**ESRC CYP Floods Project - Workshop Plan (See separate document for ‘Risk Assessment’)**

**WORKSHOP 4**

**Tuesday 30th June, and Wednesday 1st July 2015, XX School**

**AIMS of workshop**:

* To rehearse final stakeholder event

**Workshop outcomes -** By the end of the workshop, the children will:

* Understand what is happening in terms of the stakeholder events
* Understand and rehearse their role in the stakeholder event

Accompanying adults: MM, MW, ALW, AFB, VH, AR, plus camera crew (TF, TL). Total: 8 adults for up to 15 students.

**Day Plan: Start 9.00 – 11.45am then 12.45-1.45 (see details below)**

**Day 1 Tuesday**

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| **TIME** | **ACTIVITY** | **MATERIALS/EQUIPMENT** | **TEAM ROLES** | **Room** |
| 8.00-9.00 | COMPLETE SET UP |  | Whole team |  |
| 9.00-9:20 | Welcome (inc outline of today and tomorrow, event attendees, questions).  Warm up |  | Welcome: MM  Warm up: MW and ALW |  |
| 9:20-9:25 | Spilt up into groups and move to space |  | MW (facilitate/move around groups in the next session). |  |
| 9.25:10.30 | Group 1: Presenting Group   * Finalise text for speeches with the three speakers MM print out * Explain Timings   START - 4-5 mins  CLOSE - 3-4 mins Mention here that we’ve worked in two locations?   * Write out Badges (MM)      * Explain Game Compere role (handshake, watching game player, counting) (MW) * Introduce/run through dice and sound sequence (MW) | 1. Laptop 2. Print out of speeches 3. Print out of ppt 4. Dice 5. Musical shaker | MM and MW (briefly) | Small room, probably staff room (tbc) |
| 9.25:10.30 | Group 2: Exhibition Group | 1. Poster boards provided by school 2. Velcro stickers for boards (MW) 3. Quality photo print outs for exhibition 4. Various Art materials (inc lots of card in various colours) left at school on mezzanine 5. Additional 3D art materials required by AFB 6. Floor covering 7. Washing line 8. Pegs 9. Sample pledge card | AFB, AR | Library |
| 9.25:10.30 | Group 3: Drama Group   * Reminder of drama sketches/quick walk through of roles (ALW) * Rehearsing cues for ppt (VH) * Allocating and rehearsing quotes * Practising sounds | 1. Laptop 2. Print out of ppt 3. Print out of drama sketches 4. Print out of quotes for readers | ALW, MW, VH | Hall |
| **10.30-10.40** | **School assembly** |  |  |  |
| **10.45-11.00** | **BREAK** |  |  |  |
| 11.00-11.45 | Group 1 and 3   * Walk through in sections with ppt (ALW, MW, VH, MM) |  | ALW, MW, MM, VH | Hall |
| 11.00-11.45 | Group 2 |  | AFB, AW | Library |
|  |  |  |  |  |
| **11.45 12:45** | **LUNCH** | Children eating their own lunch as normal in school |  | Hall |
| **12.45-13.45** | Additional run through if required  Quick skim reading of ppt with Head teacher |  | team members wherever needed  MM, ALW or MW | Hall for run through  Small room for small group polishing |
| **Afternoon**  **Slot** | Afternoon meeting with Headteacher including Quick skim reading of ppt |  | MM (or ALW or MW) |  |
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**Day 2 Wednesday 1st July Start 9.00 – 11.45am Events 1.30-3pm and 5.30-7pm**

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| **TIME** | **ACTIVITY** | **MATERIALS/EQUIPMENT** | **TEAM ROLES** | **Room** |
| 8.00-9.00 | COMPLETE SET UP |  | Whole team |  |
| 9.00-9:20 | Welcome (outline of the day, intro to camera crew, questions).  Warm up |  | Welcome: MM  Warm up: MW and ALW |  |
| 9:20-10.30 | * Rehearsal in larger sections with ppt * Rehearse transitions * Add all speakers |  | Whole team | Hall |
| 9:20-10.30 | Camera crew interviews |  | Camera Crew and one team member | Small Room for interviews |
| **10.30**  **10.45** | **BREAK** | Children and adults share break | Whole team | Hall |
| 10.45  11.45 | Final run through for all (no stops)  Debrief | AFB Buckets and Pledge envelopes | Whole team | Hall |
| **12:15-12:45** | **LUNCH** | Children eating their own lunch as normal in school |  | Hall |
| 12.45-1.15 | Set up hall and getting changed |  | Whole team (adults and children)  VH technical  AR to supervise children with calming games/stories and to get changed | Hall  Library |
| **1.30-3** | **Event 1** |  |  | Hall |
| **5.30-7** | **Event 2** |  |  | Hall |