**CD COLLECTION ARRANGEMENTS**

CD Collection – PLEASE NOTE ALL MUSIC MUST BE ON CDs. **NO TAPES** ALLOWED

There will be a table set up outside the gym changing room,

All CDs must be handed in here to be checked against the programme and to have a sticker with a number put on.

These must be handed in three sections in advance to enable them to be checked off and taken to the music table.

Please have your name clearly marked on the CD, set ready to play and taken out of the case.

You are responsible for the collection of your music at the end of the section.

A box with your CDs for collection will be at the desk.

Side stage rules **for Guildford Festival**

1. There will only be two teachers allowed side stage at any one time with your pupils. To make sure we know who you are, please send back your names with your entries to enable us to order your name badge. This rule is for child protection and Fire protection.
2. Teachers please inform your parents that there is a charge at the door to watch the festival each morning, afternoon or full day.
3. All adults who are side stage with pupils must be CRB/DBS checked. You must show a copy of your CRB/DBS to the committee member at the front desk to enable you to collect your name badge.

**Kitchen:**

There will be a full kitchen running throughout the festival. This will include some hot food as well as sandwiches, drinks and sweets.