

Performing Shakespeare Competition 2017-18 Hosting Brief

Thank you for considering listing your school as a host for this competition. Whilst ESU branches endeavour where possible to arrange an external venue, where this is not possible, we appreciate the generosity of schools hosting local heats, without which the competition could not run so efficiently.

Whilst the hosting process is simple and not at all costly for schools, there are a few important things to note, so please read over this brief document before you agree to be considered as a host school. More detailed information will be sent to you nearer the chosen date for your heat, but for now, here are the basics.

The Process

- After registration closes, heats are arranged according to geographical proximity by the National Organiser in association with the relevant ESU Branch Organiser where applicable
- National Organiser or ESU Branch Organiser selects a host school and sets parameters for suitable dates
- Host teacher liaises with school management to choose a date which will then be agreed by the National Organiser or ESU Branch Organiser
- National Organiser or ESU Branch Organiser informs all participating schools of the venue, date and time of the Heat

Hosting Duties

Hosts are asked to arrange the following:

- **Catering** – basic refreshments for the evening (tea, coffee, squash etc.). These are reimbursed up to £50 by the ESU. The National Organiser or ESU Branch Organiser will provide Host School with an indication of numbers.
- **Venue** – a hall, theatre or lecture theatre for the performances to take place, preferably with a stage. In addition, the use of a break-out room for the judges to deliberate.

The ESU will provide:

- Judges
- Paper materials such as mark sheets
- Certificates for the speakers
- Awards, where appropriate.

Support

Whether this is your first time offering to host or your fifty-first time, **the Competitions Team are on hand every step of the way to give you advice or help you with any stage of hosting that you may have questions about.**

We appreciate any offers of hosting from schools, which allow us to keep running this competition for pupils in the most effective way. If you have any additional questions about hosting, before or after you register, please do not hesitate to contact Emma Coffey, National Organiser for the Performing Shakespeare Competition on Emma.Coffey@Esu.org.

Thank you!

