

Letter of Agreement for the Gabrieli Roar 2022 Project,
between Gabrieli & our partner choirs

Dear Gabrieli Roar Partner Choir,

Thank you for signing up to our exciting 2022 Roar project, Mendelssohn's *Elijah*. This letter acts as an agreement between Gabrieli and our partner choirs. We ask that each choir signs this agreement to formalise a commitment to the scheme, and to confirm their participation as members of Gabrieli Roar. We have a **limited number of places**, and it is therefore paramount that you sign this Letter of Agreement to secure your place.

Gabrieli Roar aims to provide its members with an inspirational choral experience, and we wish to work in partnership with our choirs to ensure that everyone feels involved in the process. If at any time you have any queries or concerns, please do let us know via email or phone:

Anna Winstone, Roar Manager
07709 825807
anna@gabrieli.com

AGREEMENT

Gabrieli Roar Residential Project July 2022

We, **Gabrieli**, will undertake to provide the following engagement activities and responsibilities for each of our partner choirs as part of Gabrieli Roar 2022:

I) Advance preparation

Gabrieli will organise the following preparation work and material in advance of the July 2022 project:

- **At least one** *kickstarter* rehearsal with Artistic Director Paul McCreesh or Chorus Directors Charles MacDougall or Emily Dickens. These *kickstarter* rehearsal sessions will take place in **your** rehearsal time, where you rehearse. The purpose of these sessions is to introduce your choir to Gabrieli Roar, start building the important artistic partnerships and expectations between yourselves and Gabrieli artistic team, and to work on the chosen repertoire for the forthcoming performance.
- Gabrieli will provide music for all choir members for use in rehearsals and performance. Each choir will need to communicate the numbers of parts required to Project Manager and first point of contact Anna Winstone, **as soon as possible** to ensure everyone has our official printed copy.
- Gabrieli Artistic staff (and Gabrieli's management team) will be available from now, between *kickstarter* sessions and in advance of the residential to provide support or assistance of any sort, whether artistic or regarding the residential. Please do get in touch.

II) Residential and Performance

Gabrieli will organise all logistics relating to the residential and performance including:

- Five-day intensive and high quality choral residential project, performance and side-by-side training with professional singers, conductors and musicians (including rehearsal pianists)
- Accommodation for all choir members and your staff at Oundle School for the duration of the project
- Three meals per day, with at least one hot meal, and additional snacks, for the duration of the project

- 'Transfer' transport for each choir between Oundle School and Ely Cathedral on Tuesday 26 July 2022.
- Outdoor and leisure facilities around Oundle School in free time
- Organised team-building and social time for all choir members within your own group and within the wider Roar cohort
- Aspirational extra-curricular time with professional singers and conductors
- T-shirts and merchandise for your choir members and staff
- Practice the highest standards of safeguarding, child protection, risk assessments, health and safety and first aid, in collaboration with partner choirs, venues, staging and catering staff. Gabrieli will provide one member of staff with up to date first aid and youth mental health first aid training, as well as one registered chaperone.

III) Evaluation and Fundraising

Gabrieli will:

- Fundraise substantially to cover the cost of the residential course and performance
- Subsidise every choir member participant place, so that choirs only need to pay a nominal fee of £200 per member to commit to the project (choirs can pay this directly to Gabrieli in advance of the residential, how you raise this nominal course cost is entirely at your discretion)
- Provide means-tested bursaries to support choir members who are experiencing financial barriers to project attendance
- Reduce as many barriers to participation as possible for any choir or choir member, especially those experiencing disadvantage
- Evaluate the project in-depth, collecting evidence and feedback from partner choir directors and leaders, management and choir participants themselves
- Welcome all partner choirs in to the Gabrieli Roar nationwide cohort, sharing vision, network and expertise

Partner Choir

As a **Gabrieli Roar Partner Choir**, we agree to undertake to provide the following action and responsibilities as part of Gabrieli Roar 2022:

I) Cost, policies and procedures

- Sign this Letter of Agreement to secure the place of our choir on Gabrieli Roar 2022 before **Monday 7 March** with £20 per person non-refundable deposit to ensure commitment to Gabrieli. We agree to pay the nominal cost of £200 **per choir member** taking part in the course (less bursary places) in advance of the residential project in July. Supporting adults are free of charge.
- We will organise our own transport to Oundle School (Northamptonshire) for lunchtime arrival on Friday 22 July 2022 and from the performance at Ely Cathedral on Tuesday 26 July, unless otherwise agreed
- We will submit our Partner Choir Information sheet, bursary applications and media permissions forms to Anna **as soon as possible before 29 April 2022** so that Gabrieli can arrange suitable provision, accommodation and needs for our members
- We will read the Roar 2022 Code of Conduct and make sure our choir members are aware of its contents before and during the residential project. *Please note **we do not accept any alcohol or smoking onsite at Gabrieli Roar residential projects***
- We will sign the Media Permission forms on behalf of our choir, letting Gabrieli know in advance if any members cannot be included in media (photography and filming)

- We will provide our own up to date safeguarding, child protection and risk assessments for our choir. Partner choirs are ultimately responsible for the safeguarding and wellbeing of their members, **Gabrieli are not able to provide a team of residential pastoral staffing**. Gabrieli will provide risk assessments of the residential and performance venue for you, please create risk assessments for any areas you perceive fit for your needs, including travel. These do not need to be shared with Gabrieli, but please do bring them with you.

II) Advance Preparation

- We agree for Gabrieli to work with our choir **at least once** before the residential period, by taking part in a *kickstarter* rehearsal
- We will ensure that our members are well rehearsed **in advance** of the residential project, and will notify Gabrieli of any potential problems with repertoire learning or time (Gabrieli can provide extra *kickstarter* rehearsals if required)
- We agree to send Gabrieli details of numbers, voice parts, staffing numbers and other details on our information sheet no later than **29 April 2022** by submitting the Partner Choir Information Sheet to Anna

III) Choir members

- We agree to provide numbers of our choir members who are eligible for free school meals and the number requiring bursary forms (no data will be shared)
- We agree to provide details of any medical issues of choir members (and of staff if they wish to disclose) of which Gabrieli may need to be aware
- We will ensure choir members bring the correct uniform and shoes for the performance at Ely Cathedral (Gabrieli t-shirts, black trousers or long skirts, black shoes and socks)
- We will ensure our choir adheres to the Roar 2022 Code of Conduct, which is vital to achieving the highest artistic output and a smooth and enjoyable residential project

IV) Staffing

- We will provide enough staff/volunteers to ensure adequate supervision of our choir members at Oundle School and at Ely Cathedral (current guidelines recommend a ratio of 1 adult to 10 children, aged 13-18yrs). Please note that **STAFF/VOLUNTEER SPACES ARE FREE**. Gabrieli must know the number of staff who will accompany your choir **as soon as possible before 29 April 2022** via the Partner Choir Information Sheet
- Gabrieli recommend that choir conductors/leaders attend this course, to have some important team-building time and maintain the standards and expectations you already set with your choir. You do not need to bring a pianist.
- If our choir group has more than 10 members, we agree to bring one member of staff with **first aid training and kit**.
- If our choir group has more than 10 members, we agree to bring one member of staff who is a **registered chaperone**. *Please contact Anna details if this is new to you, it is easy.*

FINAL NOTE

- Though Gabrieli is running the residential course and performance, we are but a *tiny team!* Sometimes we need other adults to help us do small duties such as gather your choirs in a room, collect in evaluation material, run a small pre-designed activity or social task, do first aid, make sure everyone has eaten and is where they need to be on time. By helping out every now and then, we can ensure the best outcome for our young singers, partnerships and future work together. It is down to you that these projects happen and that the safety and enjoyment of our young singers is in the best hands. Our utmost thanks in advance.

We are extremely excited to have you on board! Please sign this Letter of Agreement to ensure your choir takes place in Gabrieli Roar 2022. *Please note the sooner you tell us your numbers, the sooner we can send you the music to start rehearsing!*

Letter of agreement with £20 per person deposit* <small>*Please let Anna know if you require an invoice in order to pay this</small>	Monday 7 March
Numbers including voice parts & staff numbers	Friday 29 April

on behalf of Gabrieli

Signed by



Anna Winstone, Roar Manager

Date: 03/02/2022

Signed by

on behalf of PARTNER CHOIR _____

Name: _____

Date: _____

PLEASE RETURN THIS LETTER OF AGREEMENT SIGNED TO
anna@gabrieli.com or to the address in the footer below
AS SOON AS POSSIBLE BEFORE MONDAY 7 MARCH 2022