

# TAKING... THE NEXT STEP

## TERMS AND CONDITIONS

CBBC is offering dancers aged 11-15 from across the UK a once in a lifetime opportunity; to try out for a coveted spot at *The Next Step* studios and make a guest appearance in Series 4 of the hit programme.

If a dancer is selected by our team here at CBBC, they'll be invited to attend Regional Auditions in front of expert judges from mid-August. After the Regionals, we'll select dancers to attend National Auditions which will take place in September. From Nationals, the judges will select a final 6 to travel to Canada and continue the selection process there, moving even closer to *The Next Step* dream!

At the end of the Auditions, one dancer will be offered a guest role on *The Next Step*.

We will be filming the whole process for a special CBBC series to be transmitted in 2016.

Filming will take place on dates from the middle of August to the beginning of November 2015.

### Proposed Dates:

**Stage 2: Regional Auditions** between 17 August - 6 September 2015

Amended provisional dates & locations:

Cardiff: 24 August

Glasgow: 29 August

Manchester: 31 August

London: 5/6 September

(these dates are subject to change)

**Stage 3: National Auditions** 19 September 2015 (not all dancers attending on the 19<sup>th</sup> will be called back for 20<sup>th</sup> September)

**Stage 4: Callbacks** 20 September 2015

**Stage 5: The Final 6 travel to Canada** 21 October 2015

**Stage 6: The Canada Auditions** 21 – 31 October 2015

**Filming guest TV appearance** Provisionally 2 – 6 November 2015

THESE DATES ARE SUBJECT TO CHANGE

Please note that we will be filming all aspects of the audition process. Any participant, child or parent/guardian, may appear on the show and within promotional material, each to be made available via any media and platform anywhere in the world, however we cannot guarantee that you will be featured.

All participants being filmed for the audition process in the UK and in Canada will be contracted on an all rights basis. The dancer selected to appear within The Next Step, Series 4 will be contracted for their contribution as per the agreement between CBBC and Temple Street Productions, in accordance with ACTRA (The Alliance of Canadian Cinema, Television and Radio Artists). All contributions may be broadcast in other territories outside the UK and Canada.

CBBC has every intention of facilitating and filming this talent search with the aim of offering one dancer the opportunity to appear in a guest role in The Next Step, Series 4. However, CBBC reserves the right to withdraw the audition process and the appearance opportunity in the case of circumstances beyond our control.

The BBC has a duty of care to all contributors, production personnel and other participants in the series. We ask that all involved work with us throughout the process, respect each other and help to make this an enjoyable experience for everyone involved.

The BBC will not tolerate:

1. Use of bad language when children are present.
2. Aggressive behaviour - physical or verbal - towards any other participants or production personnel.
3. Attending any rehearsal or recording while clearly under the influence of alcohol or other substances.
4. Smoking or drinking alcohol within view of children.
5. Disclosing any information about any of the details of the production including information on other participants in the programme and/or any of the stages of the filming in any form. NB this includes posting on any social networking site such as Facebook, Instagram, and/or through Twitter, any personal blog, or any online discussion forums.
6. Any attempt to influence the judging process through persuasion or coercion or foundless public allegations of lack of partiality.

The BBC has a Child Protection Policy which must be followed by all staff, contractors and suppliers. It is available here:  
[http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child\\_protection.html](http://www.bbc.co.uk/aboutthebbc/insidethebbc/howwework/policiesandguidelines/child_protection.html)

## **Stage 1: The Application Process**

There will be a call to apply for an audition on the CBBC Channel and the CBBC website via BE ON A SHOW.

The Press Office may issue a press release and information regarding the opportunity will direct interested parties to the CBBC website and BE ON A SHOW.

The production team will use information within the public domain to ensure the call out reaches as many potential applicants as possible.

**Initial information regarding requirements will be published on the CBBC website via BE ON A SHOW**

### **For children, this will include:**

*Make sure you have permission from your parent/guardian before sending us any personal details.*

*All contact numbers that you give must be for a parent/guardian aged 18 years or over.*

*You must be a UK resident (including residents of the Channel Islands and the Isle Of Man)*

*You must not be a close relative of employees of the BBC.*

*You must be 11 years old or above on 15<sup>th</sup> August 2015 and no older than 15 on 31<sup>st</sup> August 2015.*

### **Instructions on what to do next:**

*Complete the application form and tell us about yourself.*

*Get your parent/guardian to sign the consent form.*

*You must include a recent photograph of yourself (sorry, but we cannot return this)*

*As well as the application form, please prepare and film a dance routine of no more than 90 seconds. It must show off your preferred style of dance. If you choose to dance to music, make sure the track is suitable for the CBBC audience.*

*Make sure you're not wearing clothing with large logos, or your school uniform.*

*Make sure the video does not identify your location, school or home address.*

*Submit your video audition using the video uploader tool.*

*With your video audition you must include your full name, parent/guardian's name, parent/guardian's phone number and parent/guardian's email address.*

*Email your completed application form to: [nextstep@bbc.co.uk](mailto:nextstep@bbc.co.uk)*

*Or use the correct postage and send it to:*

***Taking...The Next Step, 2<sup>nd</sup> Floor, Bridge House, MediaCity UK, Salford, M50 2BH***

**Get your applications to us as soon as possible.** *The application deadline for both video auditions and application forms is **noon on Monday 10<sup>th</sup> August 2015.** We cannot accept any applications after that, and we cannot accept any applications delivered by hand.*

*Please note we MUST receive both your application form and your video audition for your application to be considered. Although we will consider every application, we won't be able to get back to everyone. Please don't be disappointed if you don't hear from us on this occasion.*

**To apply:**

- (i) A parent(s)/guardian(s) must sign the consent form.
- (ii) Children must complete the application form and tell us about themselves.
- (iii) A recent photograph of the child must be attached to the application form. Unfortunately, this cannot be returned.
- (iv) A video clip of no more than 90 seconds must be uploaded using the uploader tool:  
<http://www.bbc.co.uk/cbbc/joinin/next-step-be-on-a-show>

**Guidelines for the video:**

- **Must be a solo dance of no more than 90 seconds.**
- **If music is included, it must be suitable for a CBBC audience.**
- **No clothing with large logos or school uniform.**
- **Make sure the video does not identify your child's location, school or home address.**
- **Please be aware your child's audition video may be used as part of the finished programme.**

**The upload must include the following information:**

**Child's full name, parent/guardian's name, parent/guardian's phone number and parent/guardian's email address. We cannot accept the application without these important details.**

We are looking for versatile performers. Technique is important, however we are also looking for dancers with passion and creative interpretation.

Should the applicant be chosen to be one of the final 6 auditionees they may travel to location in Canada to continue the audition process. This will be subject to the necessary permissions and legal requirements. Both the child and the parent/guardian travelling must be holders of valid UK passports for the dates required. Both parent/guardians of the child must give their permission in writing and assist with the collection of documents needed for licensing and travel. The production will make the arrangements and cover all reasonable travel and accommodation costs for one child and one parent/guardian only.

Parent/guardians are not required on set during filming in Canada, on these occasions a licenced chaperone will be responsible for monitoring the welfare of the children.

The application deadline for both video auditions and application forms is **noon on Monday 10<sup>th</sup> August 2015.**

All applications will be viewed by the production team but not all applicants will be invited to the next stage of the selection process, the Regional Auditions.

Unfortunately we will not be able to reply individually to all applicants who are not selected to proceed to the next stage. If an applicant has not been contacted by **31<sup>st</sup> August 2015**, it means they have not been selected on this occasion.

## **Stage 2: Regional Auditions**

Successful applicants will be invited to attend one of the regional auditions in mainland UK.

Dancers must be accompanied by one parent/guardian only.

Unfortunately, the production cannot cover travel and any associated costs in attending the Regional Auditions.

The registration area, holding area and auditions will be filmed and anyone attending must consent to their participation being used in the final programme and promotional material each to be made available via any media and platform anywhere in the world.

Additional signed paperwork required to attend the Regional Auditions:

- (i) Child Consent Fitness to Participate Form
- (ii) Health & Safety Information Form
- (iii) Accompanying Adult Filming Consent Form

The proposed locations are: Glasgow, Newcastle, Manchester, Cardiff, London. (Exact locations to be confirmed)

The production team will aim to give successful applicants a place at their nearest geographical location. Where this is not possible they will aim to find a suitable alternative.

The Regional Auditions will take place in August and September 2015. Most likely between 17 August – 6 September 2015. (Exact dates to be confirmed)

Choice of clothing/style is up to the individual as long as it is appropriate for their performance and suitable for a CBBC audience, but commercial or dance school logos must be avoided.

We will not be providing lunch or refreshments, please bring a packed lunch and water to drink.

Dancers should arrive prepared to do the following:

- (1) Follow instruction from a choreographer and perform in a group session.
- (2) Perform a solo routine of no more than 90 seconds. NB: Music for these solos must be suitable for a CBBC audience. More information regarding tracks will be issued if you are selected to attend a Regional Audition.
- (3) Talk about their experience on camera.

Although all contributions may be filmed, there is no guarantee that every contribution filmed will be used in the final show.

Not all dancers will be selected to perform their solo routine for the judges.

Not every dancer will be invited to the next stage of the selection process, the National Auditions.

The judges' decision is final.

### **Stage 3: National Auditions**

Successful dancers from the Regional Auditions will be invited to attend the National Auditions.

#### **Important Information:**

**To secure a place at National Auditions the production may require participants to supply paperwork in advance of these Auditions in the event that they are selected to travel to Canada.**

**This is because the law requires the production to obtain specific paperwork to licence children to travel, and be filmed, outside of the UK. This may include, though is not limited to: a letter of permission from the Head Teacher, a letter from the child's doctor, a letter of consent signed by both parents, a copy of the child's birth certificate. There are very specific requirements regarding this paperwork so please wait to be advised by the production.**

**The production require that certain permissions are obtained in advance to avoid any disappointment should they not be given at later date.**

**If the required paperwork is not supplied, the auditionee will be unable to progress further within the audition process.**

At National Auditions, dancers must be accompanied by one parent/guardian only.

The production will cover reasonable travel costs to attend the location.

The production will provide water and lunch (a sandwich option meat/fish/vegetarian and fruit. To be booked in advance when contacted by the production team, please advise at the time regarding any allergies).

Dancers and their parent/guardian should come to National Auditions prepared to return on the following day if they are selected to remain for Callbacks. The production will cover reasonable accommodation costs if an overnight stay is required. Do not make any arrangements in advance. You will be contacted by the production team if you have been selected for National Auditions.

The location of the National Auditions & Callbacks will most likely be in the Manchester/Salford area, this will confirmed nearer the time.

As before, all aspects of the audition process will be filmed, this may include reality at the hotel after selection, morning preparation etc (and all material may be used in the final programme and promotional material each to be made available via any media and platform anywhere in the world).

Again, dancers should arrive prepared to follow instruction from a choreographer and perform in a group session. It is likely that a new solo dance should be prepared in advance of the audition. Auditionees should also be prepared to use their improvisation skills and may be asked to recreate a scene from The Next Step. Further details will be given in advance of the National Audition day.

At the end of this day, the judges will make a cut and not all dancers will return for Callbacks.

The judges' decision is final.

#### **Stage 4: Callbacks**

The remaining dancers will continue the audition process and as before all aspects of the audition process will be filmed. Further details to follow, but dancers should be prepared to improvise a “dance battle” scenario.

At the end of this stage of the auditions the judges will select The Final 6 dancers to travel to Canada and continue the audition process on location. Each dancer and their parent/guardian must each have a valid UK passport and must agree to assist the production to gather all necessary paperwork to obtain appropriate licenses to be absent from school and travel to Canada. Both parents of the child must give their consent in writing.

The judges’ decision is final.

The reserve list:

The judges will also select some dancers to be on the reserve list in case one or more of The Final 6 cannot travel to Canada. To be on the reserve list the dancer and their parent/guardian must each have a valid UK passport and must agree to assist the production to gather all necessary paperwork to obtain appropriate licenses to be absent from school and travel to Canada even though they may not travel. Both parents of the child must give their consent in writing.

The judges and the producers reserve the right to amend the number of dancers who are selected to travel to Canada Auditions.

#### **Stage 5: Travel to Canada**

The proposed date for travel to Canada is 21 October 2015. All arrangements will be made by the production and travel is conditional on all legal requirements and necessary permissions being met.

The judges and producers reserve the right to select a dancer of their choice from the reserve list to replace a member of The Final 6 if necessary.

The production will need to film with each dancer prior to them travelling. This may involve a visit to their home and other members of the family, their school and/or dance school. This will be discussed nearer the time but the aim is to illustrate their story so far within the show.

Elements of the journey to Canada will be filmed – for example preparation, travel, arrival, sightseeing etc. The production will be working within BBC guidelines and agreed children’s working hours. We will travel with a licenced chaperone.

## **Stage 6: The Canada Auditions**

The audition process will continue with additional challenges and will be filmed as per the previous stages. Further details will be given nearer the time but dancers should be prepared to learn new routines, participate in group work, solo work, improvisation, and recreating scenes from The Next Step. When filming in Canada the licensed chaperone will be responsible for accompanying the dancers on set. Parent/guardians are not required on set, but must make the production aware of their movements.

There will be eliminations during the audition process and this will be explained nearer the time. Dancers and their parent/guardian no longer in the audition process will return to the UK when arranged by the production.

Three dancers will remain for the final show and be set a challenge to test them to the max. Further details to follow, however each finalist should be ready to prepare a final solo, drawing on everything they have learned throughout the audition process.

The judges may be joined by guest judge Frank Van Keeken, creator of The Next Step. The judges will select the dancer chosen to appear within The Next Step, Series 4.

The judges' decision is final.

The proposed filming of these scenes may take place in the week beginning 2<sup>nd</sup> November 2015. Accommodation and return travel for the dancer and their parent/guardian will be arranged by the CBBC production for the filming of these scenes. CBBC reserve the right to film this opportunity with the successful dancer.

As previously advised, all rights regarding the dancer's appearance within The Next Step, Series 4 will remain as per the agreement between CBBC and Temple Street Productions and will be in accordance with ACTRA (The Alliance of Canadian Cinema, Television and Radio Artists).

**It is a requirement that any information regarding the result of the audition process be kept strictly confidential until advised by the production.**