

# 10 TOP TIPS FOR PUTTING ON A SHOW



Whether you're itching to step into the spotlight, are a secret scriptwriter or fancy trying your hand at directing, lighting or promotion, a Red Nose Day show is a great way to have fun and raise loads of money.

Follow our top ten tips to get started on your road to super-stardom.

## 1 START WITH A GREAT IDEA

Before you launch into the logistics, you need to decide what type of show you're going to put on. Our favourites are:

- Talent show – from singers to street dancers, musicians to magicians, let students and teachers show off their hidden talents. Download and print score cards at [comicroelief.com/schools](http://comicroelief.com/schools)
- Comedy night – a perfect fit for Red Nose Day! Sign up all your budding comedians and get the whole school laughing with stand-up sets or sketches.
- Concert – get the orchestra on board and round up the choir for a musical extravaganza, featuring the Red Nose Day song, Put A Nose On It. You'll find a video, backing track, sheet music and lyrics at [comicroelief.com/school-song](http://comicroelief.com/school-song)

## 2 DIVIDE AND CONQUER

When you're organising a show, don't go it alone. Round up a Red Nose Day dream team to get everyone involved in the fun. You might want to recruit:

- Project manager – to manage the master plan and keep everyone on track.
- Talent manager – to sign up or audition the stars of the show.
- Publicity officer – to spread the word and run the box office.
- Finance manager – to collect up and pay in the money you raise.
- Compère – to kick-off the show and present the acts.
- Stage manager – to oversee the show and keep everything running smoothly on the day.
- Back stage crew – to design the set, organise props, line up lighting and manage the music.
- Front of house – to check tickets, sell programmes and run the snack stall.

## 3 CALL IN THE EXPERTS

Be realistic about what you can do on your own and make sure you ask people well in advance if you're going to need their help. Think about:

- Lighting and sound – ask the drama department.
- Health and safety – talk to the site manager.
- Setting up the performance space – speak to the caretaking team.
- Buying and selling snacks and drinks – ask the catering team.
- Handling the money – talk to the finance office.
- Judging the acts – sweet-talk your favourite teachers.

## 4 PRACTICAL PLANNING

Make sure you get all the logistics lined up in advance. It's no good rehearsing a fantastic show only to find that the hall's booked for something else. Think about:

- Date and time – check it's not going to clash with any other events.
- Audience – are you inviting only students and staff or parents and the local community, too? How will this affect the time and place you choose, and how will you sell tickets?
- Venue – make sure you book a space well in advance and check the seating capacity before you start selling tickets.
- Running time – how long will the show last and how many acts will you need? Think about how long each performer will need on stage.

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## 5 GET YOUR ACT TOGETHER

If you're putting on a talent show, think about how you're going to recruit your best singers, dancers, musicians, magicians, comedians, actors and gymnasts. Speak to your school drama, dance and music clubs about entering acts, as well as people you know who love to perform.

Just keep an eye on the number of acts or your show could go on all night. If you need to whittle down the numbers, hold auditions for the final show.

If you're staging a comedy show, why not ask every class to enter their best comedy act? As well as being a great way to get the whole school involved, a bit of healthy competition will help you raise more money.

## 6 TEACHERS HAVE GOT TALENT

Nothing shifts tickets faster than the promise of teachers making fools of themselves. So sign some up, quick-smart!

If they're shy about stepping into the spotlight, remind them what a great example it will set to students, how they can wow the crowd with their hidden talent and of course how much cash they'll help raise.

## 7 SPREAD THE WORD

You're planning a fabulous show, so shout about it! Put up posters, take over the school website and newsletter, get on twitter, Facebook and Instagram, call the local paper and get the word out in assembly. Simply put, tell anyone who'll listen...

Make sure you explain that you're raising money for Red Nose Day and don't forget to include all the details, like what, where, when and – most importantly – how to buy tickets.

You'll find posters, letter templates, a press release and details of how donations help at [comicrelief.com/freedownloads](http://comicrelief.com/freedownloads)

## 8 SELL TICKETS (OF COURSE)

Download and print our quick ticket templates at [comicrelief.com/freedownloads](http://comicrelief.com/freedownloads), then set up a stall somewhere central and get selling at break time and lunch time.

## 9 TOP UP YOUR TOTAL

The best thing about hosting a show is that you've got a captive audience. While you've got their attention, give your fundraising a boost with a few little extras.

- Sell programmes on the door.
- Set up a stall selling drinks and snacks.
- Hold a raffle.
- Get the collection buckets out at the end of the show.
- Film the show and sell DVDs afterwards.

## 10 SEND US YOUR MONEY

Whether it's online, at the bank or by post, don't forget to pay in all the money you raise. Find out more at [comicrelief.com/schoolspayin](http://comicrelief.com/schoolspayin)

Get your money in before 30 April 2019 and we'll send you a well-deserved thank you certificate to pin up in pride of place.



## ONLINE EXTRAS

From ticket templates and score cards to posters, bunting and bucket labels, you'll find loads of handy extras at [comicrelief.com/schools](http://comicrelief.com/schools)

✦ ✦ **HAVE FUN!** ✦ ✦