**Staged performance assessment application form**

**PURPOSE AND USE:** This form provides the information from a show to an assessor requesting assessment. This form must be provided to the assessor 3 months prior to the performance taking place. The event must not go ahead until the Commissioner / Lead Volunteer (or their nominee) has confirmed their approval.

**DATA PROTECTION:** This form is used to collect information about you and your show for the purpose of requesting assessment of your staged performance. As part of this form we collect personal data about you, this detail is required so that we can make contact with you in order to arrange the assessment. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the assessment for any queries that arise then it will be securely destroyed. For further detail on our retention periods please visit our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/data-protection-policy/).

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| **Performance Information** |
| Name of performance |  |
| Group / District / County delivering the performance |   |
| Description of performance (style, number of participants, age range) |  |
| Performance objectives |  |
| Dates and times of Performance |  |
| Venue and address of performance |  |
| Name and contact details for Performance Chair |  |
| Name and contact details for responsible Commissioner / Lead Volunteer |  |
| **Requester**Assessment should be requested by the performance Chair and in doing so they must inform the Commissioner / Lead Volunteer. |
| Requester Name |   |
| Requester Role |   | Requester Membership Number |   |
| Date Requested |   |
| **Commissioner / Lead Volunteer**I confirm that I have approved the Performance and appointed the performance Chair in accordance with POR and the [Staged Performance Toolkit (FS120164).](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/creative-activities/staged-performances/) |
| Commissioner / Lead Volunteer Name |   |
| Membership Number |   |
| Date  |   |

Please send this application to a Staged Performance Assessor or via the [National Performing Arts SASU (Scout Active Support Unit](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/scout-active-support/national-scout-active-support-units/)) who will help you to find an Assessor.