



MADE IN SUTTON
SUTTON COLDFIELD ARTS FORUM
SATURDAY 9TH MARCH 2013
MERE GREEN COMMUNITY CENTRE

Chair: Ian Myatt

Present: Laura McKenzie
Nessie Austin
Mike – Big Arena
Emma – Julie Johnson
Hannah – Highbury Theatre
Lucy – DanceXchange
Laura – Bodybeat
Alex – Bodybeat

1. Introduction

New members are welcomed to the Arts Forum. Ian explains background to Arts Forum and our achievements up to this point; shows highlights film. Lucy explains DanceXchange's role in the Arts Forum.

2. Made in Sutton Variety Show

Details confirmed so far:

The show will be held on 13th July 2013. The Arts Forum will have access to 10 display boards for non-performance based arts. There will be 400 seats available. A rehearsal will be held on the day of the performance from 12-6pm. This will primarily be a technical rehearsal. The charities nominated to receive donations are blah and blah.

The provisional line up for the show is:

Child licensing is to be managed by individual organisations.

It was noted that there are not any singers in the show. Emma pointed out that Julie Johnson has singers who could perform.

Mike also pointed out that Big Arena will be performing Buggy Malone which involves singing.

3. Break Out Activity

Teams were tasked with coming up with creative ideas for the variety show:

Creative ideas:

- Hire a local photographer to take photos of performers that can be sold to raise more money for charity.
- Invite a local dance shop to sell stock during interval.
- Have a separate creative room for non-performance arts separate
- Have a raffle
- Ensure there are activities for children.

Teams were asked to consider what information is needed for the show:



Information needed:

- How are we selling the tickets
- What is the cut off date
- Who is doing stage management etc
- How will the event be marketed?
- Do we need a host?
- Need to supply a briefing doc for acts
- Need to confirm scheduling
- Will there be enough car parking
- Need to provide refreshments
- Need to confirm the price of tickets
- Dressing rooms/costume changes
- What is the length of the show
- How will ticket allocation be arranged
- Who will design the programme

Team were asked to consider what the problems with the show might be:

Problems:

- First aid
- Rehearsal schedule and space
- Last minute drop outs
- Backstage management
- Low attendance
- Ticket allocation
- Need to get schedule sorted asap
- Front of house management
- Disabled access
- Fire safety / risk assessment
- Organisations unhappy with schedule
- Distractions from main performance

4. Key Issues:

Event management: Theatre groups might have their own backstage management? Eg. Highbury
Putting email out now to see who wants to be involved in event management

Ticket sales: Online would be MUCH easier
Allocated seating
Highbury have existing box office that could possibly be used?

Capacity: Early planning

Drop outs: Cut off date for firm commitment
Should we have a reserve list?

Backstage management: Need stage manager
Need runner
Is there enough space for all acts?

5. Any other business

- Laura (Bodybeat) advised that we need to get moving on confirming line up
- Ian mentioned that there may be a request for a performance at the re-opening of the Sutton Library in May/June
- All agreed that we should aim to meet up again in April to confirm further details (possibly at The Station).

MEETING CLOSED