

Dear Participant

We are delighted that you are coming to the festival and our plans are taking shape. I hope your travel and production plans are coming together and we look forward to hearing from you with details very soon.

This pack is full of information that will help you and your group make the most of your time here and allow us all to be as prepared as possible before the arrival of all the performers. The pack includes a number of important pieces of information and requests for details including technical requirements, publicity information and questions about what and where you are able to perform as we are programming a number of different events and venues. After this pack, we will be sending follow up information sheets over the next few months including draft schedules and reminders. In addition to these information sheets it is possible to sign up for our e-mail newsletter by visiting our website at www.aiyf.org and you can also return the required information by email if that would be easier.

We look forward to meeting you during the summer of 2009

Best wishes,

Stewart Aitken (Artistic Director)

Ruth Fisher (Festival Manager)

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2. Festival Dates and Booking confirmation

The 2009 Festival will run from the Wednesday 29th July – 8th August. We hope that as many of you as possible will be able to attend the first two festival events as they are designed to welcome all the festival participants to the city of Aberdeen and the North East of Scotland. It does provide a very good way of meeting other participants and settling into the event. We are aware that for some groups this will not be possible as they are planning to come later in the festival and for them we will make sure you get a chance to meet many of the other participants as much as possible.

On Wednesday 29th of July we are hosting a festival ceilidh (which is a Scottish name for party) where there will be a chance to learn and dance some traditional Scottish Country dances.

On Thursday 30th of July everyone that is involved in the festival is invited to attend the “Festival City Welcome Ceremony” where the Provost of Aberdeen City Council will formally welcome everyone to the city and Scotland area. If you are able to dress in your National costume or your performance costume then we would very much appreciate it.

The **Booking Form** and **Information Request Sheets** at the back of the pack are required for confirmation of your group's participation in the Festival and to help us plan your visit as much as possible before you arrive.

On the **Booking Form** you are required to state the number of participants including accompanying adults that you are bringing to the Festival; this is only to give us a general idea and does not have to be a final figure. **Please remember to send us 2 passport sized photographs (complete with name and age!) of every member of your group, including group leaders, for your Festival Identification badges!**

3. Accommodation & Charges

One of the traditional strengths of the Festival is that all the participants are housed together at the University of Aberdeen campus. As everyone eats and socialises together, it means that it is easier for participants to meet members of other groups. However we must stress it is **STUDENT ACCOMMODATION** and therefore there are only single bedrooms available. There are toilet and washing facilities with washbasins/showers/baths to accommodate each corridor of approximately 20 single rooms. In some halls the accommodation is split into flats of 6 rooms each. In a follow up information sheet, once we have received all the booking forms, you will be sent a plan of the rooms available to your group and you will be asked to allocate individual rooms and to return it by the beginning of June 2009. Please make sure you have the required ratio of adult staff to chaperone the young people during their time here in Aberdeen.

Identity Badges

To help with security at venues and accommodation all groups will be supplied with identity badges, the colour of which indicates those under and those over 18 years of age. These badges are also used for as passes for meals at the residence.

For these badges we require **2 passport size photographs** of every member of your group, including all accompanying adults, **which should be sent to us not later than 1st July 2009** in order that we can have them ready for your arrival. **Please mark each photograph clearly with the name and age on 29th July 2009 of the group member!**

Daily Charge

You will be pleased to know that the Festival secures a substantial discount of around 25% on the price of accommodation & meals at the University of Aberdeen for all groups. This is part of the University's continuing support for the Festival. This year's daily charge per person is **£31.50** (thirty-one pounds and fifty pence sterling). This covers full board (at the university residence or pack meals per day as appropriate to schedules) and lodging at the University of Aberdeen in single bedrooms, daily coach transfers to rehearsals and performances throughout the North East of Scotland, venue and technical support and Value Added Tax at 17.5%. Please note that the company is liable for any costs associate with bank transfers.

Meals and Special Dietary Requirements

A two course cooked meal is provided when possible for lunch and dinner or if you are travelling or in rehearsal this can be substituted for a packed meal. The Festival where possible encourages healthy eating but please note that in order to keep costs low, choices of meals may be limited.

Please inform us if anyone in your group has special dietary requirements for example Vegetarian, Vegan, non-pork meat etc.

Promotional Material

The Festival has some publicity material available to groups to assist with fund-raising. Please let us know if you require printed publicity, (brochures, leaflets, posters - only 2007 & 2008 material available just now) photos, CD-ROM, DVD etc.

4. UK Visas

All groups who require visas for entry to the United Kingdom should get in touch with their local British Embassy/Consulate Visa Department **immediately** to start the application process. In our experience the process can take some time to complete, and we recommend early applications to allow for any unforeseen problems. **If you are experiencing any problems please contact us immediately.** It may be useful to contact your local British Council Office for advice, details can be found on www.britishcouncil.org/home-contact-worldwide.htm.

If you require our support with the visa application process then please contact us with the name of your Visa Entry Officer at the Embassy/Consulate/High Commission, and tell us the application reference number. Please note that we cannot make a visa application on your behalf and we are not allowed to be given information regarding a visa application. Our support can only be through email and letters outlining information on the festival and confirming your invitation.

5. Travel & Transport

On the enclosed information request sheets you will also find some important questions on transport. **It is vital that all groups complete these and return them as soon as possible.**

The information contained on these sheets will enable the Festival administration to organise all group arrivals and transfers to the University, plus meal and rehearsal requirements for the first day.

Instruments, costumes and production props

All companies are responsible for providing any production props, set or costumes. If you have a specific request of something that you require but it is too difficult to transport then please contact us and we will help acquire it if possible. Any hire costs for this request may have to be passed on to the company.

All orchestras and instrumental ensembles are responsible for bringing their own instruments and music stands (These will be used in rehearsals and when the orchestras give performances out of Aberdeen as part of the extended Festival programme.) All cello and bass spikes must have protective coverings so that they do not damage rehearsal and concert hall floors. If any orchestra requires assistance with percussion instruments or harps, the Festival will endeavour to help. The Festival does not own any instruments and therefore cannot guarantee that we will be able to provide specific instruments. A small hire fee may be charged for instruments by the bodies who loan them.

It is strongly advised that all groups bring their own large instruments, as there are limited resources in North East Scotland. However we are able to borrow some from local Schools if necessary. Requests for instruments must be received by 30th May 2009.

Insurance

The Aberdeen International Youth Festival cannot be held responsible for any damage to, or loss of, instruments, equipment, costumes or baggage during transit or whilst in rehearsal rooms, theatres, halls etc. It is therefore essential that all groups take out relevant travel and specialist equipment insurance cover from the time they leave their country/town of origin to the date they return home. It is also strongly advised that all overseas participants take out full medical insurance before travelling to Britain as, should any serious problems occur and hospitalisation be required, the charges will be very high. If anyone in your group is an EU/EEA national, make sure that they have their European Health Insurance Card before traveling.

Vehicles

By law smoking is prohibited in all AIYF vehicles (hired cars, vans, minibuses and buses). **This includes any vehicles which groups bring to the Festival as they will be classed as festival**

vehicles while they are in Aberdeen. The law does not ban smoking in private cars unless they are being used for work.

6. Performances

During the Festival we schedule performances across a variety of venues in Aberdeen City as well as many venues in other towns and villages across Aberdeenshire, Moray & Angus and sometimes further away.

The venues range from the biggest theatre in the area His Majesty's Theatre, which seats 1450 people, to small rural halls, as well as outdoor performances. We would ask you to think about bringing a repertoire that is as flexible as is possible and might therefore fit into a variety of performance situations. This could include all or some of the following:

- Main performance of between 50 – 90 minutes so that you can perform either a whole programme or a half programme in one of our main city venues.
- A programme (taken from your main programme material) of around 30 minutes that can be performed in smaller venues as part of a shared evening of performance with other festival groups or as part of our lunchtime programme.
- A piece of between 5 – 10 minutes that could be programmed as part of one of the Gala Events which involve short pieces from a lot of the festival groups
- Performance pieces that could be presented outdoors or in non theatre hall venues as part of our Festival in the City event on Sunday 2nd August. Venues will include the shopping precincts, city gardens, museums and other city centre outdoor areas.
 - **Dance, Theatre & Music Groups:** we would like to know as much as possible about the programme that you are bringing. For example - if you have suitable programmes and are able to perform outside in the City Centre as part of our programme of daytime events. Some performances may be in locations without electricity or dance floors.
 - **Orchestral and Instrumental Groups:** we would like to know if you have small ensembles that are able to give recitals as part of our Extended Festival, fringe & Festival in the City programmes.

Extended Festival Programme

We try to ensure that where appropriate most groups get to visit a venue outside Aberdeen. These touring performances provide an opportunity for groups to see part of the surrounding countryside and meet people from the area. We arrange for all the transport and where necessary send production staff with the group. These venues, in most cases, are in much smaller halls and theatres than in Aberdeen including village halls, churches, sports centres and historic sites i.e. Castles etc. Some of these venues have limited dressing room space, small stages and limited technical equipment. Most of these shows will be shared with another group at the Festival to allow for costume changes etc. Full details will follow later when we send you your proposed performance schedule.

Festival in the city event

We are again planning to produce this event which we introduced at AIYF 2008 as it gave us a wonderful opportunity to increase the number of people who will be able to see the wonderful performances and also the range of nationalities here for the festival. The event will take place on Sunday 2nd August for about 3 hours during the afternoon. We are going to fill the city centre with performances and other activities. We would hope as many of the participating groups will take part so we are able to offer a wide range of performances including drama, street theatre, music (of all kinds) song and dance. The event will be using a number of outdoor and indoor spaces in gardens, shopping areas and non-theatre buildings. If you are unsure whether your performances will be suitable please get in touch with the office and we can discuss what we can do. This year will help cement the events place as an annual part of the festival calendar and create a colourful, exciting and memorable addition to the programme.

Festival Fringe and workshop programme

The festival fringe programme is a mixture of small performances around the city. This programme will include performances we give in response to requests we receive to visit hospitals, retirement homes or from groups with specific needs.

We also promote a range of learning and workshop activities both for the participants and for young people of the area. Some of these are part of the main festival performance programme and others give better access to young people to the groups and different skills. We are always keen for people or companies to let us know that they would be happy to lead sessions and share their skills with local young people. It has proved a great way for the festival to engage with local young people and get them interested in coming to watch the performances. Please fill in the relevant section on the information request sheet.

Programme details

We shall be putting the entire Festival schedule of events together in the very near future, and we now need details of each group's programme as soon as possible and not later than **31st March 2009**. Should groups wish to present a different programme when they tour outside Aberdeen, please let us have this information at the same time. As part of the international spirit of the Festival many groups share performances and we therefore require full repertoire details plus timings of each item. Please note that our Extended Festival programme and Gala Shows will be programmed by the Festival Producer who will discuss with you which parts of your repertoire you wish to perform for these performances.

When you fill in the details on the Information request sheet please indicate as clearly and fully as possible what you are able to bring and if there are specific performances spaces that are more or less suitable.

When there are breaks in the performance schedules participants are invited to attend one another's performances free of charge (subject to availability of tickets.) Please note that there will only be limited seating available at the main gala events for participants who are not performing in these shows.

We will be contacting the groups in June with your schedule of performances.

Discos/Cabarets

The other more informal performances and social events take place in the evening after the main Festival performances at the communal areas at the accommodation at the University Halls of residence. Some evenings there will be discos and other evening there will be open cabarets nights where groups or individuals can entertain each other. For this we suggest you prepare a short '**Cabaret Spot**' (not more than 10 minutes long) that can either demonstrate your culture, national songs and dances, or can take the form of a 'fun review'. This social side of the Festival is important and underlines the international spirit and special atmosphere on campus, so please come prepared to participate.

Rehearsal Facilities

We have a number of rehearsal rooms which we can make available of different sizes and therefore the earlier we know what you will require it would be helpful for us to schedule the rooms. Please mention on the form what time of day is most suitable. However due to other Festival activities and performances, it is advisable for groups to arrive at the Festival as fully rehearsed and prepared for performances as possible. This will enable your group to take full advantage of all the activities on offer.

DANCE GROUPS - It would help us if you would let us know how often you require rehearsals each day and for how long and also if you will require a dance floor and/or a CD player for rehearsals.

Please indicate if you would be interested in joining the Festival's dance summer school for classes during your time here.

Use of Video Cameras and Flash Photography

The use of video cameras and flash photography is strictly forbidden in the venues used by the Festival for performances.

Encores

Some musical directors may feel it appropriate to come prepared with encores for their various appearances at the Festival. It is the policy of the Festival that participating orchestras and choirs, if they wish, perform just **one** encore at the end of their concerts in Aberdeen and elsewhere.

Stage Plans

We now require details from each orchestra and choir regarding stage layout for your concerts. These groups should complete the Stage Plan Requirements section of the technical information request sheet.

Major City Venues used by the Festival

His Majesty's Theatre

His Majesty's Theatre (HMT) was built in 1906 by eminent theatre architect Frank Matcham, HMT is one of the central landmarks of Aberdeen. It is the largest theatre in North East Scotland seating 1400 people. At the end of 2005 the theatre re-opened after a £7.5million refurbishment programme, and offers state of the art facilities for both artists and audiences.



Music Hall – may not be available for 2009 festival due to vital building works

The larger Festival Concerts and the Opening Ceremony will all be staged at the Music Hall. The Music Hall is one of the finest buildings on Aberdeen's main thoroughfare, Union Street. It contains Aberdeen's main Concert Hall dating back to 1858. The Music Hall fulfils a wide range of needs as a concert hall and performance venue, it also includes a bar and coffee shop. It can seat an audience of up to 1250 people and is ideal for orchestral concerts.



Beach Ballroom

The Beach Ballroom is one of the most interesting and unusual spaces we use. It was built early last century and it has seen many changes but still intact is the dance floor, which is one of Scotland's finest – it floats on fixed steel springs - and gives the dancers extra bounce when dancing within the Ballroom. It is a multi – functional space and ideal for jazz & other music. We can sit an audience of about 350 cabaret style for events. We usually also have the last night festival party here and it makes for a very atmospheric and enjoyable event.



Aberdeen Arts Centre

It is quite a traditional theatre space which has an auditorium which holds around 350 people. It has a varied all-year round programme and it is ideal because of the size of the stage for many of our performances including dance, theatre and small music groups & choirs.



The Lemon Tree

The Lemon Tree is a fully technically supported studio theatre with an audience capacity of around 150. It is ideal for theatre and dance productions and also has a music venue as part of the building..

Other main performance spaces are likely to include small arts venues, museums, clubs, hotels, churches and halls at the Universities.

For copies of stage plans and technical specifications of any of the venues please contact us.

7. Publicity & Press

From early in the New Year we will be planning our press and publicity campaign. To help us with this we require a lot of information so that we can respond to press requests for interesting copy and photographs, make our leaflets and brochure as informative to our audiences as possible and make the web pages a riot of colour and information so people will want to come and find out what it's all about. If you could please return as much information with the *request sheets* below that would be great and we are happy to receive updates right up to the festival. I know most of you have sent a lot of information so far which we are using, but it would be good to read and see what you want to promote from it and not just our version.

Company Biographies

We require some background on the company about when you were formed, where you have played and any other interesting insights about yourselves. It would be also good for us if you have any stories that we could include in our press releases for example about past members who may now be famous or about preparing for the journey you are making to Aberdeen and any challenges this has given you or interesting incidents.

The sooner we start receiving this information the better as we will be holding a major press conference in early June where we will launch the programme and it would be good to be able to say as much about the performers as possible.

Photos:

We also require photographs of each group for publicity purposes including leaflets and brochure, promotional displays and website. Please send by the end of February a varied selection of at least 10 photographs of the group. Please supply the best quality photographs possible and if possible ensure that they are high resolution TIFF or JPEG files. Some of these photographs could be informal, taken at outdoor locations or in colourful surroundings as well as 'action shots' of the group performing.

If any photographs contain members of the company who are under 18 the please make sure you have the relevant permission for their use in the various publicity contexts. We won't be able to administrate this process when you arrive and we will assume you have the permission unless you tell us differently. If you need to discuss this please call or email and we can help you draft a form if required.

Press Representatives

We would like to hear if any groups that are planning to bring their own press representative so that we may arrange the necessary facilities.

Performances out of Aberdeen

Separate posters and publicity material will be printed for all of the extended festival programme as well as a listings flyer. This will be done in partnership with the local venue organisers who support the festival. It is often the local group who organise these events including the transport, hall or theatre hire, publicity and evening meal.

8. Festival Personnel

During the year we have a team of three working in the office here down by the quayside in Aberdeen. For the period just before and during the festival, as the staff team increases dramatically with people taking responsibility for many areas of the festival, we move to the festival offices at the University of Aberdeen. This team is responsible for the smooth running of the event and are on hand to help groups with arrangements, schedules and transport. Below are some of the key staff roles at that time.

Stewart Aitken – Artistic Director

Stewart oversees the whole festival process working with funding partners, local authorities and the staff team to plan all the aspects of the festival and hopefully get to meet and see most of you perform. Contact stewart@aiyf.org

Ruth Fisher – Festival Manager

Ruth is the main point of contact in the Festival Office dealing with all the administration areas including and all the logistics of getting everyone where they're supposed to be at the right time and make sure they will be fed and have a bed to sleep in and resolve all transport issues. Contact: ruth@aiyf.org

Andrew Youngson- Festival Communications and Marketing Manager

Andrew is in charge of all publicity and preparation of marketing materials. It is essential then, that any information on groups and participants to appear anywhere gets to him. Contact: andrew@aiyf.org

Lyndsey-Ann Moffat Festival Producer

They will run Production Team of technical and stage management staff and produces the 'Gala' shows and advice on the performances that are part of the Extended Festival Programme. They will meet with all groups soon after you arrive, in order to see your group's full repertoire. They will work with you to identify pieces to be used in the compilation shows in the big venues and agree your group's technical requirements. They will work closely with the **Festival Stage Manager** and their team to try and make the performances run as smoothly as possible and on time!

Mark Evans – Director of Music

Responsible for ensuring that music groups have rehearsal space, music and instruments etc and co-ordinating any combined orchestral or choral events.

Nicole Hepburn- Press & Publicity Officer

Responsible for preparing press releases & packs as well as any press calls for companies during their stay. They will be here at least four weeks before the festival starts and will be contacting you for update information and stories.

Transport Director

The director and driving team organise all the mini-bus & van travel for groups and equipment. This team work very closely with the coach schedule programmer and will be the first point of call if there are changes to or additional requests for use of the vehicles.

Couriers

Each group has a Courier assigned to them. The courier will attend rehearsals, performances and meetings with their group. Their role is to act as a guide and a help to the group organisers but they are not chaperones and are not responsible for looking after the group members. Though some Couriers will have language skills they are unlikely to be able to translate for groups.

9. Other Festival Summer Schools & Workshop Projects & Participants

As well as bringing companies to the Festival we promote summer schools, some by ourselves and others in partnership. These are designed to give participants an opportunity to work with some of the top artists in that discipline. Some of the projects also work towards preparing material for a performance during the festival:

Scottish Traditional Music Project

The Scottish Traditional Music Project is an intensive course offering creative development in traditional music for young musicians, with leading Scottish tutors. Part of this project is the rehearsal of the Ceol Mor traditional music band and Splore, a week-long workshop for younger participants led by "Bodega".

AIYF Dance Lab

AIYF Dance Lab is a new development for the AIYF Dance Summer School. Dance Lab will be an opportunity to explore dance styles in depth with guest masterclass tutors from Scotland and abroad. Each masterclass will run over two or three days and encourage participants to extend their dance vocabulary and techniques.

The school runs concurrently with the Festival and students take a full part in the Festival through workshops, performances and taking part in social activities.

AIYF is working in partnership with a number of other organisations to provide high quality participatory opportunities in a number of fields including:

- Opera, Theatre, visual arts and film.

A few of the Highlight Events, Festival 2009

Wednesday 29 July	Welcome Ceilidh (Scottish Party) for all participants
Thursday 30 July	Festival Welcome Ceremony: Music Hall Opening concerts and performances
Friday 31 July	Opening Orchestra Concert
Saturday 1 August	AIYF Festival Parade
Sunday 2 August	Festival in the City event
Thursday 6 August	Dance Gala: His Majesty's Theatre
Friday 7 August	Farewell Party at Beach Ballroom for all participants
Saturday 8 August	Festival Finale: His Majesty's Theatre

For updates on main festival performance programme please see AIYF website for details.

10. Other useful information

Useful websites

Aberdeen International Youth Festival - www.aiyf.org - Here you can download the festival programme and find out information about the other groups attending the Festival and sign up for the e-newsletter. This information pack can be downloaded from the **Info Section**.

Aberdeen City Council – www.aberdeencity.gov.uk – this site has three webcams directed on the City Centre

Aberdeen & Grampian Tourist Board – www.agtb.org – this site may be useful if once you see your schedule you would like to take a trip somewhere in Scotland for the day. Though we aren't able to arrange them we are happy to get you information and other contacts who would be happy to help. We will send some ideas when we send your proposed performance schedule.

Alcohol Laws in Scotland

There are very strict alcohol laws in Scotland which stipulate that no person under the age of 18 years may purchase alcoholic beverages. It is also illegal for someone to purchase alcohol on behalf of someone under 18 years. It is also an offence to drink alcohol in a public place (e.g. public parks or in the street). **If you require any clarification on the laws regarding the purchase of alcohol in Scotland please contact the festival office.**

In order that the University bar staff at the accommodation may easily identify participants who are legally allowed to drink alcohol, we insist that all participants must wear identity badges.

No-Smoking Laws in Scotland

There are laws in Scotland which prohibit smoking tobacco in enclosed public spaces. It is an offence to smoke in any indoor space other than private residences; this includes bars, clubs and restaurants.

Hillhead Halls of Residence, University of Aberdeen

The law allows smoking in individual bedrooms only with these two exceptions:

1. When the rooms become the workplace of a member of staff (domestic assistant, maintenance team, etc)
2. Where the smoke from a room invades the corridor or adjacent room(s).

In both these instances the law will be enforced and individuals will be obliged to stop smoking.

All Public spaces at Hillhead including the Kitchens, Lounges, Corridors, Foyers, Toilet/Shower Rooms, Bar and Disco are non smoking.

Vehicles

Smoking is prohibited in all AIYF vehicles (hired cars, vans, minibuses and buses). **This includes any vehicles which groups bring to the Festival.** The law does not ban smoking in private cars unless they are being used for work.

Festival Offices

Smoking in any Festival office is strictly prohibited by law.

If you have any questions about the smoking laws please contact the Festival Office.

Clothing

Summer clothing is usually suitable for wearing in Aberdeen during Festival time, but come prepared for colder weather too! The city is situated to the north of Scotland on the North Sea coast, and many excursions and performances take place in the Highlands, so it is essential to also bring warmer clothes, and waterproofs are always useful!

All Festival social events are informal. However, for certain occasions such as the **Welcome Ceremony, Festival Parade and Festival in the City** groups may wish to dress up in performance costumes or wear National Costumes.

Sporting Facilities

During any free time participants may have, they will be able to take advantage of the sporting facilities at the University, which include tennis courts, badminton, table tennis and pool. There are swimming pools located in various parts of the city. The festival office or your courier will assist in this where possible.

Hillhead Halls of Residence, University of Aberdeen

Reception Desk	Open 24 Hours 7 Days
Electrical Voltage	The British voltage is 240 volts with square three pin plugs for all appliances.
Recreational Facilities	There are 3 all-weather tennis courts, 1 badminton court These can be booked at the Porter's Desk. There is no charge for booking courts and hire of all equipment is free on showing your Festival ID badge.
Bar	Open daily 19.00 – 01.00am
Shop	As advertised at the shop.
Launderettes	Situated next to Central Building open 24 hrs and all coin operated. Washing Machines £tbc or £tbc, Tumble Driers £ tbc
Health Care	The Student Health Service is at the Old Aberdeen Medical Practice situated in Sunnybank Road (Tel No 486702). They are happy to see anyone who requires medical attention, but should be contacted in advance. They open from 8am – 6pm Mon - Fri Out with these hours contact NHS 24 (08454 242424).
Telephones	There is only one telephone in the Central Building (Coin Operated). University phone cards can be purchased from the Reception Desk and they can be used accommodation blocks.
Mail	A mail box is situated outside the Central Building. Incoming mail may be collected from the Festival Information desk at Hillhead.
Car Parking	Car parks are available on the perimeters of the Site. The area in front of the Central Building is not available for temporary residents. Cars are parked at owner's risk. .
Transport	A City bus service operates between Hillhead and the town centre, leaving Hillhead every 30 minutes

Information Request Sheets (please write/type in English)

BOOKING FORM

This form confirms your company's participation in the 2009 Aberdeen International Festival

Group Name:

Name of Organiser:

Total Number in Group:

Number of Performers (under 25 years):

Number of Accompanying Adults:

Date of Arrival (if known): Date of Departure (if known):

Conditions of Participation

Please confirm the following by ticking the relevant boxes:

- I accept on behalf of the group that all photograph and publicity materials forwarded will be used to promote Aberdeen International Youth Festival in leaflets and brochures produced by the Festival, in advertisements, in the press, on the World Wide Web and in the media. I confirm that we have the required usage permission from the parents and Guardians of members under the age of 16.
- I confirm that the group will allow television, film/video and radio networks to televise, film/video and interview at concerts, rehearsals, performances and various activities of the 2009 Aberdeen International Youth Festival.
- Having been accepted by the Aberdeen International Youth Festival, we will undertake to arrange and cover the cost of their travel from their country of origin to Aberdeen and return.
- We can meet the cost for full board and lodging, transport and VAT which will be £31.50 per person per day. This rate is reduced by 25% from the standard University rate negotiated with them by the Festival.
- We agree to pay a 20% deposit of the total accommodation charge to the festival by 2nd April 2009, in order to secure the relevant number of rooms at the University. The balance of the accommodation and transport charges is payable on or before 7 July 2009. (Invoices for these payments will be forwarded in due course)

I hereby agree to abide by the conditions listed above

Signature:

Date:.....

On behalf of:(Name of Group)

Please return to AIYF by post – Custom House, 35 Regent Quay, Aberdeen AB11 5BE or
Fax - +44 (0)1224 213833 or email ruth@aiyf.org by 31st March



Custom House, 35 Regent Quay, Aberdeen, AB11 5BE
Telephone: +44 (0)1224 213800
Email: info@aiyf.org

Information Request Sheets (please write/type in English)

Travel and Accommodation Information

Name of Company:

ARRIVAL DETAILS

Date of arrival in UK:

Date of arrival in Aberdeen (if different from above):

Place of arrival (airport/station/university):

Time of arrival:

Flight details/train number etc:

First meal required (breakfast/lunch/dinner):

DEPARTURE DETAILS

Date of departure from Aberdeen:

Place and time:

Flight details/train number etc:

Is your group travelling to and from the Festival in your own coach? YES/NO

Details of large instruments/costume boxes/props etc:
.....
.....
.....
.....

Total cubic capacity needing transportation by van/lorry:

Are you bringing your own van/lorry? YES/NO

N.B. It is strongly advised that all large instruments be packed in hard cases when travelling to Aberdeen.

IDENTITY INFORMATION

Total number in group requiring accommodation:

Total: Males: Females:

Number in group aged under 18 years:

Number in group aged over 18 years:

Are there any vegetarians (non-meat eaters) in the group? YES / NO

If YES, please state numbers:

Has your group or any member of your group any other special dietary requirements?

.....

Do any members of your group have restricted mobility needs? YES / NO

If YES, please let us know whether they require any special facilities i.e. a room on the ground floor, access for wheelchair, etc.

.....

.....

Please supply 2 passport size photographs of every member of the group (including staff).

Please remember to put the name and age of each participant on each photo!!



Custom House, 35 Regent Quay, Aberdeen, AB11 5BE
Telephone: +44 (0)1224 213800
Email: info@aiyf.org

Information Request Sheets (please write/type in English)

Technical Requirements

(Please indicate by putting N/A against questions that do not apply in your case)

Name of Company:

REHEARSAL REQUIREMENTS

- Do you need any rehearsal/class time on non-performance days? YES / NO
- If YES please indicate how much time:
- How many hours of rehearsal/class time do you require on performance days?
- Will you require a dance floor for rehearsals? YES / NO
- Will you require a CD or minidisk player? YES / NO
- If YES – which? CD / MINIDISC

PERFORMANCE REQUIREMENTS

Technical Support:

- Will your group be bringing any technicians to the Festival? YES / NO
- If YES, how many?
- Please write down their names and contact details so our Festival Stage Manger can make contact if required prior to you arrival. Please include email contact where possible. We will send as much venue technical information as we can before the festival. Please note that the technical facilities vary greatly across our venues.

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FIRE SAFETY

- Does your performance use any type of scenery or theatrical special effect? YES / NO
- Are your scenery, settings and properties fireproofed? YES / NO
- Will your performance use any naked flames, pyrotechnic effect or smoke? YES / NO

If **YES**, please give details here:

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STAGING AND PROPS

- What is the minimum performance area that you require?
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- Can you perform outside? YES / NO
- Do you require a dance floor? YES / NO
- Do you use any large instruments, costumes or props that will need special transport arrangements?

If **YES**, please list them here: *(Please include details of which part of your programme they are used in.)*

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- Do you need to change costumes during your performances? YES / NO

If **YES**, please give details here:

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MUSICIANS

- Do you use live musicians? YES / NO
- Do your musicians normally play in an orchestra pit?
(This is not available in all venues.) YES / NO
- Will you supply your own musical instruments? YES / NO

If **NO**, please give details of what you will require here: (please note that we will try our best to source instruments but it would be preferable if companies brought their own and hire charges may in some case have to be passed on to the company)

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- Will you require a piano? YES / NO
- If **YES**, is an electric piano suitable? YES / NO
- Do you use music stands? - (Please bring your own if possible) YES / NO
- If **YES**, how many?
- Are the music stands lit? YES / NO
- Do your musicians require chairs? YES / NO
- If **YES**, how many?

RECORDED MUSIC

- Will you use recorded music? YES / NO
- Please indicate on what format the recording will be Minidisc / CD

AMPLIFICATION

- Do you require amplification? YES / NO
- Please list your usual amplification requirements: YES / NO
- Number of microphones
- Number of microphone stands
- Any other amplification requirements YES / NO

(e.g. DI boxes for amplification of electric guitars etc.): Please list below:

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Note - If you have complicated PA requirements please provide full and clear information (including a diagrammatic specification) on the separate sheet provided.

Note - In smaller venues we may not be able to provide all the PA equipment you require.

If you could perform using a smaller PA than your usual specification, please list your **minimum** requirements here:

Minimum number of microphones

Minimum number of microphone stands

Minimum additional requirements:

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LIGHTING

Note - Many of the small rural venues have very few lights. We will do our best to provide you with what you need based on the information you give us here, but we cannot guarantee that we will be able to do exactly what you want.

- Do you have any special lighting requirements? YES / NO
- Please list your requirements in as much detail as possible here:

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Will you bring your own colour filters? YES / NO

If **NO**, please give details of the colours you require here:

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Will you need a follow spot? YES / NO

Note - This is not available in all venues

If YES, how many will you require?
(Maximum available: 2)

Orchestras & Choirs Stage Plan

In order to assist with staging arrangements at all your concerts and to provide your group with the best conditions available, we require the following information:

- A stage plan showing how you wish your orchestra/choir to be seated or set out on stage. Please present this in a detailed diagram so that the Stage Manager can work from it when setting up for your concert.
- Please list your complete repertoire giving instrumentation breakdown and timings for each piece.
- Information on any encore piece.
- Do you wish to use the public address system? YES / NO
- The Orchestral concert venues are equipped with a full lighting rig. Does your group wish to use lighting effects during your concert? YES / NO

If 'Yes' - please advise us of these effects on a separate sheet provided.

ORCHESTRAS

- Does your orchestra require a piano? YES / NO

If Yes please indicate whether you require **grand** or **upright** piano.

GRAND / UPRIGHT

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CHOIRS

- Does your choir sing 'a capella' or do you need a **piano** or **organ**?

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- Can you use an electric piano / keyboard? YES / NO

- Do you need chairs or do you stand throughout?

- Do you require choir risers? YES / NO

Note - These are not always available at every venue.

- Please indicate on your Stage Plan where you would like the keyboard instrument to be positioned.



Custom House, 35 Regent Quay, Aberdeen, AB11 5BE
Telephone: +44 (0)1224 213800
Email: info@aiyf.org

Information Request Sheets (please write/type in English)

Programme and Performance information

Name of Company:

Please circle the correct answer. If there is not enough room for your answer on the questionnaire, please use one of the additional sheets attaché. Please clearly marked with your group name.

PERFORMANCES

- How long is your main performances programme?
(Full performance requires around 90 – 100 minutes)
- Are you able to share a main festival programme with another company?
(For example two dance companies performing 45 – 50 minutes each) YES / NO
- Can you provide a programme for a shared performance event as part of
the extended festival touring programme YES / NO
- Will your performances outside of Aberdeen and fringe performances
use the same programme as performances in Aberdeen venues? YES / NO

If **NO** please give details of material for touring venues here: (add extra pages if necessary)

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We would like as many participating groups as possible to be part of the **Festival in the City** and **Fringe** invitation events. We would encourage larger groups to think about how they may split the groups so that they will be able to be part of the event. A draft programme for this event will be sent with the main festival programme. Please note these performances are often outside in gardens or street.

- Will you be able to perform in these informal settings? YES / NO
- If yes then please let us have an idea of what you may possibly do, what you will need, and numbers.

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