



# ADDITIONAL PRODUCTION INFORMATION

Sunday 28th April 2019 7.15pm  
Adelphi Theatre, Strand, London WC2R 0NS

PLEASE COMPLETE THE ADDITIONAL INFO FORM AND THE RELEASE AND  
AUTHORISATION WAIVER AND RETURN AS SOON AS POSSIBLE BUT NO  
LATER THAN 25th MARCH 2019 TO THE SHOW LIAISON OFFICER,  
MICHELLE WEEKS

[m.weeks@madtrust.org.uk](mailto:m.weeks@madtrust.org.uk)

OR POST TO:

David Pearson  
Executive Producer & General Manager  
The Make A Difference Trust  
Unit 7, City Business Centre  
Lower Road  
LONDON

## WEST END EUROVISION 2018 ADDITIONAL INFO

Event: West End Eurovision 2018  
 Venue: Adelphi Theatre, Strand, London WC2R 0NS  
 Date: 28th April 2019 7.15PM

### PARTICIPATING PRODUCTIONS

Aladdin	Mamma Mia!
Club Tropicana	Only Fools and Horses
Everybody's Talking About Jamie	The Phantom of the Opera
Follies	Wicked

### 1.1 MUSIC, THE BAND AND CLICK TRACKS

#### MUSIC

- Each show entrant must arrange for their own Musical Director to supervise and provide a full set of band parts to the WEE Musical Director.
- Each Entry must provide a piano/vocal score for technical purposes.
- Each Entry will use the resident West End Eurovision house band, conducted by the WEE Musical Director.
- Each entrant's Musical Director will be required to attend a band rehearsal the week prior to the performance

#### THE BAND

- MD (Keys: piano)
- Electric Bass Guitar
- Drum Kit
- Guitar 1 (Electric)
- Guitar 2 (Electric / Semi-Acoustic)
- Reeds (Flute / Clarinet / Alto Sax / Tenor Sax)
- Trumpet
- Trombone
- Violin
- Cello

#### CLICK TRACKS

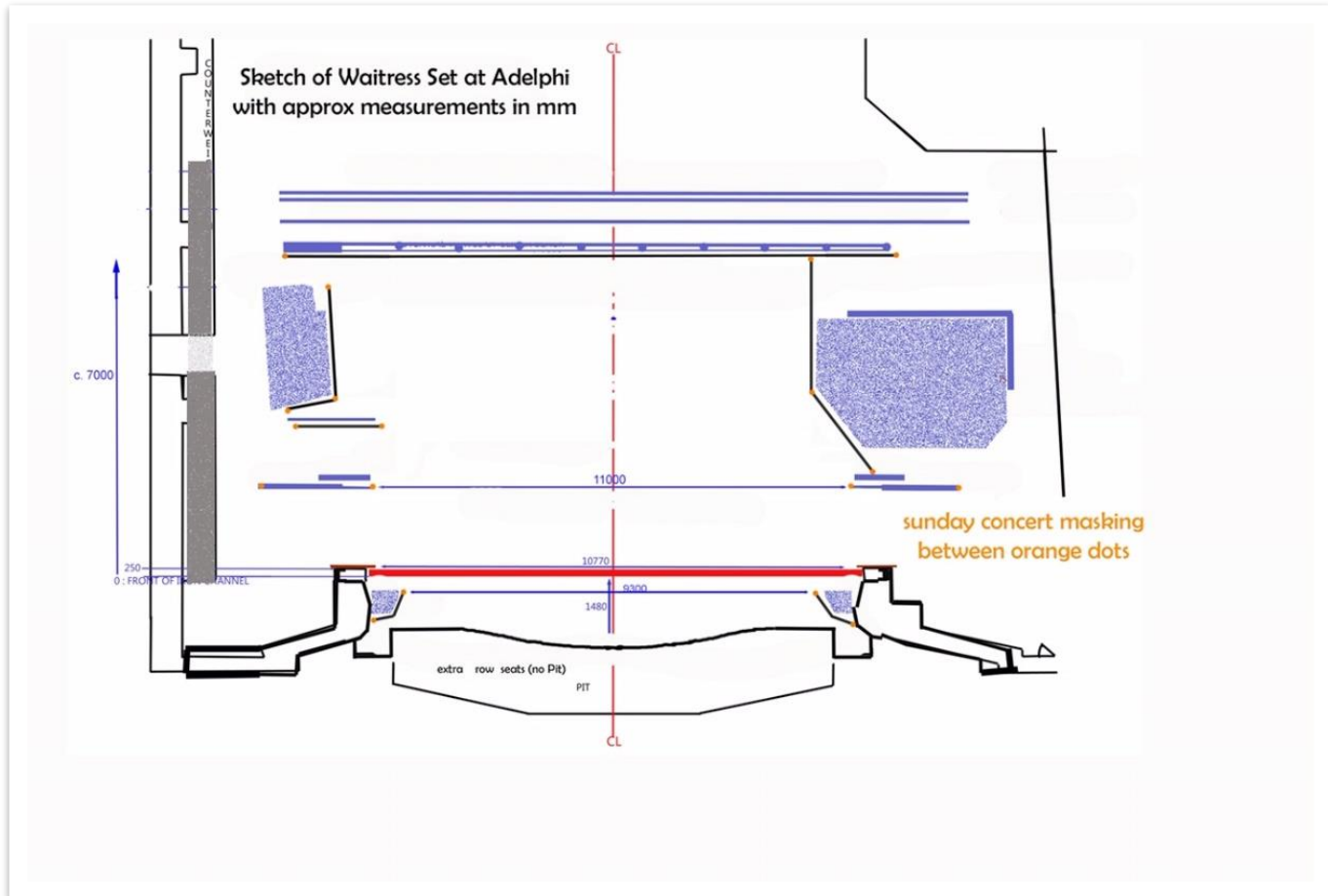
When preparing click tracks could you also please provide an audio bounce down of the arrangement. This can be low quality but will be used by lighting & content for time code programming.

If you would also like to use click tracks as part of the performance then please have a click panned hard to the left and a mono backing track panned hard to the right. Please note that if any synths or other sounds are required they should also be supplied as a separate audio stem, as there'll be no Keys 2 player. The track will need to be sent to the West End Eurovision Musical Director, and please make sure that the band parts have the click instructions clearly marked. Band Parts & Click Tracks must be submitted no later than 6pm on 8th April 2019.

## 1.2 THE STAGE & VIDEO WALL

As you can see by the plan below we have a 5m deep x 11m wide playing space with an extra 1.4m forestage.

There is only one entrance DSL and 2 DSR, all upstage entrances will be for the band to enter and exit but will be blocked by decking. There is an Upstage cross over for acts to get around.



## 1.3 VIDEO

### 1.3.1 VIDEO CONTENT

There will be a number of different options for using the video screens during your performance. Our Video Content team will be in touch to discuss the video content and will work with you to ensure you have video content to make your entry look as visually stunning as possible.

- All video content needs to be in Wide Screen 16:9 ratio. If you are filming your own content please note this is usually a setting on your camera BEFORE you start filming, so please check before you begin (If your content is not in 16:9 ratio this will affect how the image looks on the screen, making it look lower quality).
- The video resolution should be no less than 720 x 576.
- The video format should be uncompressed AVI or MOV. If you use compressed formats such as MP4 or MPEG, you will see a noticeable loss of quality.
- All video content for the show to be submitted by no later than 15<sup>th</sup> April 2019

#### **1.4 SOUND**

There will be a maximum of 6 hand held microphones only.

#### **1.5 ADDITIONAL CREATIVE ELEMENTS**

The use of small scale hand held/prop special effects will be permitted on the following conditions:

- The effects are provided by and at the cost of the individual shows.
- The effects meet the safety criteria of both West End Eurovision and The Adelphi Theatre.
- The use of props are subject to the final approval from the WEE Production Team for logistic and operational reasons.
- The effects are clearly outlined and detailed by 15<sup>TH</sup> April 2019.

The use of large scale pyrotechnic/special effects will not be permitted. Under no circumstances may confetti or glitter effects be used.

The use of any additional creative elements will be at the discretion of the WEE production team.

#### **1.6 COSTUME, MAKE-UP & HAIR**

All participating shows are required to perform in full costume and make-up during the dress rehearsal on the afternoon of Sunday 28<sup>th</sup> April 2019.

#### **1.7 ADDITIONAL REPRESENTATION**

All productions are required to supply 1 person to take part in the Flag Parade. We also require 2 representatives from each production to be onstage for the announcements of the Best Creative Award and Best Video Ident Award. Names should be submitted on the Provision of Further Information form attached.

#### **1.8 REHEARSALS**

All flag bearers will be required to attend a rehearsal during the afternoon of Friday 26<sup>th</sup> April 2019 in the Dome Room at Her Majesty's Theatre.

All vocalists and available dancers are required during the day of Tuesday 23<sup>rd</sup> April 2019 for a 30 minute band call in the Dome Room at Her Majesty's Theatre.

All casts are required to be available throughout the day on Sunday 28<sup>th</sup> April 2019 for full dress rehearsals.

Rehearsal schedules will be issued nearer the time.

#### **1.9 RELEASE & AUTHORISATION WAIVER**

All participating members of the Company are required to sign the attached Release and Authorisation Waiver. This form should be returned with the Further Information due on **25<sup>th</sup> March 2019**

Included on the Release and Authorisation Waiver is a tick box to indicate that each participant has read and acknowledged the Conduct Policies held by The Make A Difference Trust . These policies can be read at <https://www.madtrust.org.uk/get-involved/policies/>

An electronic version of this form is available at:  
<https://www.madtrust.org.uk/3494-2-wee-2019-document-download/>

## ADDITIONAL INFORMATION

Production		
Musical Director & Musical Arranger		
Choreographer		
Costume Design		
Make Up & Hair		
Ident Film by		
Social Media Contact and email		
Performers (Max 14)		
No of Handheld Mics (Max 6)		
Show Panel Names (2)		
Show performer reps (2) for award announcements		
Flag Parade (1 member of Company)		

SIGNED (COMPANY MANAGER)	NAME

**Please return by NO LATER than MONDAY 25<sup>TH</sup> MARCH 2019**

**RELEASE & AUTHORISATION WAIVER**

I do hereby consent to being photographed or otherwise recorded [film, sound or other media] by The Make A Difference Trust, or any of its affiliates during the production and presentation of West End Eurovision 2019. I also give my permission to The Make A Difference Trust to put the finished photographs, film or audio footage to any legitimate use as it deems proper, for the sole benefit of the charity in achieving its charitable aims, which may include commercial purposes.

I further understand that whilst The Make A Difference Trust’s liability insurance provides indemnity in respect of legal liability in respect of bodily injury whilst performing on the 28th April 2019 in ‘West End Eurovision 2019’, no liability can be taken by The Make A Difference Trust for any bodily injury incurred through rehearsal outside of the date or venue identified above in relation to the ‘actual’ event.

On signing this Release and Authorisation Waiver you also confirm that the Make A Difference Trust Conduct Policies have been read and understood. These policies can be viewed at <https://www.madtrust.org.uk/get-involved/policies/>

Production	Main Contact

First Name	Surname	Signature	Tick here to confirm Conduct Policies have been read and acknowledged

<b>First Name</b>	<b>Surname</b>	<b>Signature</b>	<b>Tick here to confirm Conduct Policies have been read and acknowledged</b>

Please return by NO LATER than MONDAY 25<sup>TH</sup> MARCH 2019