



NK Theatre Arts

Membership Pack

**** Season September 2011 to July 2012 ****

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 2011) to adult and enrolment sessions take place monthly, with dates at the foot of the page. The enrolment evening will be guided by our Theatre Workshop Co-ordinators and 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.

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. (An overview of sessions are included in this membership pack, with full details on our website)

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 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. In August we run a daytime week long Theatre Summer School which is open to members and non members which culminates in a Friday evening production. (The latest information of any such scheme will be on our website)

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.

2011/12 Season Enrolment Dates

Monday 5th September, Monday 3rd October, Monday 7th November, Monday 9th January 2011,
Monday 6th February, Monday 5th March, Monday 2nd April, Monday 14th May, Monday 11th June

Enrolment takes place in Studio 2 at 6pm.

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

Tel 0161-430-6570 / Alternate Box Office Number 0843-208-0500

Registered Charity Number 1049259 Web Site www.nktheatrearts.org.uk

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 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**
- “BACKSTAGE”:** This is the main form of communication between NK and our members and parents. It is a monthly news bulletin giving information about the latest news, rehearsals and performance details and any other information that you need to know. Backstage is also available for download on our website and will be emailed to you each month in a PDF format.
- 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.
- DRESS:** You must wear an NK T-shirt/sweatshirt or alternatively a plain black top together with jeans, trousers or leggings (for the girls) and suitable footwear. Black pumps or jazz shoes must be worn for performances, unless instructed otherwise. If you are dressed inappropriately for workshops you may not be able to take part in the session.
- 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.
- THE FORUM** The Forum is our members' 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. Smoking outside the Forum entrance is also unacceptable. 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 Theatre 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:** We ask parents to support our Theatre Company by becoming actively involved. The vast majority of people working for NK Theatre Arts do so on a voluntary basis, be it tutoring, office administration, technical etc. We need help to provide this resource for your child. A member's application is not accepted without the Company Support page completed. **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 workshops.**

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:

£32.00 per month

£21.00 per month for each extra sibling

These subscriptions will allow members into weekly drama classes and will also allow free entry into any of the Musical Theatre Classes which you are eligible to attend.

There can be no reduction 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, NK Theatre Arts is a Registered Charity, concessions can be made for financial hardship, please call the office for details.

WEBSITE & FACEBOOK

www.nktheatrearts.org.uk is the home of all the information you could possibly want on NKTA plus the information regarding, rehearsal schedules, workshop times, forthcoming performances, ticket details etc. Facebook is also a great way of keeping up to date with whats happening on a day to day basis at NK Theatre Arts. Visit Facebook.com/nktheatrearts and make sure you "like" the page

BOX OFFICE & TICKETS

Tickets may be purchased online for all of the NK Theatre Arts shows and events and also for other performances at The Forum. Visit the website www.nktheatrearts.org.uk for the list of forthcoming events to book tickets. You can also buy tickets by calling 0161-430-6570 or 0843-208-0500. The Box Office is normally open throughout the day and on Tuesday evenings.

PERFORMANCES RECORDING & PHOTOGRAPHY

Please Note Theatre sessions may be filmed or photographed for monitoring and general press and publicity purposes. Please inform us in writing if you do not give permission for your child to partake in these activities.

WORKSHOPS AND SESSION TIMES 2011/12

Monday:

5.30 – 6.30pm
5.30 – 7pm
6.30 – 8pm
6.30 – 7.30pm
8-10pm

Musical Theatre Workshops

MT Juniors (School Year 1-6)
Adult Access Drama Class
MT1 & 2 (School Years 7-11)
NK2 Crew (Street Dance – School Years 1-6)
MT3 (Invitation Only)

Tuesday:

5.30 – 7pm
7pm – 8.30pm
7pm – 8.30pm
8.30-10pm

Drama Workshops

Drama Classes 1-6 (Primary School)
Drama Classes 7-11 (Secondary School)
Performance Class (Ages 16+)
Adult Drama Class*

(1st Tuesday of month only – please contact the office to confirm session during the day)*

*£5 per session

Ages as at 1st September 2011

An overview of each class is available on the company's website www.nktheatrearts.org.uk

There may be rare instances when sessions have to be cancelled due to other events in the building. We will not be able to offer any refunds on these occasions, just as we do not ask for additional subscriptions when members attend extra sessions and performances. However plenty of notice will be given should this situation arise, usually in "Backstage".

Key Contact Details

NAME	POSITION	EMAIL	TEL X
Kerry Day	Artistic Director	kerry@nktheatrearts.org.uk	114
Terry Halliday	Site Manager/H&S	terry@nktheatrearts.org.uk	111
Andy Quinn	Marketing / Business Development	andy@nktheatrearts.org.uk	108
Emma Ramsden	Adult Access Tutor	info@nktheatrearts.org.uk	100
Darren Stannage	Company Manager	darren@nktheatrearts.org.uk	107
Dominic Stannage	Production Co-ordinator	dominic@nktheatrearts.org.uk	109
Kealy Taylor	Costume Co-ordinator	info@nktheatrearts.org.uk	100
Diane Wilson	Office Secretary	diane@nktheatrearts.org.uk	100
Clare Woolleson	Events Co-ordinator	clare@nktheatrearts.org.uk	100
Dawn Wrigley	Workshops, & TIE Co-ordinator	dawn@nktheatrearts.org.uk	113

NK THEATRE ARTS MERCHANDISE PRICE LIST

September 2011

Childrens T Shirt	£12.00
Childrens Polo Shirt	£14.00
Childrens Sweatshirt	£17.00
Childrens Hooded Sweat	£20.00
Childrens Hooded Zip Top	£22.00

(The above come in ages 5/6, 7/8, 9-11, 12/13)

Adult T Shirt	£13.50
Adult Polo Shirt	£16.00
Adult Sweat Shirt	£20.00
Adult Hooded Sweat	£22.00
Adult Zip Hooded Top	£24.00

The above come in sizes XS, S, M, L, XL, XXL,

Name

Age/Adult **DATE**.....

Order

.....

Total Amount Paid

Orders can take up to 14 days but usually less!

Office use only

Date Ordered **Date Delivered:**.....

Please leave in Diane's Tray

GIFT AID DECLARATION

Name of Charity
Details of Donor:

NK Theatre Arts (No. 1049259)

Title _____ Forenames _____ Surname _____

Address _____

_____ Postcode _____

I confirm I am a tax payer and want **NK THEATRE ARTS** to treat all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

Signature

Date

Please see overleaf for notes.

1. If your declaration covers donations you may make in the future:
 - a. Please notify the beneficiary if you change your name or address while the declaration is in force.
 - b. You can cancel the declaration at any time by notifying the beneficiary - it will then not apply to donations you make on or after the date of cancellation, or such later date as you specify.
2. You must pay an amount of income tax and / or capital gains tax at least equal to the tax that the Charity reclaims on your donations in the tax year. (currently 28p for every £1 you give)
3. If in the future, your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment Tax Return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask The Charity.



Workshop Application Form 20011/12 Season

CLASS

NK Theatre Arts

Name of Applicant:		Male		Female	
Address:					
	Postcode:				
Date of Birth:		Age at (1/9/2011)			
School / College (If applicable)		Home Phone Number:			
Valid Email Address		Mobile Phone Number			
Name of Parent / Guardians: (If under 18yrs)		Emergency Contact Name/Number			
Preferred Method of Subs Payment	Standing order Monthly payment at Box Office	<input type="checkbox"/> <input type="checkbox"/>	Name of S/O Bank Account if different to member surname:		

Is there any information, which you feel may be useful for us to know? (i.e. social, religious or cultural) Please state information regarding you/your child's health, mobility, behaviour and medication in order to help us meet his/her needs more fully whilst at NK. Or Is there any special protocol/procedure we should be aware of in dealing with your child?

PARENT PERMISSION – PERFORMANCE AND PHOTOGRAPHY/VIDEO:

By signing this form parent/guardians grant permission for members to partake in public performances and occasionally the Theatre sessions may be filmed or photographed for monitoring and general press and publicity purposes. Please inform us in writing if you do not give permission for your child to partake in such activities.

Were you a member of NKTA Last Season? YES / NO	Where did you hear about NKTA?
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I wish to take part in following additional Musical Theatre classes (There is no extra charge for these classes)

YES NO

NK Theatre Arts heavily relies on the support of its members/parents/volunteers to ensure the smooth running and upkeep the day to day running of the company, building and events. Please tick any of the following ways in which you or your parents will be able to help NK Theatre Arts:

- I am involved in a business who may be interested in advertising in programmes / sponsoring events.
- I have a property which contains a tree or fence which would be suitable for displaying posters promoting NK events (A3 size, and only for a short period of time before each show – an excellent way to support us!)
- I am a qualified First Aider and would be available to be present at an NK production in this capacity.
- I would be interested in becoming involved with the artistic team working with NKTA members in an element of Performing Arts (please note all involved with working with our children are subject to CRB clearance)
- I have experience in working with children with special or emotional needs and would be interested in becoming involved in the pastoral care of the members (please note all involved with working with our children are subject to CRB clearance)
- I can communicate sign language and would be able to support NK with any such needs from time to time.
- I would be interested in helping with any stage or set building, painting etc that may be required for NK productions
- I can help support the Costume department because I can use a sewing machine!!!
- My skills are more Business related and I would be interested in finding out more about the Trustees of the charity with a view to supporting NKTA's board helping with the long term aims and objectives.
- I would be able to support the administrative aspects of the company, helping in the Box Office on workshop nights or show nights, answering phone, selling tickets etc.
- I have a couple of hours to spare and would be able to deliver leaflets around my area promoting shows and events by NKTA.
- I can play an instrument and would be interested in helping musically by being a part of the show band if necessary or a workshop which could utilize my skill.
- I have an interest in Sound and Lighting and would be keen to get involved with the technical elements of the Forum Theatre
- I have experience working behind a bar and would be willing to help serve during shows and events.
- I have organisational skills and would be happy to assist with events such as carnivals, costume dept etc.

Is there any other way in which you feel you can help the work of our Charity? Then please see a member of our team!

The proposed helper is (Please delete accordingly) MEMBER (over 18) / PARENT NAMED ON FORM

I have read and agree to the NK Theatre Arts Terms and Conditions of Membership

(Member) (Parent / Guardian).....
if member under 18

Date

Office Use Only

Enrolment:	Subscriptions:	COSTUME	Total:	Taken By:
£	£	£	£	

Paying by S/O	Yes/No	Gift Aid Form Received	MEMBERSHIP NO:
Date of payment			