



## TOUR ORGANISERS PACK



An interactive performance workshop for Years 5&6 by StopWatch Theatre Company to promote sustainable travel

**STOPWATCH**  
THEATRE COMPANY

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**Thank you** for organising a tour of The Road Race in your area. This pack is designed to help you sell the programme to your schools and organise the timetable for the week.

**WHAT'S INSIDE:**

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Publicity mailing . . . . .	<b>5 page</b>
Generic school booking sheet . . . . .	<b>6 page</b>
Teachers pack . . . . .	<b>7 page</b>

The teachers pack is available as a separate pdf, so that you can e-mail it directly to teachers who have booked, or so that they can download it directly from our website.

**Good luck!**



Adrian New  
Director  
StopWatch Theatre Company

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## How to book a schools tour

At StopWatch Theatre Company, we have always believed that Theatre-in-Education is a special way to communicate with young people. The fact that you have decided to work with us suggests that you feel that way too. We hope that these 10 Tips will help ensure the run up to the tour goes as smoothly as possible.

### 1. START EARLY

Schools programme activities much further in advance than you think, so the more notice you can give them about a tour, the better chance of them taking it.

### 3. THE FIRST APPROACH

This pack includes a publicity leaflet that you can print in colour or B&W to distribute to your target schools. You should accompany it with a letter from your organisation explaining why you are promoting the programme and suggesting dates for our visit.

### 4. GET A CONTACT

If you don't already have a contact in a school, you may feel it is appropriate to make the first approach to the head teacher. It is unlikely that the head will actually organise the visit so when this task has been delegated to a teacher, make sure you get an e-mail address and even a mobile or home number for that teacher. Teachers are rarely near a phone in school time, so alternative methods of contacting them can really help.

### 5. CHANGEOVERS

Geography is an important factor when we are visiting 2 schools in a day. Please ensure there is plenty of time to get from one school to the next, allowing for traffic problems, and ensuring the team have time for a lunch break. Changeover journeys should be no more than 30 minutes if we have a full schedule in a day.

### 2. THE SCHOOL BOOKING SHEET

This is a mini-contract between your organisation and the school, and contains all of the information that we need to know in advance of our visit. A generic form is included in this pack, but you will be sent a personalised version by e-mail when your tour dates are confirmed. When the school has agreed I would recommend that you personally visit to complete the booking form. It can be done by e-mail, fax or post, but the personal approach can save lots of time chasing it up when it is not returned! Make sure that the schedule for each school fits in with our basic criteria, and allows sufficient time for the other school that day. Both parties should sign the sheet and each keep a copy. You will then send a further copy to us when they have all been completed.

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## 6. TO CHARGE, OR NOT TO CHARGE?

Many of our clients offer our programmes to schools free of charge. However there are a significant number who feel it important to charge a fee to schools, even if it is only a token amount. They believe that a school VALUES the programme a lot more if they have invested their budget in it, and, from experience, the likelihood of last minute cancellation is almost eliminated if a fee is charged. We agree with the principle of charging, but ultimately this is your decision.

## 7. TELL US ABOUT IT

We ask for the completed tour schedule and Schools Booking Sheets a minimum of 2 weeks in advance of the tour - the earlier the better. If there are any scheduling problems, they can be picked up and amended in plenty of time. We also ask for a location map for each school. We carry A-Zs for most areas that we visit, but schools often have split sites or strange accesses that a prepared map can help with.

## 8. KEEP IN TOUCH

Communication really does help the success of a tour. If there are any unusual requests or problems from schools, do check them out with us. And do drop schools the occasional e-mail reminding them of their booking and ensuring everything is going to plan.

## 9. DURING THE TOUR

We welcome your support on a daily basis and are always pleased to see you and your colleagues in schools, but we do understand that it is not always possible for you to come to every performance. We endeavour to collect a completed feedback form from every school, and these will be e-mailed to you after the tour.

## 10. IT IS EASIER NEXT YEAR!

Anecdotally, our clients always tell us that the first year is the hardest. Schools like things that they know, so when they have had one successful visit, it is much easier to convince them to do it again next year. As soon as you are ready to book the programme again, we will be delighted to allocate your dates and start the process again!

StopWatch Theatre Company presents

# The Road Race

an interactive performance workshop for Years 5 & 6  
supporting Safer Routes to School and School Travel  
Plan schemes



## What's the story?

As the audience enter The Road Race, they are whisked 30 years into the future to see the results of car culture gone mad. Unfit commuters start the day early to wade through hours of traffic to make their short journey to work. As the effects of this lifestyle escalate, the audience have to solve the problems of the future by looking at public and people-powered transport as realistic alternatives for short journeys. But what is to stop us using those alternatives today?

## What will the students learn?

By the end of the session, the students will understand that:

- we have a traffic problem
- we are all part of that problem
- we can all help to solve that problem

The final activity helps them to identify short journeys that they currently make by car that they could safely make by other means with their parents permission.

## Is there a workshop?

The Road Race is a single session that incorporates performance and interactive workshop activities. It is an ideal introduction to School Travel Plans.

## Who are StopWatch?

A professional theatre-in-education company who have been touring the UK since 1990. Their reputation for quality performances and workshops is unrivalled.

## How does it work?

We come to your school to perform. We need 45 minutes in the hall to set up our equipment. The workshop then lasts 45 minutes and can be performed to a maximum of 60 Year 5&6 pupils. Please ensure you ask for enough workshops to cover all of your Year 5&6 pupils. We need a 15 minute break between workshops, and it takes us 20 minutes to pack up at the end.

## How do I book?

Your local authority Safer Routes Officer will tell you the available dates in your area and complete a booking sheet with you.



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More information can be found at [www.stopwatchtheatre.com/roadrace](http://www.stopwatchtheatre.com/roadrace)



# Your City Tour 1 - 5 July 2007 School Booking Sheet

Performance Date: .....

School Name: .....

Address: .....

.....

Postcode: .....

Telephone Number: .....

Name of Organising Teacher: .....

Name of Back-up Teacher: .....

*(in case organising teacher is absent on the day)*

Lunch provided for 3 actors?: YES  NO

*(afternoon schools only)*

Schedule:	Start Time	Finish Time	No. of Students	Year Group (5 or 6 only)
Session 1 (45mins)				
Session 2 (45mins)				
Session 3 (45mins)				
Session 4 (45mins)				
Please leave 15 minute gap between sessions				

Please ensure you have read and understood the teachers pack which explains how the programme works and what you need to provide on the day.

Please also ensure that the back-up teacher has this information.

Signed:

.....  
Organising Teacher

.....  
On behalf of Local Authority

## TEACHERS PACK



An interactive performance workshop for  
Years 5&6 by StopWatch Theatre Company to  
promote sustainable travel

**STOPWATCH**  
THEATRE COMPANY

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**Thank you** for inviting StopWatch Theatre Company to perform The Road Race in your school. We understand that organising events like this can cause significant disruption to the school timetable, so appreciate your help in making our visit happen. These pages should tell you everything you need to know about our visit.

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### **What is it?**

The Road Race is an interactive performance workshop devised by StopWatch Theatre Company. It is designed to support School Travel Plans, Walk to School initiatives and the TravelWise campaign.

### **How does it work?**

It is delivered in a single 45 minute session which contains both performance and workshop elements. It may only be performed to Year 6 or Year 5 students, with a maximum group size of 60 per performance. This is a very active session with the participants constantly moving around the space, viewing different scenes and taking part in problem solving activities and discussions.

### **What is the story?**

Join The Race Leader on a journey you will never forget – 30 years in the future to see car culture gone mad. Quality of life, fitness and the environment have all suffered, and everyone gets up at the crack of dawn to make the lengthy car journey to school.

With the help of the participants, our future commuter learns that there are alternatives to being driven around by Mum which are better for everybody, and most importantly FUN!

But in a final twist, the participants realise that it's not just in 30 years that change is needed. The problems are here NOW, and in the final challenge students identify regular journeys they currently make by car, that they could safely change to people-powered or public transport. It's fast, it's fun, and it makes kids want to change the way they travel!





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## What will the students learn?

By the end of the session the participants will:

- understand that we have a traffic problem
- realise that we are all part of that problem
- identify what they can each do to help solve the problem
- be encouraged to promote sustainable transport messages to others

## What do I need to do on the day?

- Don't tell the audience what it is about - the element of surprise is important!
- Do allow only Years 6 and 5 to participate – other age groups are not suitable and may be disruptive
- Do clear the hall 45 minutes before the performance is due to start to allow the team to set-up and prepare. If the hall has to be used before the performance, we need a minimum of 20 minutes sole access to the space before the performance begins
- Do have 45 chairs available for use in the hall. We will organise these on our arrival. If chairs cannot be arranged, PE benches are suitable alternatives
- Do give us 45 minutes for each session and at least 15 minutes break between each session.
- Do ask the audience to arrive promptly, ideally without bags and coats. The actors will start the session outside of the hall and lead the audience in. Please divide the audience into 3 teams in the classroom, using your experience of pupils who work well together, or better apart!
- Don't ask the team to perform the session without teacher cover. There must be a teacher in attendance at all times



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## PLEASE NOTE THE FOLLOWING:

The session uses a smoke machine to create atmosphere which will not affect the health of the participants, but may trigger very sensitive smoke alarms. A COSHH data sheet is available for the smoke fluid we use. If you have a smoke alarm in the performance space, it would be very helpful if that zone could be isolated for the duration of the performance. If this is not possible, we will perform the show without smoke.

We would like to mark out the hall floor with pvc tape as part of the set. There is a risk that the tape may lift some polish from wooden floors when it is removed. We will ask your permission to mark the floor when we arrive. If you have a floor which may be vulnerable and your site staff are not happy with this risk, please ensure the team are aware and we will attempt to manage the session without this part of the set.

*The Road Race was originally commissioned by West Sussex County Council.*