



Entertainment Chair Handbook

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Entertainment Handbook

1. Cancer Research UK Relay For Life Entertainment Chair Role Profile

Why we need you

Cancer Research UK is looking for an individual to join their local Relay for Life Committee to plan and co-ordinate the programme of entertainment at the Relay.

As the Entertainment Chair, you will add value and fun to your Relay by putting together a programme of entertainment for your participating teams, survivors and visitors. This will enhance their enjoyment of Relay and bring participants together, creating a united, community feel within the event. You will decide on the schedule of activities, secure any necessary prizes and co-ordinate the programme on the day.

What will I be doing?

- Putting together a programme of entertainment for visitors and participating teams.
- Securing music/PA provision.
- Making sure the programme considers the local community (e.g. noise levels)
- Securing prizes and incentives.
- Liaising with the Logistics Chair to ensure the entertainment is suitable for the venue and considering any special arrangements that need to be made.
- Recruiting teams. (This is everyone's job on the committee)
- Recruiting a sub-committee to help you deliver the above.

What skills do I need?

- You need to be creative and be aware of social trends.
- You need good communication skills to sell Relay and encourage free local entertainment from your community.
- You need excellent organisational skills to ensure smooth programme of events is planned and executed with contingency plans in place.
- Ability to work with others – committee Chairs, team captains, participants and visitors.
- You should be IT literate and ideally have access to a computer.
- Have an awareness of Insurance and Health and Safety issues with regard to the entertainment you will be providing.

How much time do I need to commit?

You will need to start planning and organising entertainment about 6 months prior to the Relay. You will also need to attend all Relay For Life committee meetings (these will probably be monthly and then weekly as the Relay gets closer) to integrate the entertainment schedule with the rest of

the Relay programme and contribute to the overall planning of the event. You may also need to meet individually with other key Chairs such as Logistics, Survivorship and Candle of Hope.

What support will I be given?

You can rely on the help and support of your fellow committee, and you will also have the dedicated support of your staff contact at Cancer Research UK (via your Chair), should you have any queries or difficulties.

What benefits can I expect?

Relay For Life is an emotionally, uplifting and rewarding event. As well as being part of the Relay, you'll have the satisfaction of knowing that you have played an important role in keeping everyone at Relay entertained. You'll have ensured that all participants have a wonderful experience as well as raising money to beat cancer sooner and remembering and celebrating those affected by cancer.

Where will I be based?

Most of the planning work will be completed at home, however it will be necessary to go out into the community and find suitable entertainment as well as attend team captain and committee meetings to encourage participation and inform every one of developments.

2. Entertainment – Key Tasks

The Entertainment Chair plans and secures all the on-site activities and entertainment for the Relay including live or recorded music, games, contests and other activities. It is your role that will make sure the 'fun stuff' happens during the Relay and that the celebratory feel encompasses the whole of your event.

One of the easiest ways to do this is to invite teams to provide some of the entertainment and get involved. We recommend that for a new Relay For Life event, a lot of the planning of activities is passed over to teams. This will keep them involved throughout the event and encourage team competition.

It will also be your responsibility to work with the Logistics Chair to arrange for a stage, seating, and equipment for participants to view the entertainment (should you need them) and securing relevant licences. You will locate suitable equipment for the activities you have arranged – such as football and goals; badminton net, rackets and shuttlecock; Wellington boots and distance markers for 'Wellie-throwing competition' etc. You will also lead on locating donated gifts to give as prizes for each activity.

Team captain meetings are your opportunity to get input from your teams into the entertainment programme. They will have lots of ideas and will enjoy being able to report back to their teams

and get everyone preparing for the Relay. You'll be amazed at what teams can tap into!

Remember it is also everyone on the committee's job to recruit teams, so recruit as you make approaches for entertainment. There is no point in having lots of entertainment if you don't have the teams to entertain.

3. Potential Activities

Inside / on track entertainment

The entertainment activities are open to your creative thoughts. By all means ask others taking part (fellow committee, teams etc) for suggestions. Remember to have a range of activities and make them as inclusive as possible to ensure everyone gets involved. Some ideas are:

- Themed laps – salsa lap, healthy eating lap!
- Clowns / jugglers to walk around track
- Yoga / Thai chi
- Massage tent
- Manicure area
- A karate school to give a demonstration
- Wellington boot throwing competition
- Human twister
- Line dancing
- People bingo
- Sport – football, rounders, cricket (soft ball), badminton, volleyball etc
- Hula hoop contest
- Limbo contest on track (as they walk around)
- Egg and spoon race / jelly bean race

Children's entertainment

If there are a number of children joining in your Relay, a Children's Camp can help keep the young ones occupied. One idea is to ask a local day care / play group staff member to join your committee and coordinate this area. They will know what children like to do (and have the necessary qualifications to work with children) and you could also work with the Cancer Awareness & Information Chair to come up with some cancer education games for the children. Any activities should be included in the safeguarding risk assessment.

Parents/guardians must be present during activities to supervise. Staff and volunteers should never take responsibility for children at an event. Speak to your Cancer Research UK contact for further information.

Some more options are:

- Fire engine – Ask the local fire brigade to bring a fire engine for children to look inside
- Bouncy castle – This should only be supervised by the owner/operator who has the relevant insurance. (Check this detail with your staff contact)
- Three legged races
- Face painting – Again, a qualified person with suitable insurance is required
- Arts & crafts area
- Storytelling
- TV for movies –with popcorn! (If facilities have power available)
- Sing-a-long
- Giant bubble makers
- Magician

Overnight entertainment

It is important to keep everyone going throughout the night if your event is 24 hours. These activities should be simple and not take a lot of energy or make too much noise. An idea is to give this section to a youth team to control, as it will give them something to focus on throughout the night.

- Poker run
Have several decks of cards. Each participant gets given a card each lap until they have five cards and the best hand wins a prize.
- Scrabble
Make cards with each Scrabble letter and value. Each participant gets a card for every lap they complete. Within a time limit (or when cards run out), the person (or team) with the highest value word wins a prize.
- Pyjama Party
Have a pyjama contest – the best or most outrageous outfit wins.
- Worst Relay Hair
Early in the morning, have participants vote on who has the worst morning hair.
- Fashion Show
Get a bag of fancy dress clothes. One person from each team plays. Each time a lap is completed, they get an item. Worst outfit wins.
- Magic Number
Have a coordinator think of a number between 1 and 100. As each walker passes the start line...they guess a number. Whoever guesses the 'magic number' wins a prize. Lots of participants join in just for a chance to win a prize.

- Hula Hoop Relay

Have two lines of people (about 5-10 per team). The players must weave the hula-hoop through their bodies as they hold hands. Have them go down the line and return with the hoop.

'On stage' entertainment

Music is a great way of creating and adding atmosphere to your Relay and getting different areas within your community involved in the event. In the first year you will probably find that having a good, local DJ to manage the sound and equipment will be enough. However, as your event grows you can let your musical tastes run wild!

Don't forget to ask for copies of Public Liability Insurance, please ask your staff contact about this. Any band/group will be used to having to provide it.

Cancer Research UK will be arranging PRS (Performing Rights Licenses) for all events. Your staff contact can provide you with the licence number if you are asked to quote it.

You can find out more around Public Liability, PRS and Entertainment licenses from your Logistics Chair and from your staff contact.

Potential ideas for stage entertainment are:

- Live bands – (Swing, steel drum, rock, jazz)
- Solo – (Guitar, flute, violin etc)
- Singing – (School choir, barbershop, opera)
- Local radio presenter
- Disc jockey – (Be aware that you will require an Entertainment License should you play music with copyright agreements)
- Dancing – (Irish, salsa, line, dance team)
- Karaoke – (Don't do this late at night!)
- Relay sketch – (Improvised)
- Cancer education messages – (Team sketches or facts / stories – See Cancer Awareness Chair)

Please note that the stage area must be managed to avoid excess number of people on stage for health and safety obligations. It is important that you liaise with the Logistics Chair to ensure that the Risk Assessment fully reflects what risks may arise and what steps have been taken to counteract them.

4. PRS (Performing Rights Licence)

This will be arranged by Cancer Research UK for all events. Your staff contact can provide you with the licence number if you are asked to quote it.

5. Prize Coordinator

Try to source donated gifts and prizes for your Relay. You could ask a friend or colleague to take this role on for you, as a Prize Coordinator on your committee.

The goal is to get as many donated prizes as possible from local shops or suppliers. These can be anything – big or small providing they are in line with our cancer information and awareness messages.

Large and high value prizes such as dinner for two, weekend trip etc should be kept for the top fundraisers, while the lesser prizes can be used for anything else i.e. best dressed tent, best fancy dress etc. Remember to look for prizes for the children.

Potential prize / gift requests:

- Golf course green fee
- Weekend away
- Gym membership
- Restaurants meals
- Sport event tickets
- Gift vouchers / discounts in shops
- Free sandwich / drinks

Remember to always write to thank your donors & invite them to come along on the day.