

Highlights Front of House guidance – for “topping and tailing” your shows

The following is meant as guidance rather than as a script. Please adapt to suit. The bits in ordinary type can be read out verbatim, the bits in italics need to be made specific to your venue.

Please remember to put out Highlights brochures on tables/chairs.

Welcome audience

- A very warm welcome to *venue name* and to this performance of *show name*, which comes to us as part of the Highlights Rural Touring scheme.

Housekeeping - before we get started...

- Please make sure your mobile phones are turned off or are on silent.
- Today's performance will last..... Running time/ intervals/refreshments/bar/Raffle
- Fire exits/ arrangements for toilets

About your village hall programme and Highlights Rural Touring Scheme

- As many of you will know, *village hall name* runs a range of activities for the whole community - *say a bit about what you do/offer and plug any forthcoming events/ give updates on any village hall news.*
- We also partner with Highlights Rural Touring Scheme to bring you events such as this.
- Highlights works with a network of over 70 village halls, schools and community centres across Cumbria, Country Durham and Northumberland, which are committed to offering professional, entertaining and exciting events in small communities.
- Highlights is a registered charity funded by Arts Council England to subsidise events such as this.
- Highlights offers 20 - 25 different events each season – up to 85 performances per season; there is something for everyone
- Please take a look at the Highlights brochure - there are some in the hall tonight. Or visit the website and join the email newsletter.
- We are very grateful to xxxxxxxxxx /volunteers/ staff at venue/ councillors etc without whose hard work this event would not be taking place
- It now gives me great pleasure to introduce to you xxxxxxxxxx (band, company); so can we have a round of applause please....

End of event

- Thank you, the audience, for coming and a big thank you to *band/company*.
- Please give them one more round of applause.
- Remember to pick up a Highlights brochure if you haven't already got one. *We would encourage all Highlights promoters to support each other's events by announcing/giving a plug to the next Highlights event in a nearby village.*

