

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.



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 everyone show off their hidden talents. Download some Red Nose Day score cards to help pick a winner.
- Comedy night – a perfect fit for Red Nose Day! Sign up all your budding comedians and get the whole group laughing with stand-up sets or sketches.
- Concert – round up an impromptu orchestra or 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/youthextras

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 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 your venue'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 your group and leaders 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.

4 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.

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.



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5 LEADERS HAVE GOT TALENT

Nothing shifts tickets faster than the promise of leaders 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 the group, how they can wow the crowd with their hidden talent and of course how much cash they'll help raise.

6 SPREAD THE WORD

You're planning a fabulous show, so shout about it! Put up posters, take over the group's website and newsletter, get on Twitter, Facebook and Instagram, call the local paper and get the word out to 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/youthextras

7 SELL TICKETS (OF COURSE)

Use our ticket template at comicrelief.com/youthextras, then set up a stall and get selling.

8 TOP UP YOUR TOTAL

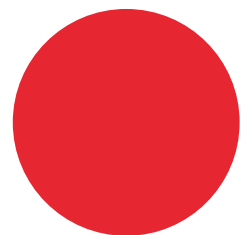
The best thing about hosting a show is that you've got a captive audience. While you've got their attention, give your fundraising a boost with a few little extras.

- 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.

9 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/youthgroupspayin

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



✦ ✦ **HAVE FUN!** ✦ ✦