



# Members Information Booklet

## AGM & COMMITTEE MEMBERS

The Committee is elected at the Annual General Meeting (AGM) that is held each year in September. All members are invited to attend and any current members can be nominated for any position.

The current Committee and their roles are:

Trustees:

- **Paul Leech** - Chairperson
- **Penny Davies** – Vice Chair
- **Sharon Wright** - Secretary
- **Neville Woolnough** - Treasurer

Committee Members:

**Natalie Barker, Alice Bullock, Catherine Dale, Lisa Dersley, Vicky Fosker, Lily Griffiths, Kerri-Ann Lees, Stella Mitchell, Allan Rogers, Adam Thorpe, Hazel Watts**

## Roles & Responsibilities:

Safe Guarding Lead – Alice; Assistant – Penny

Marketing, Media & Communications – Natalie, Hazel & Lily

Wardrobe Mistress – Stella; Assistant – Lisa

Costume Hire Liaison – Penny

Fred Reynolds Centre – Sharon & Neville

Membership Secretary - Kerry

Social & Merchandise – Vicky & Catherine

Company Stage Manager – Adam

Volunteering Liaison – Allan

Committee Meetings are held monthly so if you have any issues you wish to raise then please contact a Committee Member or send an email to the Committee.

## EMAIL

The CO4 email address is: [cof4committee@btinternet.com](mailto:cof4committee@btinternet.com)

We ask all members for an email address so we can send out regular correspondence electronically. Please remember to add the CO4 email address to your safe senders list and check your email regularly.

## **CO4 SOCIAL MEDIA**

You can keep up to date with all the latest news and information from The Company of Four by following us on Facebook: <https://www.facebook.com/thecompanyoffour> , on Twitter: @Companyof4 , on Instagram: thecompanyoffour or visit our website at [www.cof4.co.uk](http://www.cof4.co.uk) Details of all upcoming shows, audition details, social events and updates on ticket sales will all be posted on our Social Media so please make sure you follow us and spread the word by sharing with your friends.

## **MEMBERSHIP**

The types of CO4 Full Membership available are:

- Single Annual Membership for £40
- Family Annual Membership at £72

The purpose of Full Membership is to contribute towards cost of rehearsal halls, musicians & costumes etc. as well as providing accident insurance to those appearing on stage. You will also have access to social and fundraising events throughout the year. We would like to highlight that although we ask for Annual Membership we are not able to guarantee an individual will be cast in future productions.

You can also become an *Associate Member* which involves no cost but means you will be added to our mailing list – just email the Committee or speak to the Membership Secretary.

## **GIFT AID**

If on the Membership Form you completed the Gift Aid section: *I want the CO4 to treat all donations I make until I notify you otherwise, as Gift Aid donations*, then the following Terms & Conditions apply:

- You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the CO4 reclaims on your donations in the tax year (currently 25p for each £1 you give).
- You can cancel this Declaration at any time by notifying the CO4.
- 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 CO4 reclaims, you can cancel your Declaration
- If you pay tax at the higher rate you can claim further tax relief in your self assessment Tax Return.
- If you are unsure whether your donations qualify for Gift Aid tax relief, ask your local Tax Office for Leaflet IR65.
- Please notify the CO4 if you change your name or address.

## **VOLUNTEERS**

We rely entirely on volunteers so please contact the Committee if you or a family member or friend can help in any way, particularly in the following areas: Scenery Construction, Stage Crew, Costume Making, Choreography, Front of House, Fund Raising, Social Functions.

## **SAFEGUARDING**

### **i. Chaperones**

All children under the age of 16 are required to be looked after at rehearsals & performances by a nominated Chaperone. Each Chaperone can be responsible for up to 12 children. We ask that a parent or guardian of every child in a show applies to become a Chaperone. We also ask that members of the Production Team and backstage crew apply for a Chaperone Licence as well. Parents/guardians are required to sign all children in and out at rehearsals and performances. Please refer to the *CO4 Child Protection Policy* for more information.

## **ii. Performance Licences**

A 'Body of Persons' licence is required for each production. Our Safe Guarding Lead will apply for the licence which covers all children performing in a show.

## **iii. Health Declaration**

All children are required to have a Health Declaration form completed for them by a parent or guardian. If you have particular health issues then please discuss them with our Safe Guarding Lead.

## **iv. Photographic Policy**

All children are required to have a photo consent form signed by a parent or guardian. If permission is not granted then that child will be excluded from any publicity photos. Please refer to the *CO4 Child Photographic Policy* for more information.

## **HEALTH & SAFETY**

Please refer to our Health & Safety Policy document

## **DATA PROTECTION**

All our data is held in accordance with the Data Protection Act 1998.

## **GENERAL REMINDERS AT REHEARSALS**

- Please arrive at rehearsals at least 5 minutes early so you are ready to start on time
- Please wear suitable clothing & footwear, with long hair tied back
- Rehearsal Schedules will be issued and we would like you to attend all rehearsals if possible. However, if you know you are going to miss a rehearsal please tell your Choreographer or Director as far in advance as possible
- Parents/Guardians to be available at the start & end of rehearsals for any announcements, costume info etc.
- All members are expected to conduct themselves in an appropriate manner e.g. listen to instructions, be well behaved, be respectful of others etc. Anyone not conducting themselves to an acceptable standard may be asked to leave the production at any time

## **COSTUMES**

Each show normally requires cast members to either make or alter some costumes. Instructions will be given when costumes are handed out. You may be required to purchase some personal items such as tights and shoes. Women & girls are often required to have black and white dance shoes plus shimmer tights and men to have black dance shoes, however, guidance on exact requirements will be given for each show. A box of second-hand shoes is available for you to contribute to or buy from. Ask a member of the Committee for details

We do hire costumes from our vast costume store at a very reasonable cost. Contact Kathy Hilton via Committee email for more information.

## **PERFORMERS CHECKLIST**

When performing in a production the following should be observed:

- Arrive no later than 45 minutes before the start of each performance
- All cast, crew and helpers to enter through the stage door and sign in on arrival
- Parents/Guardians to sign under 16's in & out at each performance

- Under 16's to stay with Chaperones at all times
- Parents/Guardians to make sure that children are taken care of in between matinee & evening performances e.g. either taken home or left in the care of nominated responsible adult
- All costumes to be named, ironed and placed on hangers
- Dance shoes and other costume bits to be in a small named plastic box/crate
- No one in costume or make up to go front of house, also do not arrive or leave in costumes
- No food or drink whilst in costume – bring a dressing gown or similar to wear over your costumes
- No jewellery to be worn – necklaces, earrings, rings etc. all to be removed
- Remove all nail varnish and any visible tattoos to be covered up
- All female performers will be advised on how to wear their hair e.g. bun or ponytail etc.
- You will be advised on what make-up to wear. Generally for Ladies & Girls it is foundation, pink eye shadow, black eyeliner over & under eyes, blusher, lipstick, mascara. For Boys & Men it is foundation, blusher, black eyeliner under eyes. Make-up can be purchased from the Company or else some items will be provided for you.

### **FUTURE PRODUCTIONS**

If you would like to Direct/Produce a production then please send your proposal to the Committee. The Committee will advertise vacant production slots and vote on all proposals received.

### **CO4 CLOTHING**

Available to buy are CO4 Polo Shirts, Sweatshirts, Hoodies & Bags. Please contact the Committee for more information.

### **FRIENDS of the COMPANY OF FOUR**

We would like to ask as many people as possible (especially parents & grandparents!) support the CO4 by becoming a **Friend**. The **Friends Scheme** is a major fund raiser for the CO4, run by Vernon & Penny Burrows and for £7.50 per person for 12 month membership, gives you priority theatre ticket booking and opportunities to participate in *Friends* evenings and coach outings. The Friends are always looking for any raffle prizes, so if you have anything to donate please contact either Penny or Vernon. For more information please contact Penny or Vernon on (01394 384806) or [vernon.burrows@talktalk.net](mailto:vernon.burrows@talktalk.net)

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