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# 1. INTRODUCTION

Welcome to Down Your Lane-Up Your Street, an inspirational day that will give you ideas for developing events in YOUR community.

If you are looking to book an entertaining act for your fete, get more going on in your village hall, bring an artist into your school or set up a village or town festival, then this day is for you.

It aims to enthuse community groups, parish councils, teachers, youth workers,,,, anyone with an opportunity to programme, to try something new in 2009. We hope you will leave with the desire to bring extraordinary, yet affordable arts to your place. This seminar will give you the basic tools to do so.

The morning will provide an introduction to diverse arts programmes, from the intimacy of a village event like the Woolpit Festival, through working with artists to create work that responds to your place like FRED, to the wonderment of international street arts, such as the Sultans Elephant. It will provide ideas on programming, advice on booking acts and guidance on cost. In the afternoon there will be a series of workshops, ranging from the nuts and bolts of event management to thought provoking discussion on why we programme and the happiness art can bring.

*Money, money money.....*

*If you are from Suffolk Coastal, Mid Suffolk or Babergh Districts, then the day will also give you the opportunity to apply for a grant for new programming. If you still need a grant application form, please contact [arts@suffolkcoastal.gov.uk](mailto:arts@suffolkcoastal.gov.uk) or telephone 01394 444538.*

Thank you for joining us today and we look forward to seeing your arts programmes later on this year!

*The Lane Arts Team*

# **The Seminar Programme**



## 2. PROGRAMME

**09:30** Arrive and coffee

**10:00** Welcome  
*Candida Wingate, Chair*

**10:05** Ordinary – Extraordinary - what's possible in programming  
*Sue Roberts – Artservice/Rural Touring Coordinator*

.....  
**10:45** *Interlude – Inspirational Science Theatre Company*

.....  
**10:55** Small is Beautiful  
*Woolpit Festival and Arts Framlingham*

.....  
**11:25** *Interlude – Insect Circus – The Housemites*  
*(and coffee)*

.....  
**12:00** Supersize Me  
*Kate Dean/Artichoke and Steve Messam, FRED*

**13:15** Lunch and Arts Market  
*Look around; see, hear, feel ... and meet the arts providers*

**14:30** Workshops/Discussion Sessions  
Please go straight into your workshop sessions at 14.30.

- |                                       |  |
|---------------------------------------|--|
| <i>1. Top Tips for Events Success</i> | <i>Office (Basement)</i>                         |
| <i>2. Funding</i>                     | <i>Dressing Room (Basement)</i>                  |
| <i>3. The Art of Happiness,</i>       | <i>Hopper Room (2nd Floor)</i>                   |
| <i>4. Make Your Site Sing</i>         | <i>Malt Room (Gallery, 2<sup>nd</sup> Floor)</i> |
| <i>5. Brave Programming</i>           | <i>Auditorium (Ground Floor)</i>                 |

**15:30** Reconvene, feedback and close

### **3. SPEAKERS' NOTES**

#### **Ordinary – Extraordinary: Sue Roberts**

Sue will focus on the all-important starting point – how to programme high quality professional live arts in rural and community venues.

She will talk about the need to produce programmes that are confident and exciting, bold and balanced and discuss her experiences in working with national and international artists.

Sue will put this into context of working with a range of voluntary promoters, giving examples of the work she's done over the past 20 years, at one time booking around 500 shows a year, and working across four different rural touring schemes in the East and West Midlands.

#### **Small is Beautiful: Woolpit Festival – Ros Melvin**

The Woolpit Festival started life in 1976 as a Music Week, organised and financed by a local piano teacher working with local choirs and amateur singers. In 1986, the Festival emerged, programming more than just music and playing host to nationally known performers such as Julian Lloyd-Webber, Percy Edwards (do you remember Psyche the dog?) and the then unknown Victoria Wood.

The festival audiences now come from far and wide. It is self-supporting and presents six shows over two weekends every June at various locations within the village. Well-known names covering all the performing arts appear, from Chas 'n Dave to The Academy of St Martin in-the-Fields, the "Likely Lad" Rodney Bewes to Dr Jonathon Miller.

Woolpit Festival is organised by a band of enthusiastic volunteers including Ros Melvin, whom has played a large part for 22 years and is now the current chairman.

#### **Small is Beautiful: Arts Framlingham – Stephanie Bennell & Judy Masters**

The Framlingham Arts Festival started in 2003 and was the brainchild of Judy Masters, aided and abetted by the then Suffolk Coastal District Council's Arts Development Officer, Kevin Gosling. Arts Framlingham, a charitable company, was formed to run the Festival and currently comprises a core of four ladies of various ages with some peripheral chaps and a supporting cast of volunteers.

Much to their surprise the Festival has proved very successful. Stephanie Bennell, Chair of ArtsFram, came to Framlingham for a quiet life, having the illusion it was a backwater where nothing happened. She is now embroiled in the non-stop social and cultural whirl which typifies life in the town. She has no qualifications or previous experience in running arts festivals, but that doesn't seem to matter as you will find out!

**Supersize Me:  
Kate Harvey/Artichoke**

Artichoke works in unusual places: in streets, public spaces or in the countryside, we put on shows that although complex and ambitious, have something to say to the widest possible audience.

Over the last three years the company has produced the Sultan's Elephant in central London, The Telectroscope, which provided a live link between London and New York and most recently, La Machine, the giant spider which invaded Liverpool as part of the Capital of Culture.

Kate's presentation, illustrated with examples from Artichoke projects, will explore the inspiration behind the events, the challenges of working on a large scale, and the way in which temporary moments of magic can change the way individuals see the world they live in.

**Supersize Me:  
Steve Messam/FRED**

Steve will talk about the power of temporary art installations to draw a crowd, engage communities and change the way you think about art in rural communities.

Using examples of his own work, he will discuss the artist's role in connecting people and place.

Steve will also talk about how communities can get their hands dirty and get involved with creating exciting contemporary site-specific work.

## 4. WORKSHOPS

### 4.1 TOP TIPS FOR EVENTS SUCCESS: **Office** **Sue Roberts/Artservice**

This session will give you practical ways of ensuring that your event is a success, and will cover everything from booking a company to the necessary preparations for ensuring that there's nothing left to chance on the night and that your audience goes home happy. Selling tickets and effective marketing will be a critical part of this session but also making sure that the artists are well looked after and that everyone gets maximum enjoyment including yourselves for a job well done! [www.artservice.org.uk/](http://www.artservice.org.uk/)

### 4.2 FUNDING TIPS AND GUIDANCE: **Dressing Room** **Katrina Copping/SCC & Ros Melvin/Woolpit Festival**

Putting the Fun back into Funding, Katrina Copping (Culture and Communities Development Manager at Suffolk County Council) will use practical examples and exercises to demonstrate how to identify appropriate funds for your project – and how to make an effective application. Workshop attendees will have the chance to learn what makes a good application form, gain helpful tips for success and identify common mistakes to avoid.

### 4.3 THE ART OF HAPPINESS: **Hopper Room** **Tony Butler/Museum of East Anglian Life**

*O happiness, our beings end and aim,  
Good, pleasure, ease, content! Whate'er thy name* (Alexander Pope)

We all know that the arts can significantly enhance people's well being, but we tie ourselves in knots trying to prove it! Tony Butler (Director, Museum of East Anglian Life) shows how using a simple happiness guide, you can focus your project to inspire your audiences to live more active and fulfilled lives.

### 4.4 MAKE YOUR SITE SING: **Malt Room** **Steve Messam/FRED**

Celebrate the uniqueness of your location with a one-off work of art. Steve will guide you through the process of rediscovering your landscape and making the most of what you've already got. <http://www.stevemessam.co.uk/>

### 4.5 BRAVE PROGRAMMING: **Auditorium** **Kate Harvey/Artichoke**

The workshop will explore ways to increase knowledge of artists and productions available, to create partnerships able to support unusual events and to find creative ways to market projects and develop the potential audience. It will take the form of a facilitated discussion with opportunities for participants to share knowledge and experience. [www.artichoke.uk.com/](http://www.artichoke.uk.com/)

## 5. DELEGATE LIST

Delegate Name		Job Title	Organisation	Workshop
Brian	Aket	Events Manager	Pakenham Water Mill	2. Funding
Josie	Allen		Beyond The Image	
Meg	Amsden	Director	Photographer's Gallery	1. Top Tips
Marian	Andrews		Nutmeg Puppet Company	Stallholder
			SARTS	1. Top Tips
George	Aplin	Parish Councillor & Secretary to:	Benhall & Sternfield Annual Memorial & Sports (Fete)	2. Funding
Melinda	Appleby	Trustee	Thornham Field Centre Trust	1. Top Tips
Alan	Ariss		Alpheton Village Hall	4. Site Sing
			Barking Fair	
Sue	Bailey	Committee	Barking CC	2. Funding
Joyce	Ball		Alpheton Village Hall	4. Brave Prog.
			Framlingham Area Youth Action Group Partnership	
Helen	Ball	Senior Project Leader		3. Happiness
			Community	
Jill	Barton	Development Officer	Babergh District Council	3. Happiness
Peter	Batley	Puppeteer	World of Puppets	4. Brave Prog.
Jane	Beard		Independent	3. Happiness
			WI Programme	
Ann	Bebbington	Organiser	Westleton Village Hall	Not attending
Diane	Bell	Community Volunteer		Not Attending
			Culture, Tourism & Enterprise Manager	
Heidi	Bellamy		South Norfolk Council	Not Attending
<b>Stephanie</b>	<b>Bennell</b>		<b>Arts Framlingham Trust</b>	<b>Speaker</b>
Sarah	Blows	Community Librarian	Norfolk County Council	3. Happiness
Nick	Bolter		Benhall Archive Event	2. Funding
Sonia	Bright	Events Assistant	South Norfolk Council	Not Attending
Angie	Broadberry	Organiser	Thurton Church Holiday Club	1. Top Tips
Helene	Buck	Company Owner	Laughing Works	1. Top Tips
Kath	Burlinson	Theatre Maker		3. Happiness
<b>Tony</b>	<b>Butler</b>	<b>Director</b>	<b>Museum of East Anglian Life</b>	<b>Speaker</b>
Maggie	Campbell	Visual Artist	Working With Willow	Stallholder
Jacquie	Campbell	Artist	Rojo Art	Stallholder
Patsy	Cane		East Anglia Museum of Life	Not Attending
			Carrington-	
Leanne	Payne	Event Organiser	Mystic Bellydance	4. Brave Prog.
David	Case	Usually Treasurer	Various	4. Brave Prog.
Alwyn	Cathrall	Committee Member	Hepworth Village Hall	4. Site Sing
Clare	Chacksfield	Director	Eastfeast	4. Site Sing
Jean	Clarkson		Private/Village Hall Committee	3. Happiness
Eileen	Collins		Village Fete	2. Funding
Anna	Cooper	Booking Secretary	Burstall Village Hall	3. Happiness
Mark	Copeland	Proprietor	Insect Circus	Stallholder
			Culture/Communities Development	
<b>Katrina</b>	<b>Copping</b>	<b>Manager</b>	<b>Suffolk County Council</b>	<b>Speaker</b>
		Service Support Officer		
Nicky	Corbett		Suffolk Coastal District Council	Organiser
			Mad Dogs and Englishmen Theatre Co.	
Ann	Courtney	Artistic Director		Stallholder

Sandra <i>Gabby</i>	Cox Cox	Honorary Treasurer <i>Project Officer</i>	The Fisher Theatre <i>Suffolk Artlink</i>	1. Top Tips <i>Stallholder</i>
Yvonne Anne	Davey-Croft Day	Mobile Therapist & Events Organiser Events Organiser	yrelax Home-Start Suffolk Coastal	1. Top Tips 1. Top Tips
Justine <i>Linda</i>	De Mierre <i>Delane</i>	Storyteller, Theatre Maker & Arts Consultant	Freelance <i>Nutmeg Puppet Company</i>	4. Brave Prog. <i>Stallholder</i>
Angela Lionel	Dennis Denny	Community Musician/Vocal Leader Festival V. Chairman	Free-Lance Facilitator Woolpit Festival Society	3. Happiness 1. Top Tips
Madeleine Geoff Sue	Devitt Doggett Donald	Teacher of Textiles General Manager Councillor	Farlingaye High School Wingfield Barns Rendham Parish Council	4. Brave Prog. 1. Top Tips 4. Brave Prog.
Sarah Louise	Drayton	Youth Worker	Stowmarket Youth Club Stradbroke & Laxfield Youth Centre	3. Happiness 2. Funding
Abbie	Dunn	Youth Worker	Long Melford Street Fair Committee	4. Brave Prog.
Rosemary David Ann Sarah	Eade Eddershaw Evans Eves	Secretary Curator Membership Secretary	Pakenham Water Mill Mid Suffolk Video Camera Club	4. Site Sing 2. Funding 1. Top Tips
<i>Ken</i> Mrs	<i>Farquhar</i> Fawcett	<i>Director/Performer</i> Violin Maker	<i>Inspirational Science Theatre</i> <i>Company</i> Thornham Magna Church	<i>Stallholder</i> 3. Happiness
Pam	Fenner	Rumburgh Arts and Gardens <i>Project Development</i> <i>Manager</i>		1. Top Tips
<i>Hayley</i>	<i>Field</i>	Chairman	<i>Suffolk Artlink</i> Eyke/Rendlesham Village Hall Committee	<i>Stallholder</i> 2. Funding
Michael	Fisher	Youth Development Worker	Stowmarket Youth Club	4. Brave Prog. <i>Event</i>
<i>Zoey</i> Mary	<i>Furzer</i> Gagg	<i>Arts Officer</i> Parish Councillor	<i>Mid Suffolk District Council</i> Laxfield Parish Council Kelsale Village Hall	<i>Organiser</i> 3. Happiness
Mike <i>Karen</i> L.A Chris Ann	Garratt <i>Goddard</i> Goodban Grady Granger	Treasurer <i>Marketing Officer</i> Parish Clerk Arts Administrator	Management Committee <i>Eastern Angles</i> Long Melford Parish Council Chris Grady.org Benhall Archive Event Hacheston Fundraising Committee	1. Top Tips <i>Stallholder</i> 4. Brave Prog. 3. Happiness 1. Top Tips
Judith	Green	Committee Member	Harleston and Waveney Festival	3. Happiness
Margaret	Griffiths	Chair Member of St Mary's Church PCC		4. Brave Prog.
Alexandra	Gwyn	Chairman	Wilby Church Crowfield Village Hall Management Committee	2. Funding
Colin Christine <b>Kate</b>	Harper Harvey <b>Harvey</b>	Chairman	Metfield Village <b>Artichoke</b>	4. Site Sing 4. Brave Prog. <b>Speaker</b>

Kate	Hayward	Secretary/Bookings	Campsea Ashe Village Hall	4. Brave Prog.
Heather	Heelis	Manager	Committee	4. Brave Prog.
Gary	Hines	Venues Supervisor	Pitstop Out of School Club	1. Top Tips
Les	Hoare	Marketing Manager	Waveney D C	4. Brave Prog.
Jacqui	Hobbs	Manager	The Fisher Theatre	2. Funding
Spadge	Hopkins	Chairman	Lavenham Village Hall	4. Site Sing
Eleanor	Houghton	Rumburgh Arts and Gardens	Framlingham Area Youth Action Group Partnership	4. Brave Prog.
Jacqueline	Howells	Deputy Town Clerk	Sudbury Town Council	2. Funding
Sally	Howlett	Joint Secretary	Barking Fair Committee	4. Brave Prog.
<i>Katie</i>	<i>Howson</i>	<i>Director</i>	<i>East Anglian Traditional Music Trust</i>	<i>Stallholder</i>
Lesley	Hunt	Churchwarden & Booking Clerk of Village Hall	Hacheston Village Hall Committee	1. Top Tips
Angela	Hunter	Teacher	Fordham All Saints Primary	4. Site Sing
Serena	Inskip	Wenhaston Village		4. Brave Prog.
<i>Saul</i>	<i>Jaffe</i>	<i>Storyteller</i>		<i>Stallholder</i>
Lynn	James	Customer Services Advisor	Sudbury Town Council	4. Brave Prog.
Maureen	John	Councillor	Stradbroke Parish Council	4. Site Sing
Lawrence	Johnson	Musician (& former events coordinator)		4. Brave Prog.
Marianne	Johnson	Artist (Event Organiser)		4. Site Sing
Georgina	Johnson		Black Dog Arts Group	4. Site Sing
Clare	Johnson	Artist	Self and BWTA	2. Funding
Clare	Jones-Davies		Village Fete	3. Happiness
Cathrine	Kaywood	Youth Worker	Laxfield Youth Club	1. Top Tips
Diana	Kearsley	District Councillor	Mid Suffolk District Council	4. Site Sing
Beverley	Kekwick	Clerk	School/Parish Council	1. Top Tips
Ann	Kerr	Parish Councillor	Stradbroke Parish Council	4. Brave Prog.
<i>Claire</i>	<i>Kidman</i>		<i>Karen Whiterod/Footprint Arts</i>	<i>Stallholder</i>
<i>Blue</i>	<i>King</i>	<i>Project Development Manager</i>	<i>Suffolk Artlink</i>	<i>Stallholder</i>
<i>Daniel</i>	<i>King</i>	<i>Arts and Sports Officer</i>	<i>Suffolk Coastal District Council</i>	<i>Organiser</i>
J S	Knights		Ragtime Ruggers	1. Top Tips
Jayne	Knight	Arts Manager	Suffolk County Council	
Debbie	Lacey	Community Volunteer		Not Attending
Madeline	Lees	Celebrant & Events Organising	Dance Camp East	4. Brave Prog.
Daisy	Lees	Director	Arts La'Olam	3. Happiness
Rosalind	Limbach		Thurton Church Holiday Club	4. Brave Prog.
Juliet	Lockhart	Artist		4. Site Sing
Anne	Lowe		Ipswich Corn Exchange (Young People)	4. Brave Prog.
Jenny	Loyd	Event Organiser	Inspired Event Management	2. Funding
Mrs	Lummis		Village Hall	2. Funding

Geraldine <b>Judy</b> Ann <i>Heidi</i>	Mair <b>Masters</b> McBride <i>McEvoy</i> <i>Swift</i>	Secretary  Volunteer/Fundraiser  <i>Artist</i>	Eyke/Rendlesham Village Hall Committee <b>Arts Framlingham Trust</b> St Elizabeth Hospice  <i>Rojo Art</i> Eye Playing Field/ Eye town Council	2. Funding <b>Speaker/WS 2</b> 4. Brave Prog.  <i>Stallholder</i>
Penny Annabel <b>Ros</b> <b>Steve</b>	McSheehy Medrich <b>Melvin</b> <b>Messam</b>	Chair/Councillor Artist	<b>Woolpit Festival</b> <b>Fred</b> Hacheston Village Hall Committee	4. Brave Prog. 4. Brave Prog. <b>Speaker</b> <b>Speaker</b>
Eleanor	Mitchell	Publicity Officer		4. Site Sing
Gareth	Moir	Extended Schools Development Officer	SCC	Not Attending
Gaye Mary	Nash Neale	Booking Coordinator, Silcox Theatre Cabinet Member <i>Arts and Heritage</i> <i>Development Officer</i>	St Felix School Suffolk Coastal District Council  <i>Suffolk Coastal District Council</i>	4. Brave Prog. Not Attending <i>Event</i> <i>Organiser</i>
<i>Rachel</i> Jenny Sally Sylvia Bryony	<i>Nightingale</i> Nutbeem Ogden Owens Peall	Councillor Fundraiser/Volunteer Councillor	J.N Artist SCDC Home-Start Suffolk Coastal Saxmundham Town Council	4. Site Sing Not Attending Not Attending Not Attending
Mary	Pendered	Horticultural Programmes Manager	Eastfeast Hacheston Village Hall Committee	4. Site Sing
Dinah Carolyn Ally	Reed Reeder Riley	Committee Member Chairman Entertainer	Lowestoft Arts Ltd Ally Entertainments	3. Happiness 4. Site Sing 4. Brave Prog.
Patrick Sheena <b>Sue</b>	Robbins Robertson <b>Roberts</b>	Parish Councillor & Chairman of: Vice Chairman	Benhall & Sternfield Annual Memorial & Sports (Fete) Westleton WI <b>Artservice</b>	1. Top Tips Not Attending <b>Speaker</b>
Carol	Rout	School Governor/ Chairperson of School Association Educational	Nacton CEVC Primary School	4. Site Sing
Donna Jacki Diana David	Sanders Schafer Sculley Sears	Consultant Parish Councillor Councillor Chairman	Cookley and Walpole Villages Sutton Parish Council Saxmundham Town Council Rendham Parish Council	2. Funding 4. Site Sing 1. Top Tips 4. Brave Prog.
Lesley Fiona Pat	Shillinglaw Siddall Simms	Secretary Manager Vice Chairman	Palgrave and District Community Council Eastern Farm Park Palgrave & District Council	1. Top Tips 4. Site Sing 1. Top Tips
Lynda	Skelton	Development Coordinator	SCC CYP: Aiming High: short breaks for disabled youngsters	3. Happiness
Richard	Smith	Chairman of Victory Hall Committee	Victory Hall	2. Funding
Katherine Brian Kelvin	Smith Smith Smith	Committee Member, Victory Hall Chairman	Victory Hall Barking Community Council North Sea Shores	3. Happiness 1. Top Tips 4. Brave Prog.

Fran Paul	Speight Spencer	Open Doors Project Co-Ordinator	Suffolk Artlink Claptrap Film and TV Ltd	3. Happiness 2. Funding
Julie Natalie Collette Sue	Stokes Stoten Summerson Taylor	Town & Bridge Project Manager Art Youth Worker Committee Member <i>Assistant</i>	Town and Bridge Project Stowmarket Youth Club Black Dog Arts Group <i>Tarby Davenport</i>	3. Happiness 4. Site Sing 3. Happiness <i>Stallholder</i>
Helen Louisa	Thorburn Thorp	Editor - Palgrave Magazine <i>Administrator</i>	Palgrave Community Council <i>Wonderful Beast</i>	1. Top Tips <i>Stallholder</i>
Richard	Thurlow	Head of Service. Cultural & Community Services	Mid Suffolk District Council Harleston and Waveney Festival	3. Happiness
Robin	Twigge	Vice Chairman Arts and Community Development Officer	Babergh District Council Church of England World of Puppets <i>Suffolk Artlink</i>	4. Site Sing 2. Funding 4. Brave Prog. <i>Stallholder</i>
Sue Liz Miraiker Chris	Tyrrell Varley Wallace Warner	Rector of Bacton Puppeteer <i>Director</i>	<i>Obelow Arts/Greenfingers Productions/Eye Arts Club Karen Whiterod/Footprint Arts Wilby PCC</i>	<i>Stallholder Stallholder</i>
Liz Karen Priscilla	Waugh McManus Whiterod Williamson	<i>Project Manager</i> Fundraiser Tenant Services Officer		2. Funding
Sue	Wilson		Babergh District Council Gislingham Village Hall Committee	not attending
Diane	Wincup	Committee Member		2. Funding
<b>Candida</b>	<b>Wingate</b>			<b>Chair</b>
Margot	Wobey	Consultant/Advisor	Steering Committee of Hacheston Village Hall	3. Happiness
Hazel Geoff	Woodard Woodard	Chair	Hacheston Village Hall Hacheston Village Hall	4. Brave Prog. 2. Funding
Laura Mary	Woolacott Wyatt	Arts and Heritage Development Officer Organiser	South Norfolk Council Art On The Prom - Felixstowe	Not Attending 4. Site Sing



# **Delivering Your Event**



## 6. FUNDING

### 6.1 Potential Sources of Funding

If you're looking to raise money for your arts project, then we hope this simple guide will help point you in the right direction and get you started.

Below is a list of organisations you could approach for possible sources of funding. Please contact the organisation directly to find out their funding criteria and the correct application procedure.

### 6.2 Small Scale Community Based Projects (up to £10,000)

**Adnams Charitable Trust:** [www.adnams.co.uk](http://www.adnams.co.uk). Adnams offer grants between £500 and £5000 to organisations within a 25 miles radius of Southwold. Most grants are made under the headings of Education, Recreation, the Arts, Community Facilities and the Environment. Applicants do not have to be registered charities but must be able to demonstrate that they fulfil a real local need and have a track record of competence. For further information ring the charity administrator on 01502 727200 or email [charity@adnams.co.uk](mailto:charity@adnams.co.uk).

#### **The Seckford Foundation:**

**Suffolk Single Gateway: Arts for All:** Suffolk County Council Arts Service is keen to support high quality, imaginative arts events that really involve local communities in the arts. The maximum grant available via Arts for All is £1500. Phone 01473 264654, e: [katrina.copping@socserv.suffolkcc.gov.uk](mailto:katrina.copping@socserv.suffolkcc.gov.uk) or visit [www.suffolk.gov.uk/LeisureAndCulture](http://www.suffolk.gov.uk/LeisureAndCulture)

#### **Suffolk Foundation: Grassroots Funding Scheme**

If you are a community or voluntary group existing in Suffolk for the benefit of local people, then Suffolk Foundation offers grant of up to £5000.

To qualify you must be a group that was set up prior to the 31st December 2007 and have an annual income of under £30,000 per year or the equivalent of under £90,000 taken as an average over the last three years.

In addition, the scheme offers grants of £2,000 per annum to community groups with annual turnover of under £20,000 and acts as an umbrella for delivery of many smaller grants.

Phone 01473 734127, email [info@suffolkfoundation.org.uk](mailto:info@suffolkfoundation.org.uk) or visit [www.suffolkfoundation.org.uk/GrassrootsGrants.html](http://www.suffolkfoundation.org.uk/GrassrootsGrants.html)

#### **Awards for All**

Awards For All give grants of between £300 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote

education, the environment and health in the local community. Please note, administration of awards for all will change from April 1<sup>st</sup> 2009. Phone 0845 600 20 40 or visit [www.awardsforall.org.uk](http://www.awardsforall.org.uk).

### **Suffolk County Council Member Locality Budgets**

Suffolk's county councillors each have a county Locality Budget which is divided between them according to the number of people they represent. Councillors are able to make recommendations about funding from a locality budget for local projects in their area. Last year groups and projects that benefited included village halls, sports and social clubs, and toddler groups. To find out who your local county councillor is look at <http://www.suffolk.gov.uk/CouncilAndDemocracy> or phone 01473 265119.

### **Youth Opportunity Fund**

Young people, aged 13 – 19, can apply to this fund, for amounts between £500 - £10000 for revenue activities, and up to £15,000 for capital funding. At least 4 young people must be involved in making the application and will be required to present their idea to the grant panel. Contact Rachel Fell..

## **6.3 Medium to Large Scale Projects**

**Arts Council: Grants for the Arts:** Arts Council England is the national development agency for the arts in England, distributing public money from Government and the National Lottery. You can apply for grants for arts-related activities running for a limited time, such as projects and events, commissions and productions and research and development. The minimum amount of grant you can apply for is £1,000. The maximum threshold for grants is £100,000 for regional activity and £200,000 for national activity. Phone 0845 300 6200 or email [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk) or visit [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

**Big Lottery Fund:** The Big Lottery Fund gives out millions of pounds from the National Lottery to good causes. Funding goes to community groups and to projects that improve health, education and the environment. Phone 0845 4 10 20 30, e-mail [general.enquiries@biglotteryfund.org.uk](mailto:general.enquiries@biglotteryfund.org.uk) or visit [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

**Heritage Lottery Fund:** The Heritage Lottery Fund gives grants to a wide range of projects involving the local, regional and national heritage of the United Kingdom. Funding streams include; Heritage Grants (grants of more than £50,000), Your Heritage (grants of between £3,000 and £50,000) and Young Roots (grants of between £3,000 and £25,000 for young people celebrating heritage). Phone 01223 224881 or visit [www.hlf.org.uk](http://www.hlf.org.uk).

**Youth Music:** Youth Music works alongside the formal and community-based sectors to support music-making and training. Organisations and

schools can apply (not individuals). Grants are available between £1,000 and £20,000. Phone 020 7902 1060, e-mail [info@youthmusic.org.uk](mailto:info@youthmusic.org.uk) or visit [www.youthmusic.org.uk](http://www.youthmusic.org.uk)

**Screen East:** A lottery distributor of the Film Council awards grants for film production. The primary aims are to support film culture by improving access to and education about the moving image; and to create a sustainable UK film industry. Grants up to £5,000 for individuals, up to £10,000 for charitable organisations and up to £20,000 for registered companies. Phone 01603 776920, fax 01603 767191, e-mail [info@screeeast.co.uk](mailto:info@screeeast.co.uk) or visit [www.screeeast.co.uk](http://www.screeeast.co.uk)

**Trusts and Foundations:** [www.trustfunding.org.uk](http://www.trustfunding.org.uk) A subscription based database provided by the Directory of Social Change whereby you can search for geographical area, type of activity, name of trust or types of grants.

Many large companies have set up charitable foundations which give money to community projects, eg. most landfill companies such as. Biffa, Banks, Veolia. Most have a strict postcard-related geographical area.

#### 6.4 Funding Surgery Details

Voluntary and Community groups in Suffolk are welcome to book an hour appointment at one of Suffolk County council funding surgeries held in various locations throughout Suffolk. Outreach advice sessions are also available (subject to availability). Katrina Copping can help cultural and arts community groups in Suffolk with:

- Advice on setting up a group
- Assisting with charitable status
- Funding/grant advice and searches
- Guidance and support in filling out grant forms
- Policy and governance issues
- Project management

Please contact [katrina.copping@socserv.suffolkccgov.uk](mailto:katrina.copping@socserv.suffolkccgov.uk) or telephone 01473 264654 to book an appointment or if you wish to seek any advice.

## 6.5 Tips for Successful Funding Bids

1. Make sure that the funding is suitable for you – don't shoehorn your project into a funding pot. Remember your constitutional objectives.
2. If you feel you qualify for a fund ask/send for an application form.
3. If in doubt ask the funder for advice/clarification.
4. Read the guidelines carefully AND USE THEM.
5. Copy the blank form – at least three times.
6. If it says black ink/print/ etc. DO AS IT DIRECTS.
7. If there is only space for 10 words, write 10, however, if there is space for a paragraph, ensure that you give a fuller answer. Write/print/type clearly on all application forms
8. Answer ALL the questions on the application form. Be prepared to answer questions in writing, on the telephone, in a one-to-one meeting.
9. Keep a copy of your final application.
10. Remember that the organisation's description differs from the project description.
11. Ensure that you keep good records of your achievements – you will need them for monitoring and evaluation purposes.
12. And the golden rule for funding is: If you are unsuccessful, try, try and try again.

## 7. LICENSING

What is a Temporary Event Notices (TEN's)?

1. Temporary Event Notices have replaced temporary permissions or occasional licences for events that require authorisation.
2. Temporary Event Notices are given to enable licensable activities to take place for one off or occasional events, which are to take place in any premises, open space or temporary structures.
3. The system for TEN's involves the notification of an event, by the premise user, to the Licensing Authority and the Police. The event must be notified within a minimum of 10 working days before the intended event and preferably at least 28 days beforehand.
4. The current fee for a TEN is £21

Does your event qualify for a TEN?

It does if....

- Your event is no-longer than 96 hours (or 4 days)
- The premises user has not exceeded their personal limits
- There has been a minimum of 24 hours gap between events
- The premises has given no more than 12 TENS per year
- Less than 500 people are attending your event at any one time
- The aggregate of 15 days per year is not exceeded
- The person giving the Temporary Event Notice (who is termed the premises user) is over 18 years old

What is a Premises Licence?

Under the Licensing Act 2003 every premises at which a 'licensable activity' takes place must have a premises license. The main licensable activities are as follows:

- Sale by retail of alcohol – both on and off sales - *any sale by retail of alcohol, even if not for profit, will be a licensable activity and will require a designated premises supervisor.*
- Plays, films, sporting events, live music, dance performance, playing of recorded music (at high volumes). *These activities are known as 'regulated entertainment'*
- The provision of facilities for music/ dance.- *this includes premises where there is a dancefloor as well as rehearsal rooms etc.*
- Late Night Refreshment - *this means the serving of hot food and drink between 11pm and 5am.*

Premises Licences will normally be in the name of the person/company who actually runs the business day-to-day.

## Need more help?

A good first point of call to discuss Licensing is your local authority Licensing Department. In Mid Suffolk and Suffolk Coastal the contacts are:

### Mid Suffolk District Council

131 High Street  
Needham Market  
Ipswich  
IP6 8DL

Telephone: 01449 724685  
Email: [licensing@midsuffolk.gov.uk](mailto:licensing@midsuffolk.gov.uk)

### Suffolk Coastal District Council

Melton Hill,  
Woodbridge,  
Suffolk  
IP12 1AU.

Telephone: 01394 444802.  
Email: [licensing@suffolkcoastal.gov.uk](mailto:licensing@suffolkcoastal.gov.uk)

## For Regulations and National Guidance take a look at:

### THE LICENSING ACT 2003

The Act, Regulations and Guidance are available via the relevant government website [www.culture.gov.uk](http://www.culture.gov.uk) or by contacting:

Department of Culture, Media and Sport (DCMS)  
2-4 Cockspur Street  
London  
SW1Y 5DH

For general enquiries telephone 020 7211 6200 or email [alcohol.entertainment@culture.gsi.gov.uk](mailto:alcohol.entertainment@culture.gsi.gov.uk)

***\* For anyone involved in Circus and Street Arts, we recommend you to take a look at 'A Simple guide to licensing for Circuses and Street Arts' written by Jeffrey Leib (2005) and available via the Arts Council website. The guide provides information, advice and sample applications.***

[www.artscouncil.org.uk/publications/publication\\_detail.php?rid=0&sid=&browse=recent&id=447](http://www.artscouncil.org.uk/publications/publication_detail.php?rid=0&sid=&browse=recent&id=447)

## 8. RISK ASSESSMENTS

A risk assessment is simply a careful examination of what could harm anyone involved in your event or activity. The process does NOT have to be complicated, but it must be thorough.

Remember:

**A hazard is anything that may cause harm**

**The risk is the chance – high or low – of somebody being harmed by the hazard**

There are several ways of doing a risk assessment, but they all include the following basic 5 steps: -

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

There are numerous web sites that can provide information about risk assessments – try

<http://www.hse.gov.uk/risk/casestudies/index.htm>

or the Health and Safety section of the Mid Suffolk District Council web site <http://www.midsuffolk.gov.uk/> - you will need to click through to the relevant pages.

Please feel free to pick up a copy of the Risk Assessment Document, available at the reception desk today.

## 9. MARKETING AND PROMOTING YOUR EVENT

We are indebted to **Sue Roberts, of Artservice**, for allowing us to use extracts from its *Tips and Tricks Guide for Promoters* publication.

Artservice runs rural and community touring schemes in the East and West Midlands, and *Tips and Tricks* was produced for scheme members/voluntary promoters, using the service, as a practical means of helping them to market and sell shows effectively; it is still used for this purpose and was produced from first-hand experience garnered over many years.

Consequently, the information here is set in the context that you have already booked a show through a tour promoter (or similar) – and that it will take place in your hall or community venue.

However, whether you are running a one-off theatrical performance or a 3-day street Festival, have bid to a tour promoter or trawled the internet in search of your performers, we hope that you find the following advice on promoting your event informative – and inspiring.

### 9.1 READY TO START? ..... FIRST, DOUBLE CHECK THAT....

- Your venue can meet the show's technical requirements. If, upon reflection, you have any doubt about fitting the set in around your venue's support pillars, low hanging lamps, exposed roof beams or what ever, get in touch with the company now and work out between you how to deal with this.
- Booking contracts have been issued and that they include whatever get-in time is necessary for setting up and rehearsal.
- All the members of your **promoting team have put the date aside** in their diaries, and that they will be there on the night
- Don't try to promote as a solo individual; teamwork spreads the load, spreads the word (always the most effective way of selling tickets), provides a mutual support network, draws upon a range of talents & makes the whole experience pleasurable for everyone.

### ....NEXT STEP

- **Establish a telephone number/s for 'Box Office' enquiries.**
- **Allocate Tasks**

Share the tasks among your committee members; if many hands are involved in putting up posters, distributing leaflets, selling tickets, sending out publicity, that makes light work of it.

- **Check the copy dates for your local publications**

The local newspaper, free sheets, listings magazines, county magazines, parish, church, village or school newsletters. Prepare a press release – don't forget to include the funders – and make sure you send it out at the right time to give you the best chance of your event being listed.

- **Visiting company's publicity**

Counting back from the date of the event, you will need to start marketing about eight weeks or so beforehand. Sometimes, a visiting company or performer produces their own publicity, which you can over print with the details of your particular event.

## **SETTING YOUR TICKET PRICES - AND COVERING YOUR COSTS**

### **Work out your costs**

Look at ALL your costs, including the promoter/performer's fee, admin costs, venue hire etc and calculate how many tickets you need to sell to meet your contribution (if using a promoter) or break even; that's your minimum ticket target. If it's £300, then you need to sell 50 tickets at an average of £6 to cover costs. Tickets sold over this number will be a bonus.

### **Consider the ticket price**

Regularly review your ticket prices. Setting ticket prices under £5 is not realistic these days and undervalues the professionalism of what is being presented on your doorstep, and the comparative cost of seeing this kind of quality performance in a dedicated arts venue, or to visit the cinema or go to a football match. This is an exciting opportunity to see something that wouldn't usually be available in a community venue.

### **Are your tickets too cheap...?**

Don't assume that the same ticket price you have been setting for years is still appropriate – costs have all gone up. Setting ticket prices too low gives negative messages about quality. If the price is too low; that can be as discouraging as an expensive price.

### **...or too expensive...?**

Set ticket prices which are inclusive and do not exclude some sectors of the community. This is where your concessions will come into play; are you going to offer discounts for older / younger / unwaged audience members? Might it be worthwhile offering a small discount for tickets bought in advance? Is the event one where you can offer a family ticket, encouraging all the members of a family to come together? Will the ticket price include drinks, refreshments or supper?

### **How many tickets can you sell?**

You need to consider the maximum audience number you can seat comfortably for the type of event you've chosen. Cabaret style seating can be

a very attractive to potential audience members and it allows a more relaxed social atmosphere, though you will seat fewer people.

**How do we sell tickets? Selling tickets has to be an active process.**

How many tickets can each committee member undertake to sell to friends, family, colleagues, neighbours, villagers and others? This combined effort enables you to meet your target audience number in order to cover your costs.

**PUBLICITY**

**Publicity: excellent tools – but only alongside word-of-mouth and enthusiasm**

Use the publicity material as a key tool in your armoury for profiling and selling BUT posters, leaflets and press releases, alone, will not sell your event no matter how many are displayed or how diligently you distribute information.

Arrange, if possible, through your local freebie paper, to post a flyer; or push flyers/leaflets through letterboxes yourselves. Encourage your promoting group to keep flyers on their person and when they meet someone in the street, and start talking, they can hand out a flyer, or, even better, a ticket!

Marketing specialists say people will see 25 – 30 posters before the message begins to have any impact. Village shops, the pub(s), the school, the church, the Green, the youth club, the surgery/health centre, the library, and the bus stop are good places for posters. Use places where people congregate and particularly those places where people sit & wait.

## 9.2 PROMOTIONAL COUNTDOWN;

### Check-list: Tick off the essential tasks

#### Step 1: When you've booked the act/s

- Confirm Venue Booking—ensure venue is booked for get-in and performance.
- Check copy deadlines for local listing magazines, newsletters, local press.
- Check Technical Requirements to ensure you know what is expected.
- Ensure your venue has a licence; check with your local District Licensing Officer

#### Step 2: At least 6 - 8 weeks before event

- Plan campaign with committee members and share tasks.
- Set ticket prices (remember to include concessions & family tickets)
- Overprint publicity – put posters and flyers through a printer or use overprinted labels (if applicable).
- Put posters up in prominent places. Distribute flyers everywhere
- Print tickets and number e.g. 1 - 100 (if applicable)
- Distribute tickets amongst committee members – your “selling agents.” Ask them to sell locally to friends, relatives, neighbours, work colleagues, village newcomers, pta members, groups of targeted people/children/families: the reliable regulars/the interested intenders! Ensure all committee members will be there on the night.
- Also ask your local shop to sell tickets, (if you have one).
- Add information to the box office telephone answer-phone message so people know they have the right number and can be told how to get tickets
- Keep mailing list of previous audience members. Send a flyer to all.
- Send out press releases to local press – think of an interesting angle
- Let people know when tickets are selling well: advise them to buy quickly to avoid disappointment!
- Make the village hall/community venue the only place to be on the night of the promotion! Stress the social as well as artistic experience.
- Plan hall/venue layout and decoration – cabaret style or theatre rows? Children on rugs/cushions at front for kids show? Check set size & layout with company/performers and ensure the space is as good as can be for the show.
- Regularly review campaign in light of ticket sales: keep in frequent touch with selling team & other outlets (shop/pub/garage) so that you know what's going on; make sure everyone keeps a list of tickets sold
- Keep details of ticket sales: keep up-to-date record of numbers sold & prices with all the committee and the local stores, or other outlet, so that adjustments can be made as time passes
- Make advertising stakes & attach laminate sheet with simple details of show, time, tickets & set in ground on entrance and exit to village
- Arrange to provide refreshments for audience hot drinks, nibbles, cheese'n'wine, light supper, bring your own drink?
- Arrange tablecloths / neutral backdrop to the stage area / candles / subtle lighting: ambience is all important.

- Make arrangements for company/performers: arrival time, meeting/greeting, hospitality, food & drinks and any assistance they may require with get-in.

### **last 2 weeks**

- last 2 weeks sales push – turn up the heat if necessary. ↓
- If sold out, say it loud!
- last minute promotion: local radio interview / word of mouth
- re-confirm arrival time with company/performers

### **on the day**

- ensure hall is prepared: laid out & looks lovely!
- put posters / banners outside hall, all day, publicising event
- if you've sold out, ensure that you tell people by posting a "sold out" label(s) on your publicity adjacent to the hall
- if hall is difficult to find, put temporary finger posts to indicate direction
- **have fun and congratulate yourselves on a job well done! and always remember to acknowledge your funders on the night.**

## 10. LOCAL PRESS CONTACTS

Your local press should have a listings section where they will mention your event for free. Find out who deals with the 'What's On' section and cultivate a relationship. Find out what they want and need, when their deadlines are, and make sure they get your Press Release in good time. Ask them if they would like to review the event, and offer them a free ticket. Local magazines for your town or village are often a great way to advertise events also.

### Daily Newspapers

#### **East Anglian Daily Times**

Newsdesk 01473 230023 or [news@eadt.co.uk](mailto:news@eadt.co.uk)  
Richard Bryson 01473 324760 (Suffolk Magazine Editor)  
Victoria Hawkins 01473 324716 (EALife Editor)  
[www.eadt.org.uk](http://www.eadt.org.uk)

#### **Evening Star**

Newsline 01473 324788 or [starnews@eveningstar.co.uk](mailto:starnews@eveningstar.co.uk)  
James Marston 01473 324731 or [james.marston@eveningstar.co.uk](mailto:james.marston@eveningstar.co.uk)  
(Features and Entertainment Editor)  
[www.eveningstar.co.uk](http://www.eveningstar.co.uk)

#### **Eastern Daily Press**

Newsdesk 01603 772433 or [EDPNewsdesk@archant.co.uk](mailto:EDPNewsdesk@archant.co.uk)  
Trevor Heaton, [trevor.heaton@archant.co.uk](mailto:trevor.heaton@archant.co.uk) (What's On/Event magazine editor)  
[www.edp24.co.uk](http://www.edp24.co.uk)

### Weekly Newspapers

#### **Bury Free Press**

For editorial items or free listings, call Nicki Dixon on 01284 757827 or email [nicki.Dixon@jpress.co.uk](mailto:nicki.Dixon@jpress.co.uk)  
[www.buryfreepress.co.uk](http://www.buryfreepress.co.uk)

### Regional Arts Magazines

#### **WAVE**

New monthly arts and culture magazine for Suffolk and Norfolk.  
Simon Tooth 01986 834257 or [simon@artsindustry.co.uk](mailto:simon@artsindustry.co.uk) (publisher)  
Ed Hill 01986 834201 or [ed.hill@micropress.co.uk](mailto:ed.hill@micropress.co.uk) (advertising)

### **Green Pebble Magazine**

Free quarterly Visual Arts Magazine for East Anglia.

01502) 586030 (Publisher and Advertising)

(01502) 676101(Editorial)or email [info@greenpebble.co.uk](mailto:info@greenpebble.co.uk)

[www.greenpebble.co.uk](http://www.greenpebble.co.uk)

### **Local Authority Arts Service Leaflets and Newsletters**

#### **Mid Suffolk Summer Arts Leaflet**

Mid Suffolk DC Arts Service produce a leaflet detailing arts events taking place in the district from May to September. Copy deadline is 3rd week in March. To promote your event free of charge, please contact 01449 724638 or email [artsdevelopment@midsuffolk.gov.uk](mailto:artsdevelopment@midsuffolk.gov.uk) for details.

#### **Suffolk Coastal ARTS**

Suffolk Coastal Arts provides a monthly mailing of events and activities to Arts Network members. If you would like to receive this service, please email [arts@suffolkcoastal.gov.uk](mailto:arts@suffolkcoastal.gov.uk). The service is also investigating setting up an online events diary, for the public to enter their own events.

### **Don't forget about the Radio!**

A last minute selling tool can be to get a mention on the local radio. Remember that the company or performers also want to see a good crowd, and if you organise it with them, you will find that they will happily give an interview, or if it's a music performance send a CD so that a track can be played on air. Local Radio Stations include:-

#### **BBC Radio Suffolk**

[www.bbc.co.uk/suffolk/local\\_radio](http://www.bbc.co.uk/suffolk/local_radio). You can email you events and stories to the relevant presenters name or call the Newsroom 01473 34070 or email [radiosuffolk@bbc.co.uk](mailto:radiosuffolk@bbc.co.uk) or

#### **BBC Radio Norfolk**

[www.bbc.co.uk/norfolk/local\\_radio](http://www.bbc.co.uk/norfolk/local_radio). Phone 01603 617411 or email [radionorfolk@bbc.co.uk](mailto:radionorfolk@bbc.co.uk).

**Ipswich Community Radio (ICR) – [www.icffm.co.uk](http://www.icffm.co.uk)**

**Town 102 - [www.town102.com](http://www.town102.com)**

**Heart Ipswich FM - [www.heartipswich.co.uk](http://www.heartipswich.co.uk)**

**Felixstowe Radio:** Contact Trevor on 01394 273028, mobile 07746 474186 or email [info@felixstoweradio.co.uk](mailto:info@felixstoweradio.co.uk)

# 11. CONTACTS.... CONTACTS.... CONTACTS....

Just a few of the organisations and events that may be able to help you as you organise your very own extraordinary arts event.

## **INDEPENDENT STREET ARTS NETWORK**

The Independent Street Arts Network (ISAN) Access Toolkit is packed with useful information, and examples of ways you can improve access for Deaf and disabled audiences at your festivals and events. All areas are covered, from marketing to facilities, from stewarding to programming and much more.

Many of the measures you can take don't cost a bean, and all of the advice in the toolkit will help you encourage attendance and improve access for the audience members you might not even know you were excluding.

Download your copy of the Access Toolkit at [www.streetartsnetwork.org.uk](http://www.streetartsnetwork.org.uk)

## **MINTFEST**

### **KENDAL INTERNATIONAL FESTIVAL OF STREET ARTS**

**28 – 29<sup>TH</sup> AUGUST 2009**

Every corner of the Lakeland market town of Kendal bursts into life for August Bank Holiday weekend with a mind-boggling array of (mostly free) performances from across the globe.

Presenting an exhilarating kaleidoscope of the very best contemporary international street arts.

from the dramatic to the daft, powerful to playful, or spectacular to downright silly, the sheer range and originality of the acts guarantees a jam-packed weekend of live, unpredictable fun to keep you amused, entertained and inspired.

After just two years, Mintfest is one of the UK's leading international street arts festivals. Find out more at <http://www.mintfest.org/home.cfm>

## **SAVO**

### **SUFFOLK ASSOCIATION OF VOLUNTARY ORGANISATIONS**

SAVO is an infrastructure organisation for the voluntary and community sector in Suffolk, with the aim of supporting, encouraging and increasing the effectiveness and quality of the services offered by voluntary groups.

Their popular training courses include such subjects as Committee Skills, First Aid and Managing Volunteers, they offer CRB checking services, and a host of additional information and resources on setting up and running a voluntary or community group.

For more details, visit their web site at <http://www.savo.co.uk/>

## **VAN – VOLUNTARY ARTS NETWORK**

VAN works with policy makers, funders and politicians to improve the environment for everyone participating in the arts, and they provide information and training to those who participate in the voluntary arts sector. This includes over 300 national and regional umbrella bodies, and through them, their member groups of local voluntary arts practitioners.

VAN produces a quarterly newsletter, Update, providing information on opportunities, seminars, funding and news about members, as well as Briefing Sheets offering advice on issues relevant to the sector.

Many of their Briefing Sheets can be downloaded from their site at [www.voluntaryarts.org](http://www.voluntaryarts.org)

## **X-TRAX**

Based in Manchester, x.trax runs a range of events and projects designed to promote and support the UK street arts and performance sector. Their largest event is the x.trax showcase, billed as the UK's premier international street arts showcase.

The showcase presents local audiences and an invited list of arts promoters, festival directors and arts professionals with an outstanding selection of contemporary outdoor performance. The show is designed as an opportunity for artists to show their work to the people who are able to buy it – and an opportunity for promoters to see work they may want to book.

x.trax works as a strategic development agency in the outdoor performance and events sector. As part of its core work, it runs special events, networking meetings, training projects, and promotional initiatives to support the work of artists. It works throughout the year to develop partnerships between national and international agencies to raise the profile and quality of outdoor performance in Britain.

x.trax also offers project management and consultancy services and is committed to the support of new work by culturally diverse artists. The x.trax website is an integral, continually developing par

<http://www.xtrax.org.uk/xtrax/index.html>





*Roll up, Roll up – get your next act here.....*

# Arts Market Directory

*From Harps to Hamlet, Science to Samba, Viking ships to Variety Shows, this Directory contains details of arts organisations and individuals taking part in the Arts Market – and some who couldn't make it on the day, but would like you to know about them.*


*The Arts Market is presented as part of the Down Your Lane, Up Your Street seminar day, held at the New Cut Arts, Halesworth on Thursday, 26<sup>th</sup> March 2009.*

<b>Name</b>	<b>AMPLIFIER – MUSIC FOR LIFE</b>	
<b>Web site</b>	<a href="http://www.suffolk.gov.uk/LeisureAndCulture/Arts/Amplifier/">www.suffolk.gov.uk/LeisureAndCulture/Arts/Amplifier/</a>	
<b>Artform</b>	Rock and pop music, DJ-ing.	
<b>What we do</b>	There are several Amplifier – Music for Life groups in Suffolk, each offering open rock and pop sessions to young people during term time, holiday activities and tailored sessions to suit your needs. Because there are several groups, each with its own contact details, please visit the web site address for your nearest contact, or speak to your local authority Arts Development Officer.	
<b>Who we do it with</b>	Young people. As well as the regular evening sessions that are open to anyone to attend, Amplifier works in Pupil Referral Units, with Extended Schools services and other community settings.	
<b>Cost</b>	Please see the web site for more information and speak with the group working in your area.	
<b>Venue requirements</b>	Amplifier – Music for Life can provide all the instruments you may need, plus recording facilities (via laptops) and DJ equipment.	
<b>Geographical restrictions</b>	Flexible.	

<b>Name</b>	<b>ANDACTION</b> (Xenia Horne)	
<b>Contact details</b>	477 Earlam Road, Norwich, NR4 7HN	
<b>Web site</b>	<a href="http://www.andaction.co.uk">www.andaction.co.uk</a>	
<b>Email</b>	<a href="mailto:xenia@andaction.co.uk">xenia@andaction.co.uk</a>	
<b>Artform</b>	Film, theatre, multi-disciplinary.	
<b>What we do</b>	We devise and deliver productions and projects using a combination of art forms, and working with a range of artists. We also work as project and educational consultants devising and implementing evaluation and monitoring strategies and helping with funding proposals.	
<b>Who we do it with</b>	All ages – young people, older people, people with educational and physical needs, rurally disadvantaged groups, minority ethnic groups, excluded young people. All people!	
<b>Cost</b>	Average cost to devise a show £1200 – average cost of performance of existing show £500 for three performers Workshop leaders £250 per day.	
<b>Venue requirements</b>	We work flexibly and can usually adapt our productions for any venue.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>CAMBRIDGE TOURING THEATRE -</b> Rosie Humphreys	
<b>Contact details</b>	29 Worts Causeway, Cambridge, CB1 8RJ	
<b>Web site</b>	<a href="http://www.cambridgetouringtheatre.co.uk">www.cambridgetouringtheatre.co.uk</a>	
<b>Email</b>	<a href="mailto:info@cambridgetouringtheatre.co.uk">info@cambridgetouringtheatre.co.uk</a>	
<b>Artform</b>	Fun Family Theatre.	
<b>What we do</b>	We perform Fun Family Theatre at some of the most picturesque spots in the country. We sing, dance, steal your sandwiches and spray you with water. What more could you want!	
<b>Who we do it with</b>	Haverhill City Council, Norwich City Council, Cambridgeshire County Council, Essex County Council, Norfolk County Council and seeking to work with more.	
<b>Cost</b>	£1500.00 for a stately home, £800.00 for a council venue, £600.00 for a 1 hour show. I would like to discuss this at all times because sometimes, we can do a good deal for a venue.	
<b>Venue requirements</b>	Just a plug socket for outdoors and pre set lights for an indoor production.	
<b>Geographical restrictions</b>	We are widening our area all the time and next year hope to travel all over Britain.	


<b>Name</b>	<b>CREATE</b>	
<b>Contact details</b>	Denham House, Hoxne Road, Denham, Nr Eye, Suffolk IP21 5DF	
<b>Web site</b>		
<b>Email</b>	<a href="mailto:Shirleyday1@btinternet.com">Shirleyday1@btinternet.com</a> or <a href="mailto:createfilm@mac.com">createfilm@mac.com</a>	
<b>Artform</b>	Film making.	
<b>What we do</b>	Create is a registered charity dedicated to making films with young people and communities. We run courses in 2D animation, 3D animation, Live Action and Documentary. We were nominated for best young person's film of the year 2007. We also run a film festival.	
<b>Who we do it with</b>	We work with adults and children, and have formed partnerships with museums, schools, The East Anglian Film Archive, Suffolk Art Link, Suffolk Libraries etc.	
<b>Cost</b>	£40 per hour for session workers, £250 per day.	
<b>Venue requirements</b>	We are an outreach project so are used to working in different environments.	
<b>Geographical restrictions</b>	We work in Suffolk and Norfolk.	

<b>Name</b>	<b>EAST ANGLIAN TRADITIONAL MUSIC TRUST</b>	
<b>Contact details</b>	The Old Stables, Museum of East Anglian Life, Stowmarket, Suffolk IP14 1DL	
<b>Web site</b>	<a href="http://www.eatmt.org.uk">www.eatmt.org.uk</a>	
<b>Email</b>	<a href="mailto:info@eatmt.fsnet.co.uk">info@eatmt.fsnet.co.uk</a>	
<b>Artform</b>	Traditional music, song and dance	
<b>What we do</b>	We work with schools and holiday clubs, over 60s, local history groups and many other types of community groups, as well as specific music/dance groups. We run one-off talks and workshops which can be adapted to the group's interests and also work on longer-term projects.	
<b>Who we do it with</b>	Any age, mostly rural / market towns.	
<b>Cost</b>	Too varied a programme of events to state.	
<b>Venue requirements</b>	None.	
<b>Geographical restrictions</b>	Any area, also outside Suffolk.	

<b>Name</b>	<b>EASTERN ANGLES</b> (Karen Goddard)	
<b>Contact details</b>	Sir John Mills Theatre, Gatacre Road, Ipswich, IP1 2LQ	
<b>Web site</b>	<a href="http://www.easternangles.co.uk">www.easternangles.co.uk</a>	
<b>Email</b>	<a href="mailto:Karen@easternangles.co.uk">Karen@easternangles.co.uk</a>	
<b>Artform</b>	Theatre.	
<b>What we do</b>	Eastern Angles tour high-quality theatre productions with an East Anglian flavour to a variety of venues, including village halls, schools and art centres, across the East of England. We also travel further afield to London and to the Edinburgh Festival.	
<b>Who we do it with</b>	We perform to theatre-goers of all ages and backgrounds. Our education workshops are aimed at 14 – 18 year olds. Over the next few months we will be working closely with local migrant communities to create a play based on their experiences of living in Ipswich.	
<b>Cost</b>	Approx: £350 plus VAT.	
<b>Venue requirements</b>	We require a playing area of at least 6m square, black-out facility and an adequate ceiling height (Please contact our Production Manager, Steve Cooney, for more details).	
<b>Geographical restrictions</b>	None	


<b>Name</b>	<b>GREENFINGERS PRODUCTIONS</b>	
<b>Contact details</b>	c/o Bethesda, Heckfield Green, Hoxne, Suffolk, IP21 5AD	
<b>Web site</b>	<a href="http://www.greenfingers.org.uk">www.greenfingers.org.uk</a>	
<b>Email</b>	c/o <a href="mailto:lizwaugh@btinternet.com">lizwaugh@btinternet.com</a>	
<b>Artform</b>	Sensory theatre performances.	
<b>What we do</b>	Greenfingers Productions produces interactive sensory theatre shows for people with profound and complex disabilities (learning, sensory, physical, epilepsy etc). Shows include music, film, dance, scent and touch etc and are delivered to small audiences of participants and carers by professional performers.	
<b>Who we do it with</b>	Special schools, Community Resource Units, play schemes for disabled children etc.	
<b>Cost</b>	Approx. £725 for day of 4 performances. Usually fundraising for each tour allows venues to pay considerably less.	
<b>Venue requirements</b>	Space 7m X 9m to set up performance environment.	
<b>Geographical restrictions</b>	Usually Suffolk and neighbouring counties.	

<b>Name</b>	<b>INSECT CIRCUS AND MUSEUM</b>	
<b>Contact details</b>	25 Church Road, Great Livemere, Busy St Edmunds, IP31 1JS	
<b>Web site</b>	<a href="http://www.insectcircus.co.uk">www.insectcircus.co.uk</a>	
<b>Email</b>	<a href="mailto:ronnie@insectcircusmuseum.co.uk">ronnie@insectcircusmuseum.co.uk</a>	
<b>Artform</b>	Museum and circus.	
<b>What we do</b>	INSECT CIRCUS MUSEUM: Housed in a vintage, mahogany lined, Bedford TK beetlebox lorry, this unique museum displays a stunning array of costumes, props, puppets, toys and ephemera. INSECT CIRCUS SHOW: With its spectacular combination of magical world, physical theatre, circus skills and extraordinary costumes the Insect Circus is a variety show without parallel.	
<b>Who we do it with</b>	We have worked all over the UK.	
<b>Cost</b>	Costs vary depending on what is required. Need to discuss.	
<b>Venue requirements</b>	The show needs aerial rigging and a stage. The Museum needs 7m X 5m space and level ground.	
<b>Geographical restrictions</b>	None.	



<b>Name</b>	<b>INSPIRATIONAL SCIENCE THEATRE COMPANY</b> (Dr Ken Farquhar)	
<b>Contact details</b>	Blackhorse Cottage, The Street, Flordon, Norwich, Norfolk, NR15 1RN	
<b>Web site</b>	<a href="http://www.dodifferent.co.uk">www.dodifferent.co.uk</a>	
<b>Email</b>	<a href="mailto:info@dodifferent.co.uk">info@dodifferent.co.uk</a>	
<b>Artform</b>	Science Communication – Street and Performance Theatre – Circus and Physical Theatre.	
<b>What I do</b>	Dr Ken Farquhar performs shows and workshops designed for a diverse range of audience ranging from the streets of Great Yarmouth to the Classrooms of Great Britain endeavouring to make science entertaining and engaging for all.	
<b>Who I do it with</b>	Schools, LEA, Libraries, Museums, Arts and Children’s Festivals.	
<b>Cost</b>	£350-500.	
<b>Venue requirements</b>	None.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>KAREN WHITEROD</b>	
<b>Contact details</b>	36 Turner Road, Norwich, NR2 4HD	
<b>Web site</b>	<a href="http://www.footprintarts.co.uk">www.footprintarts.co.uk</a>	
<b>Email</b>	<a href="mailto:karen@footprintarts.co.uk">karen@footprintarts.co.uk</a>	
<b>Artform</b>	Sculpture/environmental.	
<b>What I do</b>	Workshops which encourage people to reassess the materials usually thrown away, but have wonderful colours, textures and shapes, which can be put together to make exciting artworks. After one of these workshops, “rubbish” will be seen for its exciting possibilities.	
<b>Who I do it with</b>	Schools, councils, gallery education programmes, community groups.	
<b>Cost</b>	£200 per day plus travel (35p per mile) and materials (this is usually minimal as mainly recycled).	
<b>Venue requirements</b>	Depends on workshop – some can be outdoor.	
<b>Geographical restrictions</b>	Prepared to travel as long as associated costs are covered.	

<b>Name</b>	<b>LIZ WAUGH McMANUS</b>	
<b>Contact details</b>	Bethesda, Heckfield Green, Hoxne, Suffolk, IP21 5AD	
<b>Web site</b>	<a href="http://www.artworksinfo.org.uk">www.artworksinfo.org.uk</a> <a href="http://www.cgs.org.uk">www.cgs.org.uk</a> <a href="http://www.obelon.co.uk">www.obelon.co.uk</a>	
<b>Email</b>	<a href="mailto:lizwaugh@btinternet.com">lizwaugh@btinternet.com</a>	
<b>Artform</b>	Visual arts, sculpture, animation and puppetry.	
<b>What I do</b>	<b>I am a visual artist, whose work includes site specific sculpture. I run arts workshops for different ages and abilities (including visual arts, puppetry, animation). I am an Arts Award Advisor, and also project manager and designer for Obelon Arts and Greenfingers Productions.</b>	
<b>Who I do it with</b>	Varied, different ages and abilities.	
<b>Cost</b>	Fee £200 per day.	
<b>Venue requirements</b>		
<b>Geographical restrictions</b>		


<b>Name</b>	<b>MAD DOGS AND ENGLISH MEN</b> (Ann Courtney)	
<b>Contact details</b>	The Old Post Office, Green Lane, Quidenham, Norfolk	
<b>Web site</b>	<a href="http://www.mad-dogs.org.uk">www.mad-dogs.org.uk</a>	
<b>Email</b>	<a href="mailto:info@mad-dogs.org.uk">info@mad-dogs.org.uk</a>	
<b>Artform</b>	Theatre.	
<b>What we do</b>	Professional touring theatre performing classical work, new adaptations, new writing, workshops and education work.	
<b>Who we do it with</b>	Full range.	
<b>Cost</b>	School workshops from £200, main classical tour fee or box office split with guarantee.	
<b>Venue requirements</b>	Usually require an electrical supply, but we do have a generator when in outside venues with no access to electricity.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>MAGGIE CAMPBELL</b>	
<b>Contact details</b>	Shimpling Place. Burston Rd, Diss, Norfolk IP21 4UB	
<b>Web site</b>	<a href="http://www.maggiecampbellartist.com">www.maggiecampbellartist.com</a>	
<b>Email</b>	<a href="mailto:Maggie.campbell@virgin.com">Maggie.campbell@virgin.com</a>	
<b>Artform</b>	Visual/ Sculpture/mosaic/ willow/mask/ costume.	
<b>What I do</b>	I work collaboratively with adults, children of all ages, the physically and mentally disadvantaged and the elderly, realizing their ideas to produce striking and well-finished displays of three dimensional arts works from lanterns and paper mache heads to permanent ceramic installations and willow living Viking Boats.	
<b>Who I do it with</b>	Junior, High Schools, Special Schools, Referral Centres, Youth Clubs, Day Centres and Communities.	
<b>Cost</b>	Workshop fee £180/200 + materials and travel costs.	
<b>Venue requirements</b>	Depends on the materials I use but usually we work at tables.	
<b>Geographical restrictions</b>	I am happy to work anywhere!	

<b>Name</b>	<b>MIKE McMANUS</b>	
<b>Contact details</b>	Bethesda, Heckfield Green, Hoxne, Suffolk IP21 5AD	
<b>Web site</b>	<a href="http://www.obelon.co.uk">www.obelon.co.uk</a>	
<b>Email</b>	<a href="mailto:mikemcmanus865@btinternet.com">mikemcmanus865@btinternet.com</a>	
<b>Artform</b>	Puppetry, animation, visual arts	
<b>What I do</b>	<b>I organise arts projects for all ages including puppetry, film, animation, drawing, dance or performance. With Obelon, I perform shows for 3 to 9+ year olds. Performances may be followed by puppetry / music workshops, often leading to a performance by the children. <i>The Singing Storycloth</i> show is accompanied by a story and activity book produced in conjunction with A&amp;C Black.</b>	
<b>Who I do it with</b>	All ages and abilities in educational and community settings.	
<b>Cost</b>	£200 per day for workshops/projects.	
<b>Venue requirements</b>		
<b>Geographical restrictions</b>		
<b>Name</b>	<b>MUSIC MAKERS</b> (Xenia Horne)	
<b>Contact details</b>	477 Earlham Road Norwich NR4 7HN	


<b>Web site</b>	<a href="http://www.musicmakersuk.com">www.musicmakersuk.com</a>	
<b>Email</b>	<a href="mailto:info@musicmakersuk.com">info@musicmakersuk.com</a>	
<b>Artform</b>	Musicians of all genres.	
<b>What we do</b>	We provide musicians for events – and also liaise with venues to ensure that all practical details are covered. We have a wide range of artists covering everything from early music to World Music, harpists to Ukulele bands, string quartets to jazz bands. Balalaika Ensembles to Bagpipers.	
<b>Who we do it with</b>	All ages – young people, older people, people with educational and physical needs, rurally disadvantaged groups, minority ethnic groups, excluded young people. All people!	
<b>Cost</b>	Average cost to devise a show £1200 – average cost of performance of existing show £500 for three performers Workshop leaders £250 per day.	
<b>Venue requirements</b>	We work flexibly and can usually adapt our productions for any venue.	
<b>Geographical restrictions</b>	None.	


<b>Name</b>	<b>NUTMEG PUPPET COMPANY</b> (Meg Amsden)	
<b>Contact details</b>	East End, Bulcamp House, Bulcamp, Halesworth. IP19 9LG	
<b>Web site</b>	<a href="http://www.nutmegpuppet.co.uk">www.nutmegpuppet.co.uk</a>	
<b>Email</b>	<a href="mailto:info@nutmegpuppet.co.uk">info@nutmegpuppet.co.uk</a>	
<b>Artform</b>	Puppetry.	
<b>What we do</b>	Founded in 1979, we are a producing and touring puppet theatre company. We also run practical workshops for people of all ages and abilities; we train and lecture to artists, teachers, carers and environmental education staff.	
<b>Who we do it with</b>	Young people in schools and out, families, older people, small theatres, village halls and community centres, residential homes, day centres, open air events.	
<b>Cost</b>	Very variable, depending on which show or workshop is booked, and if subsidy available. Anything from £25 - £400 plus travel expenses @45ppm.	
<b>Venue requirements</b>	Some shows and workshops require blackout, but not all.	
<b>Geographical restrictions</b>	No, though we are not interested in single performances/workshops outside Norfolk/Suffolk/Essex.	


<b>Name</b>	<b>OBELON ARTS</b>	
<b>Contact details</b>	Bethesda, Heckfield Green, Hoxne, Suffolk, IP21 5AD	
<b>Web site</b>	<a href="http://www.obelon.co.uk">www.obelon.co.uk</a>	
<b>Email</b>	<a href="mailto:Obelon.art@virgin.net">Obelon.art@virgin.net</a>	
<b>Artform</b>	Shows. Cross art form projects.	
<b>What we do</b>	We perform shows in theatres and schools locally and nationally which incorporate puppetry and masks. We also organise arts projects in educational and community settings, including visual arts, dance, music, and film-making.	
<b>Who we do it with</b>	Theatres, schools, village halls, homes for older people etc.	
<b>Cost</b>	Shows £280 to £330, additional 1hr workshop £90. Daily fee for workshops £200.	
<b>Venue requirements</b>	None.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>PETER BATTEY &amp; MIRAIKER</b>	
<b>Contact details</b>	79 Station Road, Claydon, Ipswich, Suffolk, IP6 0HS	
<b>Web site</b>	<a href="http://www.batteypunch.com">www.batteypunch.com</a>	
<b>Email</b>	<a href="mailto:miraiker@aol.com">miraiker@aol.com</a>	
<b>Artform</b>	Puppetry.	
<b>What we do</b>	We present puppet shows including Punch & Judy, traditional stories and more. We also run themed puppet workshops – giving your group a chance to discover puppetry and to perform with professional puppets. Themes include: Shadows, eco-puppets, Traditional stories, Indian puppetry and more.	
<b>Who we do it with</b>	Our shows are suitable for any audience or venue. Workshops suitable for schools, special needs groups, adult groups, scouts etc.	
<b>Cost</b>	Shows from £90 per performance (special day rates available). Workshops from £90 per session (special day rates available).	
<b>Venue requirements</b>	The shows are self-contained and can be sited anywhere. Workshops need an indoor venue.	
<b>Geographical restrictions</b>	We mostly work in East Anglia but can travel further with additional travel costs.	

<b>Name</b>	<b>RHUBARB THEATRE</b> (Philip & Kirsty Mead)	
<b>Contact details</b>	7 Queensway, Leadenham, Lincoln, LN5 0PF	
<b>Web site</b>	<a href="http://www.rhubarbtheatre.co.uk">www.rhubarbtheatre.co.uk</a>	
<b>Email</b>	<a href="mailto:info@rhubarbtheatre.co.uk">info@rhubarbtheatre.co.uk</a>	
<b>Artform</b>	Drama, Dance, Music, Visual Art.	
<b>What we do</b>	Performances – Street Theatre – Arts Workshops: We work with clients to create bespoke arts workshops to suit your needs, whether you need to demonstrate a curriculum subject in a more creative way or you want your employees to learn more about presentation skills. In addition we can deliver fun workshops that cover role-play, storytelling, theatre skills, etc.	
<b>Who we do it with</b>	Schools (from pre-school to universities), Special Needs groups, Out of school groups, Councils, wider communities, businesses.	
<b>Cost</b>	Workshop rate – 1 artist per day £200 + travel (depending on content, may charge for planning & writing).	
<b>Venue requirements:</b>	Depends on what is booked.	
<b>Geographical restrictions:</b>	None.	

<b>Name</b>	<b>ROJO ART</b>	
<b>Contact details</b>	27 Victoria St, Bury St Edmunds, IP33 3BB	
<b>Web site</b>	<a href="http://www.rojoart.co.uk">www.rojoart.co.uk</a>	
<b>Email</b>	<a href="mailto:rojoart3@yahoo.co.uk">rojoart3@yahoo.co.uk</a>	
<b>Artform</b>	Visual and performing arts.	
<b>What we do</b>	We offer innovative workshops from visual and performing artists, tailor made to meet your particular needs. Our most popular artforms include feltmaking, mosaic and murals and innovative art from recycled materials.	
<b>Who we do it with</b>	Schools, support organizations, tourist attractions, professional development	
<b>Cost</b>	£300 for two artists for a school day.	
<b>Venue requirements</b>	None.	
<b>Geographical restrictions</b>	East Anglia.	

<b>Name</b>	<b>SAUL JAFFE</b>	
<b>Contact details</b>	Granary Cottage, North St, Hundon, Suffolk CO10 8EE	
<b>Web site</b>	<a href="http://www.sauljaffe.com">www.sauljaffe.com</a>	
<b>Email</b>	<a href="mailto:sauljaffe@aol.com">sauljaffe@aol.com</a>	
<b>Artform</b>	Storyteller	
<b>What I do</b>	I tell a range of stories suitable for all ages, but specialising in the original tales that inspired Shakespeare to write his plays, taken from my work at the Globe theatre. I am a contemporary storyteller: relevant, engaging and entertaining.	
<b>Who I do it with</b>	Adult storytelling clubs such as Camden Ceilidh & Midlands based Storytelling Cafe; community groups; academic specialists; theatre going audiences; children and their families; schools – primary & secondary; university students; business people. At present I have regular performances at the Globe theatre and the Cabinet War Rooms, hold sessions and workshops in schools and train business people in communication techniques.	
<b>Cost</b>	Approx £180 + travel. This equates to a 90 minute evening performance, or two 45 min sessions in schools. Workshops can be provided at a little extra cost	
<b>Venue requirements</b>	My show is deliberately low tech, as the emphasis lies on the relationship between me and the audience, but I will provide anything special I require.	
<b>Geographical restrictions</b>	None, I travel nationally / internationally	


<b>Name</b>	<b>SUFFOLK ARTLINK</b> (Chris Warner)	
<b>Contact details</b>	1 Miles Ward Court, Halesworth, IP19 8AY	
<b>Web site</b>	<a href="http://www.suffolkartlink.org.uk">www.suffolkartlink.org.uk</a>	
<b>Email</b>	<a href="mailto:chris@suffolkartlink.org.uk">chris@suffolkartlink.org.uk</a>	
<b>Artform</b>	Participatory arts – writing, visual, drama, music, dance, film.	
<b>What we do</b>	Suffolk Artlink is a participatory arts organisation, delivering high quality arts activities led by professional artists to a wide range of people. Our aims are to help vulnerable people play a fuller role by improving their quality of life and wellbeing through participation in creative activities.	
<b>Who we do it with</b>	Older people in care, older people living independently, people with dementia, people with learning disabilities, young people at risk.	
<b>Cost</b>	Depends on the number of artists and nature of workshops.	
<b>Venue requirements</b>	Depends on the type of workshop.	
<b>Geographical restrictions</b>	Whole of Suffolk.	


<b>Name</b>	<b>SUFFOLK CRAFT SOCIETY</b> (Blue King)
<b>Contact details</b>	73 Cemetery Road, Ipswich, Suffolk, IP4 2HZ
<b>Web site</b>	<a href="http://www.suffolkcrafsociety.org">www.suffolkcrafsociety.org</a>
<b>Email</b>	<a href="mailto:blue@suffolkartlink.org">blue@suffolkartlink.org</a>
<b>Artform</b>	Crafts
<b>What we do</b>	The Society offers professional residencies, workshops and demonstrations for schools, colleges and adult groups in the following disciplines: Ceramics, Jewellery, Textiles, Print-making, Calligraphy, Spinning and dyeing, Stained glass and Sculpture.
<b>Who we do it with</b>	Adults and children in the Eastern Region.
<b>Cost</b>	£250 to £280 per day for artist led workshop and materials.
<b>Venue requirements</b>	Well lit, suitable space for creative work, depending on craft access to water might be needed.
<b>Geographical restrictions</b>	

<b>Name</b>	<b>SUFFOLK SCHOOL OF SAMBA</b>
<b>Contact details</b>	20 Mansbrook Blvd, Ipswich, Suffolk IP3 9GJ
<b>Web site</b>	<a href="http://www.suffolksamba.com">www.suffolksamba.com</a>
<b>Email</b>	<a href="mailto:admin@suffolksamba.com">admin@suffolksamba.com</a>
<b>Artform</b>	Samba band and dancers.
<b>What we do</b>	Community based band with choreographed dancers providing Brazilian style samba music and dance in full costume. Drummers, percussionists and dancers.
<b>Who we do it with</b>	All communities and audiences.
<b>Cost</b>	£500.
<b>Venue requirements</b>	Space and flat ground/flooring for approximately 30 artistes.
<b>Geographical restrictions</b>	None.

<b>Name</b>	<b>TARBY DAVENPORT</b>
<b>Contact details</b>	The Cottage, Wetherden, Stowmarket, IP14 3JS
<b>Web site</b>	tarbydavenport.com
<b>Email</b>	<a href="mailto:tarby@tarbydavenport.com">tarby@tarbydavenport.com</a>
<b>Artform</b>	Event co-ordinator.
<b>What I do</b>	I work as an Event consultant and co-ordinator for various councils and production companies nationwide and internationally to provide them with street performers and workshops for their events. I am also agent for performers and organise community events.
<b>Who I do it with</b>	Everyone, including children, adults, disabled, teenagers, excluded kids, local, private, multicultural.
<b>Cost</b>	It really depends on location, hours and requirements.
<b>Venue requirements</b>	Suitable access and amenities.
<b>Geographical restrictions</b>	None.

<b>Name</b>	<b>THEATRE OF WIDDERSHINS</b> (Andy Lawrence)	
<b>Contact details</b>	10 Bull Street, Pottton, Bedfordshire SG19 2NR	
<b>Web site</b>	<a href="http://www.widdershins.co.uk">www.widdershins.co.uk</a>	
<b>Email</b>	<a href="mailto:admin@widdershins.co.uk">admin@widdershins.co.uk</a>	
<b>Artform</b>	Puppetry & Storytelling combined.	
<b>What we do</b>	We tour our puppet shows all round the country to any venue that is interested in hosting a show. We have been doing this for 13 years. Our current show is 'Rapunzel & The Tower of Doom'.	
<b>Who we do it with</b>	Children aged 4+ and their families.	
<b>Cost</b>	£380 + VAT for one performance. £650 + VAT for two performances without taking the set down.	
<b>Venue requirements</b>	We need roughly a space 5m wide x 4m deep x 3m tall.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>THE HERITAGE ARTS COMPANY</b> (Tim Wilson)	
<b>Contact details</b>	80-81 St Martin's Lane, London WC2N 4AA	
<b>Web site</b>	<a href="http://www.Heritagearts.co.uk">www.Heritagearts.co.uk</a>	
<b>Email</b>	<a href="mailto:tim@heritagearts.co.uk">tim@heritagearts.co.uk</a>	
<b>Artform</b>	Theatre/dance/film/music	
<b>What we do</b>	Re-awaken, re-imagine, and re-present the heritage of local sites, using the stones and stories that are already there.	
<b>Who we do it with</b>	Everyone.	
<b>Cost</b>	Absolutely negotiable and dependent on size of site, length of event, production value.	
<b>Venue requirements</b>	None.	
<b>Geographical restrictions</b>	Suffolk.	

<b>Name</b>	<b>TRADITIONS OF SUFFOLK</b> (Neil Lanham)	
<b>Contact details</b>	Ivy Todd, Helions Bumpstead, Nr Haverhill, Suffolk CB9 7AT	
<b>Web site</b>	<a href="http://www.traditionsofsuffolk.com">www.traditionsofsuffolk.com</a>	
<b>Email</b>	<a href="mailto:neil@traditionsofsuffolk.com">neil@traditionsofsuffolk.com</a>	
<b>Artform</b>	Story (true) and Song.	
<b>What we do</b>	We tell the story of Ruby & Her Horses - the true story of Ruby's life starting just before the first world war and taking the audience through the hardships of the agricultural depression of the 1930s. The production is supported by a power-point presentation of her own photographs and each story is followed by an unaccompanied song from Andrew Stannard.	
<b>Who we do it with</b>	We have been to village halls all across Suffolk, selling out on most occasions.	
<b>Cost</b>	Between £200 and £250.	
<b>Venue requirements</b>	The Hall needs to seat between 80 and 200 people.	
<b>Geographical restrictions</b>	None.	

<b>Name</b>	<b>WONDERFUL BEAST THEATRE COMPANY</b> (Alys Kihl)	
<b>Contact details</b>	The Old Cottage, 150 High Street, Aldeburgh, Suffolk, IP15 5AQ	
<b>Web site</b>	<a href="http://www.wonderfulbeast.co.uk">www.wonderfulbeast.co.uk</a>	
<b>Email</b>	<a href="mailto:info@wonderfulbeast.co.uk">info@wonderfulbeast.co.uk</a>	
<b>Artform</b>	Theatre.	
<b>What we do</b>	Wonderful Beast is a touring theatre company which presents the drama of myths, legends, folk tales and stories to audiences of all ages. It has an active outreach programme that is integral to its activities.	
<b>Who we do it with</b>	Adults of all ages; children; old people; traditional singers and step dancers.	
<b>Cost</b>	It depends on the individual show or workshop, e.g. £300 - £700.	
<b>Venue requirements</b>	Basic technical facilities in theatres, but not necessarily elsewhere – again it depends on the show or workshop.	
<b>Geographical restrictions</b>	None.	