**Children, Young People and Families**

**Sheffield Music Hub**

Stadia Technology Park,

60 Shirland Lane, Sheffield, S9 3SP.

Tel: 0789 683 2042

E-mail: Colette.dutot@sheffield.gov.uk

Website: www.sheffieldmusichub.org

***Sheffield Youth Jazz Collective***

***8th July 2018***

***Yellow Arch Studios***

Dear Parents and Carers,

Hubfest is an amazing opportunity to showcase and share the diverse talent we have in our city. We are so excited you have agreed to join us and be part of this mad ride. Firstly, we would love for every band to be there for the duration of the festival (15.00-21.00) – this will give you the best chance of learning from the other artists and experiencing the day in its full form as both a performer and an audience member. We want every artist to feel supported by the other groups.

The information below is the basic information you need and the timings to stick to on the day.

***Performer Details***

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| --- | --- |
| **Latest arrival time** | 12.50 |
| **Arrival details** | On arrival please go to the box office and let them know you are a performer – they will give you a wrist band.  You can drop your instrument in the Greenroom if you wish. |
| **Sign in time** | 12.50 |
| **Sign in information** | Go to the Greenroom and **sign in** at the desk |
| **Rehearsal** | You will be taking part in our fabulous Samba Carnival Opening! We will have a practice in the courtyard! |
| **Stage Time - Samba** | 15.00 – The Courtyard |
| **Watch Big Band** | 15.10 – The White Room (please stay with your group) |
| **Back to Greenroom** | 15.35 |
| **Stage Time** | 16.10 – The Venue |

*Performers will sign themselves out of the Greenroom when they have finished their set. Staff will be there to oversee this.Unless performers are signed into the Greenroom, Music Hub staff cannot take responsibility for their safety and therefore they will be unsupervised for this time.*

*Parents please decide how you wish to supervise your child accordingly and if you wish to collect your child directly from the Greenroom after their set or not.*

*There will be Music Hub staff around the venue if any assistance is needed.*

*If you have any worries or wish to have any more information on this please feel free to contact Laura.Steelyard@sheffield.gov.uk (safeguarding lead for the event)*

***Audience details***

*Ticket Price: £5 per person*

*From:* 9.00am on Friday 8th June

At: www.sheffieldmusichub.org/news

Doors Open: 14.30

Festival Starts: 15.00

Estimated finish time: 21.00

Performers are granted a ticket free of charge

*If you require additional support to access the venue, please contact us anytime!*

*We all want the venue to be full from beginning to end so please make sure you promote yourself and the event to all of your families, friends and fans!*

**Please let me know as soon as possible if you cannot attend this concert. We will assume you are attending unless you tell us you can’t.**

If you have any questions, please do not hesitate to get in touch.

With best wishes,

Colette Dutot

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Sheffield Music Hub Manager

