

WELCOME

Welcome to the Carnon Downs Drama Group (CDDG) family. The following information is aimed to provide our members with everything they need to know about CDDG. If you still have unanswered questions, then please contact your Director or any Committee Member using the contact details found below.

USEFUL CONTACT INFORMATION

<i>Type of Query</i>	<i>Role</i>	<i>Email address</i>
General query	Chair	chair@carnondownsdrama.co.uk
General query	Secretary	secretary@carnondownsdrama.co.uk
Material for the monthly newsletter	Editor	editor@carnondownsdrama.co.uk
Query regarding payments	Treasurer	treasurer@carnondownsdrama.co.uk
Query regarding membership	Membership Secretary	membership@carnondownsdrama.co.uk

CDDG LATEST NEWS

CDDG publish a monthly newsletter which contains information about current & upcoming productions plus other group activities. This is sent out via email to all CDDG members. You can unsubscribe at any time by contacting the Membership Secretary.

You can also follow us on the following social media sites:

Facebook: [CarnonDownsDramaGroup](#) Twitter: [@carnondrama](#) & Instagram: [CDDG_Official](#)

POLICIES AND PROCEDURES

CDDG are committed to ensuring that all activities relating to the group are carried out safely and in accordance with Charity Commission guidelines. We have several policies & procedures available for you to read on our website <http://www.carnondownsdrama.co.uk>, which cover the following topics:

- Child Protection Policy & Procedures
- Privacy Policy
- Equal Opportunities Policy

If you have any queries regarding any CDDG activity then please contact either the Chair or the Secretary.

OFF STAGE SUPPORT

Amateur dramatics is not just about being on the stage. Here at CDDG we are great believers in doing as much as possible ourselves; that way we get the best challenges. It would be easy to put on a good show if we hired in all the scenery, props and costumes but it would also be very expensive and like many people, CDDG must watch the pennies carefully.

Here are some of the “things” that you can get involved with and remember you don’t need to be an expert, just be enthusiastic: Acting, prompting, directing, committee member, choreography, music, assistant everything, publicity, scenery painting, set design, set construction, stage management, costumes, props, chaperoning, make-up, making cups of tea, selling raffle tickets, eating biscuits and much, much more.

If you or anyone you know would be interested in finding out more about helping backstage, front of house or becoming a committee member, then please send an email to the Secretary. Any help would be truly appreciated.

MEMBERSHIP FEES

The membership fee is paid annually and covers the general running of the group e.g. insurance, long term building rentals (costume storage) etc. The current membership fees are as follows:

Adult	£30.00		
Under 18s (First Child)	£15.00	Under 18s (Subsequent Children)	£10.00

If you would like to pay the fee directly into our bank account (our preferred option), our details are:

Sort Code	20-87-94	Account Number	70094064
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Please quote "Membership" or "Mem" and your Surname as the reference when paying this fee.

PRODUCTION FEES

Production fees are due for each production you participate in during the membership year. The fee goes towards specific production costs e.g. rehearsal refreshments & room hire.

The current production fee is **£10.00** per production

Please quote "Production" or "Prod" and your Surname as the reference when paying this fee. However, if you are paying the Membership and Production fees at the same time, please quote "M+P" and your Surname.

GIFT AID

CDDG is a registered charity (Charity No. 1086921). If you are a UK Tax Payer, you can 'Gift Aid' any payments made to CDDG and we can reclaim 25p for every £1. To do this, please tick the relevant box on the Membership Form.

An electronic version of this form is available to download from our website: <http://www.carnondownsdrama.co.uk>

Membership Year _____

MEMBER DETAILS

Forename _____	Surname _____
Address _____	
_____	Postcode _____
Mobile _____	D.O.B. (U18's only) _____
Email _____	
Allergies/Medical Details _____	

EMERGENCY CONTACT DETAILS

Contact Name _____	
Mobile _____	Landline _____

CONSENTS

<input type="checkbox"/>	I confirm that Carnon Downs Drama Group ('CDDG') may keep my details on file for five years for the sole purpose of contacting me about CDDG business
<input type="checkbox"/>	I confirm that I will act in accordance with the CDDG Child Protection Policy at all times
<input type="checkbox"/>	I confirm that CDDG may take photographs/videos of me/my child for publicity purposes for use in local media, on the group's website and on social media
<input type="checkbox"/>	I confirm that I am a UK Tax Payer and would like to Gift Aid all fees and/or donations paid to CDDG over the membership year
	Name of Tax Payer (if member is U18) _____

Signature (Parent's signature if under 14) _____

Date _____

If you have completed this form electronically we do not require a signature. Instead, please use the email address provided above when sending the form to the Membership Secretary.

Please return the completed form to your Director, any CDDG Committee Member or send an electronic copy to membership@carnondownsdrama.co.uk. Please note, membership is not valid until your membership fee has been paid.