

SESSION PLAN AND RISK ASSESMENT SPECTACLE FINAL / TALENT SHOW

Duration of the activity : 1h30 (it could be more sometime, relating to the numbers of talent... Make sure you don't do over than 2h activity ! To do so, make sure each talent don't go over than 3 minutes !!)

Numbers of animateur/participants : 3 ou 4/all the schools (+teachers)

Aim/Objectives of the activity : Give the kids the opportunity to listent to French expression. Give them an opportunity to express themselves in front of other kids/schools (ideally in French). Building their confidence. Develop their cultural background.

Required equipment : « talent show » box (ask the duty person), curtains, certificates, equipment for talents (guitar, circus equipment, ...), walkie-talkie and first aid kit.

Place to do the activitiy : Usually, talent shows are taking place in the games room. But it is possible to organize some in the big fencing room, outside or in a dining room if necessary.

Getting ready for the activity (at least 30 minutes before the activity)

As soon as possible, meet the other staff on « soirée » to organize who is taking what (normally at 5 :15pm in the local anim).

Check the information regarding the group. Make sure you have all the medical information.

Get the equipment & the room ready for the evening = install the curtains, try the sound system, ...

Organise the talent rota = the order of the shows you will present. At lunch, the staff on presentation should have asked the teachers to fill the form for each school. Make sure you have this list and that is it still right by asking the teachers again as soon as possible to win a bit of time and avoid any last minute surprises. Take this opportunity to check the time for each show and that the equipment they ask is available.

When you organize the order, try to balance between the schools, the type of shows and their quality (if you have this information).

This step is really IMPORTANT and will gage to make the evening running smoothly. Make sure you do it properly and spend time on it as soon as possible. This document will also help the person running the sound ambiance between each show and will be an essential tool for your evening.

Organise everybody's job for the evening : who is presenting ? who will do the sound ? do we put someone in backstage ? ... And make sure everybody knows clearly what to do : who is saying what ? who is introducing what ? who is explain the rules ? who will welcome the group ? ... You can use special character to create an interaction with the audience and between the people leading the evening. The best is to have 2 opposite character presenting the show (being on stage) = serious one and comic.

Taking the group in charge

Usually, we will ask the participants to meet directly in the « show room ». If this is the case, be careful when they arrive how you place them. Do not put bigger kids in front of smaller kids for example. The way you welcome them is also important !

Introduction :

When you know 100% that all the schools are here, you can start the talent show. To do so, you need to think of an entrance (music, ...) It needs to be thought and organized properly during the preparation time.

When you explain the evening to the kids, be clear and explicit about the **behaviour you are expecting from the audience** (respect of the artists, interaction with you, supporting, ...)

During the talent show :

Be **fun** and **enthusiastic** to keep the motivate the kids. You can wear a costume, create a character, ...

You need to interact between the staff BUT **ALOS** with the audience. Don't get lost in your own character ...

Use visual gags, comic situation to make them react.

You will have to manage the rythm of the night. If you have more than 12 shows, **the time between 2 of them** needs to be minimized. One way to do so is to ask the next show to get ready in the backstage while the preceding one is running.

Be **vigilant and ready to react** all the time. You might need to improvise some things in case of a problem (song, sketch, ...)

Make sure all the audience is supporting each group. Give out the name of each artist, school before they start !

End of session / Feedback

At the end of the talent show, don't forget to hand out **the certificates for the best talents...** Don't forget to thanks ALL the artists of the night. Here is the rules to follow regarding the winners :

- If there are one or two schools → **only 1 winner**
- If there are three or four schools → **2 winners**
- If there are five schools or more → **3 winners**

We give the priority to the shows presented in the language taught during their stay (so French for British schools, English for French schools)

Advice : Think about this step when you organize the night and find a system to not waste time with 100 persons waiting for you. For example, you can ask the person upstairs doing the sounds to take this mission.

If there are **between 1 and 4 persons** in the artist group, you can give one certificate per artist. If there are **more than 5**, give only one certificate for the winning team. Be careful to spell correctly the names of the group/artists !!

Once you have handed out all the certificates, you can end the night. Most of the time, the talent show takes part on their last evening. If it is the case, you need to give them a little

speech to thanks them from the whole team of the chateau (animateur, cleaning, kitchen, ...) Remind them the essential information for the next day (breakfast ? departure time ? check that with the teacher as some might live at 5:00 am !!). Don't forget to ask the teacher if they want to add any information.

If you talent show is finishing early (before 9:00pm), ask the teacher if they will be happy to finish it with a small disco party. Don't take this initiative without asking the teachers !!

If the teachers would like to carry on the disco after 9:00pm (or starting it after 9:00pm), you need to call the duty person to see if it is possible or not. If the duty person confirm that it is ok, you need to explain clearly to the teachers that they will have to take the full responsibility of the group and the music. Tell them the time of the end of the disco that the duty person will have tell you.

Some notes and advices :

The person on duty will give the teacher the certificates for the dorms. Check that the costume's ones have been handed out as well.

This is the big final of their stay. One of the bigger souvenir they will keep. Your responsibility is to make it the best ever ! To do so, you will need to be **organized, dynamic and fun**.

Tidying

When the night is over, everything needs to be tidy : curtains taking off, opening the velux shutter, switching off properly the sound system, all the special lights, putting back the benches, white boards, mats, ...

Put back the remote, keys, cds, ... in the specific box and give it back to the person on duty with the spare certificates if you have some left.

RISK ASSESMENT

Danger	Risks	People at risks	Probab- ility	Control measure	Results
Damaged equipment	Injury	All	Medium	The instructor will check the equipment before getting use and during the activity.	Low
Falling, sliding, ...	Injury	Group	Low	The staff must keep the control of the group and make them interested. They should stop an act if they feel it could be dangerous or out of control. They should make sure everybody is wearing proper clothes and shoes to avoid any fall.	Low
Belongings	Lost	Group	Medium	At the end of the session give back all the belongings to the kids (jumpers, ipod, inhalers, ...)	Low