

## **Student-led performances at Guildhall School A Guide for Music Students**

This policy is of relevance to students / staff

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| Approved by | Operations Board |
| Written by  | Facilities       |

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| Date of last amendment | March 2024  |
| Last Amendment         | Confirmation that if approved, Performance Committee will pay up to £350 towards hire fees for materials. |

## **DEFINITION**

**This document relates to music students wishing to put on a music concert in either the Lecture Recital Room or Silk Street Music Hall.**

**Students wishing to put on larger scale productions requiring one of the School's theatres should consider applying to [undisciplined](#) (see the [MyGuildhall](#) page or contact [undisciplined@gsmd.ac.uk](mailto:undisciplined@gsmd.ac.uk))**

Student-led performances at Guildhall School can take many forms, from solo recitals and chamber music, ensembles and orchestral concerts by music students, graduation projects by Production Arts students, solo performances by final year actors, and students taking part in the undisciplined.

Student-led performances are performances that are completely student curated and organised and do not have any artistic input from the School (although they may form a part of the training or assessment) and are devised and presented at the student's own initiative.

**Please note:** Events staged at venues outside of the School's Estate are not covered within the scope of this document; please discuss any queries or requirements with the Head of Music Administration.

All music student-led performances taking place within the School's Estate must be approved by the Music Performance Committee. This committee meets once a month during term time. You can apply for approval by completing the Music Student-led Performance Application Form which can be found on MyGuildhall and is linked here: [Student-Led Music Concert Proposal Application](#)

The Performance Committee is responsible for:

- Approving your requested performance including repertoire and performers
- Allocating a date and venue for the performance (please note that Milton Court Concert Hall is not available for student-led performance)
- Authorising, if required, use of library materials
- Authorising any required rehearsal spaces
- Authorising use of Performance Venues or Music Stage Supervision staff where appropriate
- Authorising the use of any required AV services
- Authorising the performance in lines with PRS requirements
- Organising Front of House and Stewarding for the performance

## **REPERTOIRE & PERFORMERS**

Your complete programme must be included in your application. While the School does not censor the content of student-led performances, if the performance Committee feel your programme

contains such content which may be controversial or challenging, they may ask you to put precautionary measures in place to safeguard you or your audience members.

## **CONTROVERSIAL OR CHALLENGING MATERIAL**

Controversial or challenging material is a wide ranging concept and if in doubt you are advised to always speak to the Head of Music Administration for advice. It might include, but would not be limited to, scenes of violence that may not be suitable for a younger audience, the detailed exploration of very sensitive personal subjects that might raise unwanted memories in participants and/or audience that may need to be acknowledged, or it might be subject matter that offers controversial viewpoints that may attract a particular type of media attention. The Head of Music Administration will advise students on whether there are any particular actions that need to be considered. These may include agreeing a notification to be placed in any posters or programmes, signposting in programmes to external support and resources for audience members, or alerting the Marketing department to particular media interest. It is important that your audiences are advised of controversial/challenging content in advance, not simply on the day of the event via signage.

## **LIBRARY SERVICES**

If student-led ensembles wish to use the Library's collection of orchestral and vocal ensemble sets, or want the Orchestral Librarian to hire performance material, this must be authorised by the Music Performance Committee first. If approved by the Performance Committee, the cost of hiring material will be cover up to a maximum of £350.00. Any balance will need to be covered by the student. The student remains responsible for all library material borrowed including fees for loss or late return of material.

## **REHEARSALS FOR STUDENT-LED PERFORMANCE**

In most cases, students who have Performance Committee approval for a student-led performance will be expected to organise their own rehearsal spaces using the current ASIMUT System. For groups larger than sextet, the Music Office will assist with room bookings for a maximum of 2 additional rehearsals. Please email [musicroombooking@gsmd.ac.uk](mailto:musicroombooking@gsmd.ac.uk). It is highly unlikely that you will be able to rehearse in the venue before the day of your performance.

## **CLASHES WITH SCHOOL ACTIVITIES**

In all cases, and without exception, school activities - either rehearsal, performance or teaching - will take precedent over student-led performances.

## **MUSIC STAGE SUPERVISORS**

Student-led performances are responsible for organising their own set ups and stage management. To ensure that you have the correct equipment available for your performance you need to discuss your requirements IN ADVANCE and during working hours with the Music Stage Supervisors

team(mss@gsm.d.ac.uk). Only a general lighting state will be provided. If you required additional stage supervision support, please discuss this with the Stage Supervision Team. Please note any additional support may incur a staffing cost.

## **RECORDING & AUDIO VISUAL**

The Recording & Audio-Visual team can arrange an automated single camera recording of your Music Hall or LRR performance. This can be booked via the online form @ [stream.gsm.d.ac.uk](http://stream.gsm.d.ac.uk). If you require a multi-camera recording or your performance requires live AV support you need to discuss this with AV **at least 6 weeks in advance** of your performance to allow for the arrangement of staff rotas. Please be aware that anything outside the automated recording may incur a cost and this should be discussed directly with AV. AV are happy to talk through your project with you, to ensure your scope is achievable in the time frame you have available. For any queries visit the AV Office (Silk Street Room 223) or contact [av@gsm.d.ac.uk](mailto:av@gsm.d.ac.uk).

## **PRS**

The Performance Committee will cover the cost of any PRS fees associated with approved student-led music performances. To facilitate this you must provide a copy of your concert programme to the Head of Music Administration [james.Alexander@gsm.d.ac.uk](mailto:james.Alexander@gsm.d.ac.uk) before your performance. Failure to do this will result in you being responsible for any PRS fees.

## **FRONT OF HOUSE**

The Performance Committee will arrange and cover the cost of any FoH fees associated with approved student-led music performances.

## **COFFEE BAR**

The coffee bar will not be opened for Student-led performances that fall outside the normal operational hours.

## **MARKETING GUIDELINES**

While the School is happy to provide space when it is available for student-led performances, it does not have the resource to provide marketing support for your event. It is also important that student-led performances are clearly distinct from Guildhall School's official own promotions, which are proactively marketed by the School as our showcase activity. With this in mind, the following guidelines should help to clarify what is available for your event.

### **Ticketing**

Student-led performances in any School venue are not permitted to be ticketed via the Barbican Box Office. They should either be entirely unticketed and first-come first-served, or you can use a platform such as Eventbrite. It is your responsibility to administer ticketing and the guest list appropriately, in compliance with data protection law, and not over-allocate seats in your venue.

Please note that if attendees are required to show a ticket at the door, your stewards will need to be briefed accordingly.

Please note that students are not permitted to collect donations to cover the cost of the event. It is your responsibility to cover any cost of the event yourself.

### **Posters, flyers and programmes**

The School does not provide designed posters and flyers for student-led events. You are welcome to produce your own. Please note you cannot use the School's logo on your materials.

Posters and flyers can only be displayed in student areas of the School (not Front of House areas such as foyers). We are unable to place any posters in cases outside the School's buildings or display leaflets on stands in the Front of House areas.

You will be responsible for creating and printing your own programmes. In order to comply with PRS arrangements a copy of your programme must be emailed to the Head of Music Administration [James.Alexander@gsm.d.ac.uk](mailto:James.Alexander@gsm.d.ac.uk) before the date of your performance.

Student-led performances will not be included on the Schools website or plasma screens, which are limited to major School events only.

### **Press**

Under no circumstances should members of the press be contacted or sent press releases about student-led performances at the School.

## **FUNDRAISING (DEVELOPMENT) GUIDELINES**

Fundraising is not permitted as part of student-led performances. Fundraising is a particularly sensitive area for the School and, through the Development Office, it has invested a great deal of time over many years in developing long-term relationships with individuals, trusts, livery companies and corporate supporters for the benefit of the School as a whole and all of its students.

Since fundraising involves asking members of the public to make personal donations, either as cash gifts or pledges (promises to make a cash payment at a future date), it needs to be handled appropriately and in strict accordance with charity law. It also requires a higher-level of administration in order to handle cash or pledged money appropriately so that any funds raised are publicly accountable.

For these reasons fundraising is not permitted as part of student-led performances

## **INVITATIONS TO THE SCHOOL'S SUPPORTERS**

If you are the recipient of a scholarship award from the School and have been linked with an external donor, then it would be appropriate to invite them to your performance so that they are

able to see how your studies are progressing. If you require advice on how best to do this then contact a member of the Development team. As for the same reasons above, you must not make a direct charitable ask to your scholarship supporter.

**It is not appropriate under any circumstances** for you to invite any of the School's other supporters to your event without the express permission of the Head of Development. The Development Office is not able to provide students with contact details for any donors to the School due to data protection legislation.

You can now apply for your concert using the following application form which is also available via MyGuildhall: [Student-Led Music Concert Proposal Application](#)