1. Staged performance assessment criteria and report form

**Regularity of Assessments**

An Assessment is required for **every** new staged performance, and then at **intervals of 6 years** for on-going performances. This includes all County, District, Group Shows, and performances in a day / weekend. A new Assessment should also be carried out if the Chair or Producer/Director changes, or there are other significant changes to the performance (for instance a change in the performance venue).

**Assessment Sections**

The assessment checklist has two sections.

***Section A*** is about meeting legal compliance and Scouts rules. There are 8 requirements and they are based on pass / fail options.

***Section B*** is about elements of the production that reflect the standard of the performance and whether it is suitable for public viewing. There are 3 criteria:

* Does not meet minimum standards / is not public performance ready. This is where the production, or elements of the performance are not of a standard to be presented to a paying public. This includes areas where the performance could impact The Scout Association’s reputation.
* Meets minimum standards / is public performance ready. The performance is suitable to be seen by a paying public and reflects well on Scouting and Girlguiding
* Exceeds minimum standards / an outstanding performance. This is used to acknowledge areas where the performance is to be congratulated on achieving a high standard.

All successfully assessed performances are deemed to be public performance ready, and there is no ranking of performances. The outstanding performance column allows assessors to acknowledge great practice in certain areas of a performance. The checklist below may be used as a report proforma.

If a performance does not use one of the descriptors below (for example lighting) then it can still be successfully assessed, with a restriction placed on it. If the performance then decided to use that element it might need to be reassessed to include that element. This would be at the Commissioner / Lead Volunteers discretion.

An Assessor’s feedback should be constructive and focus equally on the positives and the areas of development for a staged performance. The assessor must:

* Immediately report any concerns about safety or safeguarding to the Chair and the Commissioner / Lead Volunteer
* Be clear on how the staged performance can meet the below criteria
* Take into consideration the age, maturity, ability and the additional needs of the performers

**Assessment Information (to be completed by Assessor)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Performance |  | Name of Assessor |  |
| Venue |  | Date of Assessment |  |
| Name of Commissioner / Lead Volunteer |  | Name of Performance Chair |  |
| District |  | County |  |
| Brief description of Performance e.g Gang show with 100 members / Poetry Reading / Pantomime |  | | |

**Section A – Compliance with Legal Requirements and Scouts Rules.**

Note that there are different rules in the countries making up the UK.

If the Performance is outside the UK the relevant requirements will need to be met.

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| --- | --- | --- | --- |
| **Item** | **Description** | **Pass/Fail** | **Comments** |
|  | **Complying with the Law** |  |  |
| 1. | Appropriate Chaperones / adults in place following guidelines around ratios |  |  |
| 2. | Maximum Rehearsal and Performance hours complied with for those under compulsory school leaving age. |  |  |
| 3. | Public Entertainment Licence is in place – venue needs to have the license |  |  |
| 4. | Copyright and Music Licensing is complied with and a PRS return prepared. |  |  |
| 5. | If recording the performance appropriate licenses are in place. |  |  |
|  | **Compliance with The Scouts Rules** |  |  |
| 6. | Risk Assessments are in place and the appropriate people are aware of them. |  |  |
| 7. | Suitable changing facilities are in place for under and over 18s. |  |  |
| 8. | If Girlguiding members are in the show then their rules are being complied with. |  |  |

**Section B – The Production**

Criteria:

* Does Not Meet Minimum Standards (NMMS)/ Not Public Performance Ready
* Meets Minimum Standards (MMS)/ Public Performance Ready (PPR)
* Exceeds Minimum Standard (EMS) / Outstanding Performance
* Not applicable (N/A)

| **Item** | **Description** | **Minimum standards** | **Exceeds minimum standards** | **N/A** | **NMMS** | **MMS** | **EMS** | **Commentary** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Venue | Suitable for the production and the audience.  Suitable changing facilities. | Using the venue to the best outcome of your performance. Enhancing the existing facilities as required. |  |  |  |  |  |
| 2. | Front of House | Smart and polite staff.  Scouting and Girlguiding uniforms and promotional material (if used) are positive and correct. | Youth members supporting Front of House |  |  |  |  |  |
| 3. | Printed Programme | Easy to read.  Affordable.  Appropriate copyright for any images used. | Useful and applicable content.  Good use of images.  Local Scouting and Girlguiding contact information.  Appropriate mix of adverts and editorial. |  |  |  |  |  |
|  | | | | | | | | |
| 4. | Performance material | The material is appropriate for the age range of the cast and the audience. | Material chosen by Young People (Youth Shaped) |  |  |  |  |  |
| 5. | Cast | Cast is happy and enthusiastic.  Any leaders over 25 years used appropriately. | Cast is wholly made up of young people (25 or younger). |  |  |  |  |  |
| 6. | Singing | For the majority of the show singers are in time and in tune.  Words to the songs can be heard. | Appropriate use of harmony, counterpoint, mix of solos and chorus, etc. |  |  |  |  |  |
| 7. | Movement | Good use of the space available.  The majority of dancing is in time and together.  Movement around the stage is managed and unobtrusive. | Routines are imaginative and varied |  |  |  |  |  |
| 8. | Spoken word | Words can be heard clearly. | Good expression / comic timing etc |  |  |  |  |  |
| 9. | Musical Accompaniment | Competent musicians or sound system.  Doesn’t overpower those on stage. | Adds to the show rather than detracts from it.  A variety of instruments playing imaginative arrangements. |  |  |  |  |  |
| 10. | Sound System | Voices from all parts of the stage can be heard.  Equipment is used safely. | Sound effects are appropriate and of good quality. |  |  |  |  |  |
| 11. | Lighting | Performers and their faces are visible. | Changes smooth and unobtrusive.  Imaginative use of lighting effects to enhance the performance, not detract from it. |  |  |  |  |  |
| 12. | Stage Management | Performers and props are in the right place at the right time.  Stage crew are not heard whilst production is in progress. | Scene changes are slick and unobtrusive.  Good use of any special effects, e.g. projection, pyrotechnics. |  |  |  |  |  |
| 13. | Scenery and Props | Scenery and props are appropriate to the scene | Scenery and props enhance the scene and are varied between items. |  |  |  |  |  |
| 14. | Wardrobe | Costumes are suitable and fit the cast.  Uniform (if worn) is smart and correct.  Appropriate footwear is worn. | Costumes are varied and enhance the scene. |  |  |  |  |  |
| 15. | Make up | Faces look natural.  Unobtrusive use of make up. | Use of speciality makeup to enhance the performance |  |  |  |  |  |
| 16. | Overall Performance | Good audience reaction.  Mix of different genres if appropriate.  The marketing material matches the nature of the show. | Well balanced and put together.  Slick and good continuity. |  |  |  |  |  |
|  | | | | | | | | |
| 17. | Youth Led | Young people are given the opportunity in the decision making process. | Elements of the production content are youth led.  Young people involved backstage as well as in the cast. |  |  |  |  |  |
| 18. | Wellbeing of Young People | The overall wellbeing and safety of the young people has been considered for rehearsals and performances​ | Risk assessment has considered the overall Wellbeing and safety of the young people for rehearsals and performances.  Dedicated First Aid team and wellbeing team in place. |  |  |  |  |  |
| 19. | Enhances Scout Reputation | Has a contemporary feel. Being in line with core values. | Supports the local community (Community engagement) |  |  |  |  |  |

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| **Assessor recommendation** | | | |
| Overall comments |  | | |
| Level of performance | Not public performance ready  Public performance ready  Outstanding performance in \_\_ out of 19 categories. | | |
| Recommendation |  | | |
| Date of assessment |  | Date of next assessment |  |
| Assessor name |  | Assessor membership number |  |
| Assessor contact information |  | | |

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| **Commissioner / Lead Volunteer Approval** | | | |
| Recognition granted till (max 6 years) |  | | |
| Restrictions (if any) |  | | |
| Commissioner / Lead Volunteer Name |  | Commissioner / Lead Volunteer Membership Number |  |
| Date |  | | |