1. **What does the workshop involve?**

Our Regional Dance Ambassador will be leading the 1-hour workshop and will do a introduction, warm up, play some games and then teach you a bit of dance material from one of Matthew Bourne’s Swan Lake, there’s nothing to be nervous about as the main focus is on having fun!

1. **What is the cost of a workshop?**

All community workshops as part of Swan Lake Take Flight are free for your group

1. **What is the booking process?**
* Fill in the online enquiry form giving some date options
* New Adventures/local theatre acknowledges your request and arranges with Regional Dance Ambassador
* If your chosen date(s) is unavailable we will work with you to try and find an alternative
* Upon agreement of date/time, New Adventures/local theatre confirms the workshop with you
* Shortly before the workshop New Adventures/local theatre puts you in contact with the Regional Dance Ambassador
* In the unlikely event that the workshop is cancelled within 10 days of the activity date, we envision to reschedule the workshop
1. **What facilities are required?**
* A large enough space for the activity, swept and clean with no obstacles.  A dance studio or sports hall are ideal
* An audio system with the facility to play from an external device such as a mobile phone, laptop or tablet
1. **What do the participants need?**
* Participants should wear appropriate clothing for the workshop such as tracksuit bottoms, shorts, sportswear etc - no skirts or jeans, no jewellery to be worn during the session
* Participants will be asked to wear trainers
1. **How are Health & Safety and Safeguarding dealt with at the workshop?**
* Your organisation is responsible for health and safety, first aid and behaviour management
* A member of staff/representative must be present at all times
* There must be a designated First Aider on site, we will need you to provide details in advance
* We will also ask you to provide details of your Designated Safeguarding Lead
* New Adventures holds Public Liability Insurance of £10 million.  We are happy to provide a copy of our policy document
* All ambassadors have had an enhanced DBS check within 3 years.  You must let us know in advance if the dance artists are required to bring their DBS certificates with them to your setting
* New Adventures is happy to provide a copy of our Safeguarding Policy on request
1. **What is the maximum group size?**

We teach a maximum of 25 participants in one workshop

1. **Can I take photos of the workshop?**

Photos must not be taken without the prior consent of New Adventures and permission must be obtained from all participants.

**Important Information**

**Support**

Please note we request that the group leader support our workshops at all times.

**Before the workshop: working with the dance ambassador**

* If possible, please make sure participants have some information about the history of New Adventures and the style of their work, go to [*www.new-adventures.net*](http://www.new-adventures.net/) if they are not familiar with it.
* Talk to the dance ambassador about any participants with any form of SEN, other disabilities, injuries, or any other relevant information that they should be aware of.
* Talk to the dance ambassador about appropriate mechanisms for safe touch for your group, as this can vary.
* Be realistic and honest when talking to the dance ambassador about the level of ability of your group and your expectations of the session, this will help ensure that the group gets the most out of the experience and the workshop is pitched at the right level.

**Before the workshop: preparing the space**

* Please ensure the space for the activity is large enough for the group to engage in physical activity.
* Please ensure there is a suitable sound/audio system that has the facility to play from an external device such as an iPhone, iPad, or laptop.
* The floor does not have to be sprung but should be suitable for physical activity, will preferably have a dance floor or will be wood and non-slippy.
* Please ensure the group is told about appropriate clothing for the workshop, tracksuit bottoms, shorts, sportswear etc - no skirts or jeans, no jewellery to be worn during the session.
* Depending on the type of the floor in your space, where appropriate and safe, the dance ambassador may ask the group to participate in bare feet. Please ensure the floor is clean.

**On the day**

* Our dance ambassador will endeavour to arrive 30 minutes before the session is due to begin to prepare for the session.
* Please ensure that audio and/or visual equipment is available and working.
* Please ensure that an appropriate changing area for the dance ambassador is available, which is not accessible to the participants.
* Please make sure either yourself or another leader is always present during the workshop.
* Should any discipline issues arise during the workshop, it is your responsibility to deal with it in consultation with the dance ambassador
* Please ensure that water is available for the dance ambassador and the participants.

For any further information about the workshop, please contact leah@new-adventures.net