



**** Membership Pack September 2018 to July 2019 ****

Welcome to N K Theatre Arts, the region's leading Theatre Company for children, young people and adults. Whilst you are with us you will have the opportunity to learn about many aspects of the Theatre through weekly theatrical workshops in drama, music and dance. You will also have the opportunity to take part in various performances and presentations throughout the year, both at The Forum Theatre, home of NK Theatre Arts and at other venues.

Membership is open to all from 5yrs (as at 1st September 2018) to 18 yrs. and enrolment sessions take place regularly. The major enrolment evening for 2017/18 will be Monday 3rd September at 6pm, with classes starting on Tuesday 4th September. The enrolment evening will provide the opportunity to prospective members and their parents to gain as much knowledge of the Company as possible, and ask any questions regarding membership of our company. If you wish to join NK Theatre Arts after this time, please email me at dawn@nktheatrearts.org.uk to arrange an appointment and we can arrange for a quick meeting before a member being placed in the appropriate classes.

Once enrolled, members will be placed in a tutor group of a similar age for drama sessions and will work within that group until the end of the summer term. Members will learn all the various drama techniques such as improvisation, script work, role-play, confidence building, empathy for others and performance skills. In addition they will have the option to take part in the Musical Theatre Classes (stage dance and singing technique) offered by the Company.

Drama sessions take place on Tuesdays with Musical Theatre on a Monday, with Saturday Dance Classes also available together with the chance to join our competition classes.

Throughout the year we are involved in many exciting theatrical performances. We have one annual production involving the whole Company plus other major shows, plays, reviews and events. NK members also undertake many other small scale performances such as in house class presentations, carnivals and street theatre. Members may be called to rehearse for any of the above events on other evenings during the week. Our adult members will take place in such events, although there are no regular workshops for adults, there are sessions from time to time.

NK Theatre Arts is supported by

Midshire Business Systems,
Allied Bakeries, C&C Insurance Brokers, Cheshire Data Systems, Clarke Nicklin, Enterprise Financial Services,
Inside Magazine, Life Leisure, Marketing Stockport, P & P Mailing and Distribution Services, RBS Business Banking Stockport,
Robinson's Brewery, Starkey, Stockport MBC,
BBC Children in Need, Peoples Postcode Lottery

Our season runs from September to July; we don't close for school holidays apart from the Christmas period but there are no NK Sessions on Bank Holidays which generally affects our Musical Theatre Workshops. In August we run daytime week long Summer Theatre Workshop sessions which is open to members and non-members which culminates in a Friday evening production.

We expect loyalty and determination from our young people and in return we give motivation, excitement and self-esteem. NK is regarded as an educational as well as a recreational establishment and should be respected as such by members and parents. Please read and make sure you understand the terms and conditions of membership attached to this letter.

We wish you every success and look forward to working with you during the coming year and of course if you have any questions, please don't hesitate to contact a member of the team!

Many thanks,

Dawn Wrigley

(Workshop Co-ordinator)

TERMS & CONDITIONS OF MEMBERSHIP

ATTENDANCE: It is unacceptable to be absent without prior notice to your tutor, or by telephoning the office on 0161-430-6570 or sending us an email. When leaving a message please give details of the class you are missing. If you are absent for three consecutive weeks and you have not informed the company as to the reason, we may assume you no longer wish to attend that specific workshop and your place will be automatically given to someone else if there is a waiting list. Registration takes place within your workshop, so please arrive promptly at the time your workshop is due to start. If you arrive after the registers have been taken, you need to report to the main office to sign in. **Please note: it is essential that you re-enrol for each season to ensure that your place in a class is secured as you will be in a new class!**

COMMUNICATION It is essential that we have an up to date email address and mobile phone number so we can provide you with information, sometimes at short notice should a rehearsal time change or should there be any alterations with workshops etc. Email is the best form of communication with members of the team, a complete list of company contacts and their addresses are included in this pack. We also produce a monthly newsletter "Backstage" which is handed out to members and emailed to parents at the beginning of each month. Please do make sure you read the details within and ask any questions should anything be unclear.

Our website address is www.nkta.co.uk with all the information you could possibly want on our company, plus the information regarding, rehearsal schedules, workshop times, forthcoming performances, ticket details etc.

Social Media is probably the quickest and best way to make contact with NK Theatre Arts. Facebook is a great way of keeping up to date with what's happening on a day to day basis at NK Theatre Arts and we also provide competitions and prizes for followers and if you have a question outside of office hours simply send us a message on the page and there are many people who monitor the page who will be able to respond quickly. The NK Facebook page is "nktheatrearts" so make sure you like the page to get all of our latest updates. We also have a group for members "NK Theatre Arts Members" make sure you join that for regular updates relating to workshops etc. Finally, make sure you follow us on twitter @nktheatrearts!

PERFORMANCES

When rehearsals commence for any production, members are required to give full commitment to the rehearsal schedule. Upon receiving a rehearsal schedule, principles must notify the director immediately of any dates they will be unable to attend. If you are absent from a rehearsal without proper notification, your part may be forfeited. For certain productions, NKTA will require all members under the age of 18yrs, to provide a responsible adult to help with backstage supervision. **All members who accept parts in shows will be expected to sell a minimum of 10 tickets for an event, which normally will mean a sell out for a show!**

Our season culminates in a July performance for all members. Regular workshops will cease around 1 month before the show as we enter rehearsals for the summer production. It is a great opportunity for you to demonstrate the skills that you have learned throughout the year and we see this as an important part of your development as a performer.

We also need to apply for a license or an exemption for anyone in school years 1-11 to allow them to perform with us, please ask any questions when forms are issued if anything is unclear. This is simply a safeguarding issue to ensure children are kept safe and healthy with performing experiences.

DRESS:

You must wear an NK or plain black top for workshops and rehearsals and jeans, leggings etc. together with appropriate and comfortable footwear.

MERCHANDISE

NKTA merchandise may be ordered from the Box Office by completing an order form and making payment for items you require. Please note that if the item you require is not in stock, it may take up to 21 days for your item to be delivered to us. We will normally contact you when the item arrives. We have some brand new merchandise available for this season, so make sure you see the displays.

THE FORUM

The Forum Theatre is our building and we need to do our very best to look after it, therefore it is important that any litter is placed in the rubbish bins provided. We do not allow food in sessions including sweets and the only drink permitted is water. There is absolutely no chewing gum allowed in the building, which also has a strict No Smoking policy in force, including e-cigarettes. Smoking directly outside the Forum entrance is also unacceptable, a smoking area is provided at the side of the building. Please help us to keep the Forum a pleasant environment for our members and staff in which to work. The Forum Theatre is also a hire venue for other Performing Arts organisations and can also be used for private functions such as parties etc. Speak to the Events Manager if you are interested in hiring the Forum for an event.

LICENCED BAR

The Bar is open for every NK event and at other times throughout the year.

PARENTS:

NK Theatre Arts is a Registered Charity and we are absolutely dependant on support from our parents and volunteers. People get involved in helping backstage, helping with costumes, even tutoring some of our classes, whilst being free to help during shows to sell programmes and raffle tickets is also invaluable. There are often social events that parents enjoy too. We host comedy nights, murder mystery evenings and adult cabaret shows which are brilliant nights for friends and work colleagues and don't forget that by simply supporting one of these events you help to support the ongoing work of our Charity and helping to improve the facilities and services for your children.

If you have come from a bit of a distance to The Forum then we would love you to stay with us and wait in our foyer rather than return home.

New for this season: FORUM THEATRE FREE WIFI! Parents will be able to enjoy Free WIFI and enjoy tea and coffee from the bar during our Tuesday evening workshops. Do stay and find out a bit more about what goes on behind the scenes at the Forum!

It is important that parents drop off and collect young children in the foyer at the start and end of each session, as NK cannot take responsibility for your child outside of workshop times.

CAR PARKING

There is a large pay and display car park in the precinct outside the Forum Theatre which is free in the evenings with a modest daytime charge. This is operated by Stockport MBC.

INCLUSIVE WORKSHOPS

NK Theatre Arts is an all-inclusive theatre company and we welcome children, young people and adults regardless of ability, disability, status or culture. Children and Young People who have a Special Educational Need will be integrated into workshops according to their age group. We will enter into a discussion with parents/carers to ensure that we can meet the needs of the prospective member. We advise that you contact the office to discuss this with the team. For those aged 18 years and above "Adult Access" caters for adults with learning difficulties in which they will undertake a varied programme of drama and dance.

SUBSCRIPTIONS:

There is an enrolment fee of £10.00, which covers public liability insurance. This is renewable each September. There is also an additional one off Costume Fee of £10 for new members which serve you throughout your membership with the Company for any of NK's costumes used in a production.

The regular subscription rates (payable by standing order) are as follows:

£35.00 per month / £25.00 per month for each extra sibling

These subscriptions will allow members into their Tuesday drama classes and will free entry into any of the Musical Theatre Classes on a Monday evening and the Saturday Dance Classes too. There are no additional charges for rehearsals or sessions held on top of regular workshops but there are no reductions in subscriptions for members who are absent from sessions. Please note that no refunds are available should standing orders fail to be stopped upon a member leaving the company as all such receipts shall be treated as donations to the company.

As a Registered Charity, NKTA benefits from the governments GIFT AID initiative, enabling parents or guardians who are UK tax payers to increase the value of the subscriptions **at no extra cost**. Please take the time to complete a simple Gift Aid Form, which has no effect on payment whatsoever, it simply is an additional way to help our charity.

Please note there are additional charges for Competition and Pre-Comp Classes.

Please note, NK Theatre Arts is a Registered Charity, concessions can be made for financial hardship, please call the office for details.

TICKETS & BOX OFFICE The simplest way to book tickets for shows and events is online via our website, www.nkta.co.uk. You can select your seat and print your own tickets to bring with you or simply download a ticket for your smartphone to show during theatre productions.

You can buy tickets over the phone by calling 0333-666-3366.

Alternatively (and to escape booking fees) The Box Office is normally open throughout the day from 10am-4pm

EVENING ADMINISTRATION

The Box Office will be open on a Tuesday evening until approximately 7.15pm for any ticket sales, admin enquiries or to order merchandise.

RECORDING & PHOTOGRAPHY

Please note, NK will occasionally take photos and videos of workshops and events for general publicity and press purposes, which may mean your child appears on our social media pages and on our website as well as local newspapers! If you do not wish your child to feature, then please ensure that you officially inform the company in writing. During performances and events we do not permit unofficial (i.e. non NK) photos and videos to be taken by parents due to child protection and safeguarding. Please make sure you respect this rule for the safety of our members.

GENERAL CONTACT DETAILS:

NK Theatre Arts

The Forum Theatre, Compstall Road, Romiley, Stockport, Cheshire, SK6 4EA

Admin & Office Number 0161-430-6570

Box Office 0333-666-3366

Website www.nktheatrearts.org.uk, Email: info@nktheatrearts.org.uk

Facebook and Twitter @nktheatrearts

Registered Charity Number 1049259

Performing Arts Workshop Times

<u>Monday:</u>	<u>Musical Theatre Workshops</u>
5.30 – 6.30pm	MT Juniors (School Years 1-6)
5.30 – 7pm	Adult Access Drama Class
6.30 – 8pm	MT Seniors (School Years 7-11)

<u>Tuesday:</u>	<u>Drama Workshops</u>
5.30 – 7pm	Drama Classes 1-6 (Primary School)
7 – 8.30pm	Drama Classes 7-11 (Secondary School)
7 – 8.30pm	Performance Class (Ages 16+)

<u>Wednesday</u>	<u>Competition & Adult Dance Classes*</u>
6-7pm	Pre Comp Class Create (Ages 7yrs+)
7-8pm	Comp Class Vibe (Invite Only)
8-9pm	Dynamic Adult Dance (Ages 15yrs+)

<u>Saturday:</u>	<u>Dance Classes (Also open to non-members at £5 per session)</u>
10.30-11.30am	Elite Street (School Year 11+)
11.45am-12.45pm	Inclination Comp Team (Invite Only)
1.30 – 2.30pm	Mini Street Dance (Ages 3- School Year 2)
1.30-2.30pm	Junior Street Dance (School Years 3-5)
2.30-3.30pm	Edge (Ages 10&11yrs)
3.30-4.30pm	Aspect Street Dance (Ages 12+)

*These classes incur a weekly charge of £5 and is not part of NK Membership.

For specific class information, check out our website or leaflets!

There may be rare instances when sessions have to be cancelled due to other events in the building and plenty of notice will be given should this situation arise.

WHO'S WHO AT NK THEATRE ARTS

If you have a specific question about a specific element relating to the Charity, here are some useful names of contacts who may be able to help with your enquiry and email is normally the best way to get in touch. Please note that the majority of NK Staff are part time / voluntary and they will respond to your request as quickly as possible.

Kerry Day	Artistic Director	kerry@nktheatrearts.org.uk
Darren Stannage	Company Manager / Finance	darren@nktheatrearts.org.uk
Dawn Wrigley	Workshops, & TIE Director	dawn@nktheatrearts.org.uk
Hannah Gorst	Director of MT & Comp	hannah@nktheatrearts.org.uk
Dominic Stannage	Production Co-ordinator	dominic@nktheatrearts.org.uk
Clare Woolleson	Events Co-ordinator	clare@nktheatrearts.org.uk
Terry Halliday	Site Manager/H&S	terry@nktheatrearts.org.uk
Diane Wilson	Office Secretary	diane@nktheatrearts.org.uk
Stuart Dean	Lead Technician Chair of Trustee Board	stuart@nktheatrearts.org.uk
Jake Martin	Adult Access Tutor	jake@nktheatrearts.org.uk
Jackie Dootson	Business Development	jackie@nktheatrearts.org.uk

THE FORUM THEATRE
