



Leaders Information Pack

July 2024

In 2013 and 2017, Girlguiding Surrey East put on a show called “Musigals” at the Dorking Halls. They included acts that danced, sang, acted and even did gymnastics. These were based on themes from different musicals. Our talented members varied from the smallest Rainbow through Brownies, Guides, Rangers and all the way up to Leaders and the Trefoil. The acts ranged from solos and duets to full ensembles of units or more! Another show had been planned and rehearsed for March 2020 but sadly that one never happened.... but now, Musigals is back!

These shows were such a success we would like to do it again and involve even more of the County!

This pack includes information that will help you decide how you can support this fantastic event. This time the show will be held at The Leatherhead Theatre, Leatherhead. Although 2025 may seem a long way off, the planning and participation starts now!

We need all sorts of people including those that would like to:

- Be in it.
- Help with the planning.
- Be backstage on the day.
- Volunteer at rehearsals to help with safety and odd jobs!
- Be a Committee member or have a special skill you think we could use.

The pack and plan have been written based on feedback from previous Musigals shows and we have included some FAQs we thought you may find useful.

Here's to another successful Musigals in 2025!

FAQs for the Unit Leaders

When is the Show?

The show will be on **Saturday 29 March 2025** and there will be three rehearsals for the whole cast between January 2025 and the show date - dates for the rehearsals, which will be held at the Colman Redland Centre, Croydon Road, Reigate RH2 0NA are:

19 January 2025

9 February 2025

23 March 2025

Full details, including timings to be confirmed nearer the time.

Who can be in the show?

Anyone who is a member of Girlguiding Surrey East from Rainbows, Brownies, Guides, Rangers, Leaders, Unit Helpers, Commissioners to Trefoil Guild.

How will acts be selected?

Musigals is inspired by musical films or theatre. The girls may perform acts involving singing, dancing, acrobatics, drama or any other idea - in 2017 we had a unit perform “The Cup Song” from Pitch Perfect.

We want to be an all-inclusive so will try to use every act that wishes to apply; however, performances must be of a reasonable standard and should last between three to five minutes in length. We will ask people to let us know their plans for the show by **25 October 2024**, so we can make sure we have a good range of performances and check there are no duplicates. Please see the form included with this pack. It may be necessary to ask acts to either combine their efforts or maybe do something different.

Will there be the opportunity to join with other units?

We would always encourage units to work together where possible so please talk to other leaders about ideas you may have and join up to produce your act.

We are also keen for at least each Division or even some Districts to submit an act that can include girls from some or all units that wish to be in a group performance especially where leaders don't feel they have the skill to produce an act.

Please invite your Division representative to your Division/District meeting to discuss this and how best it would work for you in your area. We appreciate rehearsal times at local level may be a little more challenging, but this will ensure that we are all-inclusive for our members. You may even be able to involve a local parent or interested person in your area to help out.

Can a unit submit more than one act?

Yes - but we can't have an infinite number of acts, so we may ask girls and groups to combine where it may be appropriate based on song/act choice.

Will there be whole cast acts to perform?

Yes, we will be asking all performers to learn additional group pieces. Once these have been decided we will share. At the very least the participants will need to know the National Anthem.

Whole cast acts/songs will be: The Greatest Show and A Million Dreams (from the Greatest Showman), Sing (Gary Barlow) and Reach (S Club 7), so you may not choose one of these for your own act. Words and music for these will be provided in advance to enable you to practise with your girls.

As a leader what support do I need to be prepared to give my girls?

Whatever you can! That could be from coming up with an act, producing it, rehearsing with the girls and generally being their support. Specifically, though, we will need leader support for the rehearsals and show day.

For each rehearsal and on the day of the show every group act that is taking part needs to have a leader to accompany the girls. If your girls would like to take part but you/your leaders are unable to commit to being at all for the rehearsals or the show day, please let the Committee know so that we can help.

We appreciate that as leaders you may be unable to commit to all the dates we need you for and don't wish to rule girls out because of this (especially if the act is an individual or two). We are, therefore, asking for volunteers to "chaperone". There will be an allocated person in charge of "lone" members, but realistically we will be unable to manage large groups. Although we would ask leaders to encourage parents to attend with their girls, they should be DBS checked as girls may be changing clothes etc.

We will be creating a registration system for the three full rehearsals and for the show day (details to be provided nearer the time). Registration forms should be completed as requested to ensure we have a complete and up to date register. We found in previous shows that names changed frequently (due to members joining and leaving Girlguiding) but we still need to have a full list should there be an emergency. Please work with us on ensuring this is adhered to.

Leaders should arrange a Home Contact for each of the rehearsals and for the show day - they may be a different Home Contact on each occasion. Leaders should also provide their own First Aid provisions for each of the rehearsals and show day for taking care of minor incidents.

Is there a cost for being in the show?

There will be a non-refundable fee of £30 for each participant. This will cover the costs of rehearsal halls, a Musicals 2025 t-shirt which will be worn for the whole cast numbers, a commemorative badge, a programme and a light meal on the day of the show. Each act will need to supply their own

costumes, music and props, if you need help with ideas or costumes/props, please let the Committee know and we'll see what we can do to help. Please ensure that you advise parents of participants that they will be wearing make-up/face paint, and we will be using hairspray during the show and ensure that any allergies are highlighted to us in advance.

An event like this costs a considerable amount to deliver. We would like to think it will raise some money that can be put towards future shows. We believe that this is a fantastic opportunity for our members to work together and offer something else as part of our overall programme.

We appreciate every unit, District and/or Division may not be in a strong enough financial position to support their individual members who may not be able to afford the Participant Fee, we do know from previous shows that some units were able to provide assistance. If it is still a struggle to find this cost but there are enthusiastic acts that still wish to be involved, please speak with the Committee for individual cases.

When should we start rehearsing?

Girls performing in the show do not need to start rehearsing straight away, although they can if they/you want to. We suggest they could start practising at the beginning of December 2024 and have a rough version ready for the first full rehearsal in January.

Do I need to use the whole of my Autumn Term 2024 for rehearsals?

If you are submitting a unit act, you don't need to use your whole meeting for rehearsing; you could maybe just use 30 minutes each week. It is also a good idea to support any individual/small group acts from your units in this way too.

Do we have to attend all the central rehearsals and stay for the whole time?

We will have three large rehearsals at the beginning of 2025, in January, February and March at the Colman Redland Centre, Croydon Road, Reigate RH2 0NA. Every member who is in the show will need to attend each date.

Sunday, 12 January - We will give each Division a time slot for them to come and perform their acts for us to give advice and feedback. This will limit the time you need to be at the rehearsal. We will time each act and after seeing all the performances, arrange a timetable of the acts for the show. This does not need to be a "polished" act!

Sunday, 9 February - This will be our first full run through. We will ask each act to come and perform in the order that they will be performing in the show, so we can get a feel for what the show will be like from start to finish (we understand that this will mean girls waiting around if they are in two parts of the show). Where possible we hope to limit the time everyone will need to be at the rehearsal. This will be the first time we practise the full group performances altogether, so will need everyone at the venue for at least part of the rehearsal. The exact timings and details will be shared closer to the date. We would also like to see costume ideas.

Sunday, 23 March - This will be a full run through of the show, with costumes, from start to finish, and everyone will need to attend the entire rehearsal.

Times for all rehearsals are still to be agreed but will be advised as soon as we know.

Why do we need to attend all rehearsals?

Although it may feel like a long time when waiting to perform this is actually a very little rehearsal time for a show of this size and it is needed to be able to provide a show of good standard. We hope that you can support us by bringing activities for your girls or maybe even practising your acts.

What should the girls bring to rehearsals?

On each of the rehearsal days and the performance day, the girls should bring:

- Something to read/ colour/ a quiet game whilst waiting their turn for performance;
- Snacks (strictly no nuts) and a filled leakproof water/ drinking bottle;
- Any costumes and props as required.
- No mobile phones for Brownies and for Guides at their leader's discretion

What is the plan for Show Day?

This far in advance we still have the finer details to work through, but the rough plan is:

09:00 - 09:30	-	Arrival and Registration
09:30 - 12 noon	-	Full dress/technical rehearsal (in costumes but not make-up)
12:30 - 13:30	-	Packed lunch (provided by the parents)
13:30 - 14:30	-	Costumes and make-up
14:30 - 17:00	-	Dress Rehearsal (Performance 1)
17:00 - 18:30	-	Supper (included in the cost)
18:30 - 19:30	-	Costumes and make-up
19:30 - 22:00	-	Performance 2

It will be a very busy day and for safeguarding purposes we will need to ensure all members stay on site.

We have booked additional rooms within The Leatherhead Theatre to accommodate acts while they are waiting to go on stage.

How much will the tickets to the performance cost?

On Saturday afternoon there will be a full dress run through of the show, we would like to invite all units from across the county to come and support the girls in the performance. The ticket price for this show will be £10 per person. This is a reduced price as the show may need to stop as it is still technically a rehearsal.

The evening performance will be £20 per person and is open to family, friends and the public. Units are still encouraged to attend if they can't make the afternoon performance.

Details of when and where the tickets are available to purchase will be advised nearer the date.

Division Representatives

Epsom - Elaine Edwards - eledwards@talktalk.net

Godstone - Julia Bennett - cjbennett7542@gmail.com

Leatherhead - Sarita Amin - sarita173@yahoo.com

Reigate - Karen Shepherd 7thRedhillbrownies@gmail.com

Leith Hill- Amelia Hulbert amelia.brockham.rainbows@gmail.com

Downs Heath- no representative at present- please contact any member of the committee.

Other Committee members: Mandy Elliott, Hannah Chandler, Catherine Nicholson.

If you have any questions regarding these plans, please contact your Division Representative (in the first instance), one of the other Committee members or send an email to: musigalsinfo@gmail.com

Musicals 2025 Timeline and Dates for your Diaries

July 2024	Event Announced to Girls	The Committee will be creating flyers and a letter to distribute to all the girls throughout the County to excite them about the event.
September 2024	Act Ideas	Discuss with your unit and supporters what sort of act(s) they think they would like to produce.
Friday 25 October 2024	Deadline for Act Entry Forms	These will need to be sent by email to: musigalsinfo@gmail.com or to Division Reps. See form attached.
October to December 2024	Unit/District visits	Between the end of October through to December you may find that someone from the Committee may contact you to arrange a visit to see how you're getting on, offer advice or help with choreography etc. If you would particularly like a visit, please let the Committee know. musigalsinfo@gmail.com
December 2024	Local Rehearsals to begin	It is suggested that units begin rehearsing so that they have a vague idea of what they need to do at the first rehearsal.
Sunday 19 January 2025	1 st County Rehearsal	First central run through. Acts will be required to arrive and depart as Divisions. This is to limit the time members need to be at the rehearsal. Held at Colman Redland Centre, Croydon Road, Reigate RH2 0NA.
Sunday 9 February 2025	2 nd County Rehearsal	First full run through. We will try to organise the timings so that performers do not have to be at the rehearsal for the whole time. Held Colman Redland Centre, Croydon Road, Reigate RH2 0NA.
Sunday 23 March 2025	3 rd County Rehearsal	Rehearsal 3 - Full run through with costumes. Acts will be required to be at the rehearsal for the whole of the run through. Held at Colman Redland Centre, Croydon Road, Reigate RH2 0NA.
Saturday 29 March 2025	Show Day!!!	09:00 - 09:30 - Arrival and Registration 9:30 - 12 noon - Full dress/technical rehearsal 12:30 - 13:30 - Packed lunch 13:30 - 14:30 - Costumes and make-up 14:30 - 17:00 - Performance 1 (Girlguiding Surrey East Members only, at a reduced rate) 17:00 - 18:30 - Supper (included in the cost) 18:30 - 19:30 - Costumes and make-up 19:30 - 22:00 - Performance 2 for parents and the public