**Darlington School Sport Partnership Sporting Event Plan**

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|  | **Information** |
| Date | Monday 28th March 2022 |
| Event | Dance Festival Group 1 |
| Event organiser | Aly Raw & Debbie Harbin |
| Time of event | 9.15 arrival for briefing Finish & depart 12.10pm  5.00pm arrival for evening performance 5.30 – 6.45pm |
| Venue | Hippodrome Theatre, Park Place, Darlington |
| Registration & data | Schools to sign in on arrival and complete data collection Girls, Boys, Other, SEND, BAME split into White British/White Non-British/Black Black-British/Asian British-Asian/Mixed Race/Other |
| Parents & Spectators | Parents & spectators allowed only in the auditorium on the evening with a valid ticket |
| instructions for parking | Schools to arrive and enter via the main entrance for the day  Schools to arrange to meet their groups AWAY from the Hippodrome entrance for the evening performance and School Staff to bring their group to STAGE DOOR where they will be escorted to dressing room  EXIT via Stage Door and rendezvous with parents AWAY from the Stage Door |
| instructions for site team | AR will issue a register of schools attending the week before the event and provide music by Monday 14th March |
| Outline details of events for accompanying members of staff | **Schools need to provide information on accompanying TECH Sheet by Friday 18th February and get music via email to Emma@thedproject.co.uk or memory stick to AR at Eastbourne by Friday 11th March**  **Schools will have rehearsal time and access two workshops during the day and perform to the public during the evening**  **Schools to seek photo/filming permissions** |
| Welfare / First Aid | Please bring own first aid kit and first aider.  Please come ready changed for practical during the day and dressed in costumes etc for the evening  Schools need to be aware of any children with a particular medical condition and let organiser know |
| Toilets | Toilets available at venue. Please make arrangements to accompany children to the toilet |
| Venue | Thanks go to Hippodrome Theatre for hosting this event |