRORKSHOP LOGISTICS

EVENT:	<b>BELFAST PEACE PROMS BELFAST – CHOIR WORKSHOP LOGISTICS</b>		
VENUE:	<b>SSE ARENA, BELFAST</b>		
DATE:	<b>Tuesday 1<sup>st</sup> FEBRUARY 2022</b>		
TIMES:	<b>SESSION 1:</b> 9:30am to 11:00am	<b>SESSION 2:</b>	12:30 to 2pm
CONDUCTOR:	<b>MR GREG BEARDELL</b>		

*\*All schools must attend 1 workshop.*

*\*Workshop times will be allocated by CBOI & Peace Proms. It is not possible to request specific times/workshops.*

## **START TIME: The workshop must start at the appointed time.**

- All choirs will be allocated a workshop time & date. Please check your status page in the New Year to view your workshop allocation.
- Choirs should arrive half an hour before the session begins to ensure all members are in place and ready to sing at the appointed time.
- Choirs who anticipate lengthy travel times will need to factor in comfort breaks and allow extra time.
- TOILET: Please try to ensure that children use the toilet **facilities before the workshop commences and do not go out to the toilet during the rehearsal, as it is very disruptive for others.**

## **SEATING FOR WORKSHOPS AND CONCERTS:**

- **The exact number of seats requested will be allocated to choirs. It is essential that** you fill every seat in every row. Do not leave any gaps, otherwise schools will be left without seats or split up in different areas.
- **Teachers should sit at the outer edge of rows along the steps, in single file if possible**
- Teachers should sit with their group for the workshop, and supervise them at all times. The recommended supervision ratio is 1 teacher to 15 students.

**SONGS:** Try your best to ensure that your choirs have the words learned off by heart for the workshop. The children will benefit greatly from the experience if they know the words from memory.

## **TEACHERS/TEACHERS' MEETING:**

- There will be a meeting for teachers during the workshop. The lead organising teacher from each school should attend. Peace Proms organisers will go through the logistics for the Concert Day and give you an opportunity to ask any questions that you might have about the project. Please remain in your seat with your choir until you are called to this meeting.

**RECORDING/MOBILE PHONES:** Students are not permitted to use mobile phones during the rehearsals or the concert.

**WHAT TO WEAR TO THE WORKSHOP:** Choir members should wear their school uniform to the workshop.

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## SPECIAL REQUIREMENTS:

- Thank you for notifying us about special requirements. We will endeavour to look after any schools with special requirements – seating or otherwise.
- **IMPORTANT:** Please try to ensure that none of your choir members bring nuts.
- If any member of your choir needs ear defenders, please ensure that you bring them with you.

## ARRIVING & DEPARTING THE SSE ARENA

- **The** Map below shows where coaches should drop off choirs for the workshops.
- Coaches should go into the turning circle and **drop off at the front of the Odyssey Pavillion.**
- Choirs should then entre the SSE Arena through the main entrance.
- Coaches should park in the coach park (also on the Map). This is adjacent to the water's edge and beside the M3 flyover.
- **Coaches should have the name of the school on the front window on an A3 SHEET to allow teachers to find the buses easily on egress.**

## WHEN THE WORKSHOP ENDS

- **All buses will be parked in the 'Overflow Car Park' marked on the map.**
- Teachers should let coach drivers know the end-time of the workshop in advance. Teachers should make sure that they have the mobile phone number of their coach driver.
- Buses should remain in the coach park and teachers should guide their groups to the coach park. (Marked '**Overflow Car Park**' on the map)

