

2022-23

BESPOKE
DANCE & FUNCTIONS

DANCE TEACHER

HANDBOOK

| CONTENTS

02-03	Introduction	13	Rates of Travel & Pay
04	Areas Covered	14-20	Runnings of a Class
05	Working for us	21-22	Lip Sync Battles
06	Training	23	Shift Invoices
07	Equipment & Uniform	24	Important Rules
08-09	Dance Props	25	Equal Opportunities
10	Professionalism	26	Health & Safety
11	Venues	27	Finder's Fee
12	Holidays & Days Off	28	Contact Details



INTRODUCTION

Bespoke Dance and Functions operate themed dance sessions for groups across England, Scotland, Wales and Ireland and we are always looking for enthusiastic and reliable individuals to join the Bespoke Dance and Functions team to teach our set dance routines. We are glad that you have chosen to join the Bespoke Dance and Functions team!

All our classes 90 minutes, occasionally two hours long and are held on Saturdays . Sometimes we have clients that request other days and times but we will always contact you first to see if you are available to cover the class.

WE CURRENTLY OFFER CLASSES IN THE FOLLOWING FORMATS:

- Burlesque
- Cheerleading
- Back to the 80's
- Dirty Dancing
- Can Can
- Madonna Vogue
- ABBA
- Thriller
- Grease
- Glee
- Kylie
- Chicago
- Gangnam Style
- Beyonce Single Ladies
- Spice Girls
- Uptown Funk
- Call On Me
- Charleston
- 80's
- 90's

INTRODUCTION

We are always increasing our list of dance formats so you must be willing to learn new dance formats if you join the Bespoke Dance and Functions team. You will be given notice of any additional formats you will be required to learn so don't worry, we won't expect you to learn one over night for the following day's party.

We generally cater for Hen/Birthday groups, although we sometimes do run sessions for other special events and occasions such as corporate team building, divorce parties, graduation parties etc.

Remember that all groups are out to have a fun time to celebrate their event with their friends so along with a professional touch you must also have a cheery disposition and be a great communicator.

We pride ourselves on being the number 1 hen dance party specialists in the country so we need you to carry this in your home city; you are the face of the company whilst teaching so please bear this in mind at all times.



AREAS COVERED

WE CURRENTLY HAVE MODELS IN THE FOLLOWING AREAS & MORE...



Aberdeen	Edinburgh	Merseyside	Southampton
Bath	Essex	Middlesbrough	Suffolk
Belfast	Glasgow	Milton Keynes	Staffordshire
Birmingham	Gloucester	Newcastle	Surrey
Blackpool	Gosport	Newquay	Torquay
Bournemouth	Hampshire	Norfolk	Tunbridge Wells
Brighton	Hertfordshire	Northampton	Warwickshire
Bristol	Kent	Norwich	Wiltshire
Cambridge	Leeds	Nottingham	Wrexham
Cardiff	Leicester	Oxford	York & Yorkshire
Cheltenham	Lincoln	Portsmouth	Ireland
Chester	Liverpool	Reading	
Cornwall	London	Sheffield	
Devon	Manchester	Somerset	
Dublin			
Dundee			

| WORKING FOR US

In order to work for us you need to be available on Saturday's and early evenings. Occasionally we get bookings requests for other days but we will always check with you that you are available to cover.

Once you are added to our books, all shifts will be booked in via email, so please make sure you monitor your emails on a regular basis.

Teachers are booked in on a first come first served basis, so when a booking comes in, please reply to confirm your availability ASAP otherwise the shift will go to the next person.

Once you confirm your availability for a Model, please record the shift in your diary (start time, date, location etc). Upon accepting work, you must carry out that work personally. Reliability and punctuality are essential. If you are not able to carry out the work personally, you may recommend a substitute who is equally capable and suitably qualified to carry out the requirements of the Model. Please do not simply not show up for a group as this will seriously damage Bespoke Dance and Functions reputation and needless to say, you will not be booked again.

| TRAINING

- 01** Either we ask you to send us a link to your showreel or class videos or alternatively if classes are new to you and you don't have a show reel we ask for the below:
- 02** We send the routine and track to you - you will need to learn the routine.
- 03** Video yourself doing it as if you were teaching a class, saying the moves and counting steps aloud as you go. This can be done on your phone in your living room for example.
- 04** Share back to us via either dropbox or wetransfer.com both a free service
- 05** We will the review the video prior to considering if your application has been successful.
- 06** Dependent on the quality we may then or may not offer an interview at this time.



EQUIPMENT & UNIFORM

UNIFORM

You are required to supply your own black leggings/ hot pants and trainers for classes and an appropriate gym top.

INSTRUCTIONAL DVD / ROUTINE LINKS

You are strictly prohibited from giving the instructional Routine Links, manual or dance equipment to anyone other than sub contractors of the Company

MUSIC CDS

We will provide all MP3 Tracks via email or Drop Box for you to use for your classes.

MUSIC SYSTEM

We ask all instructors to have portable speakers to take with them to sessions. Please always test your sound system a few days before the party to make sure it is working correctly and to prevent any hidden surprises on the day of a broken system. The venue are not responsible for providing music equipment for the classes.



| DANCE PROPS

ALL DANCE EQUIPMENT IS THE PROPERTY OF BESPOKE DANCE AND FUNCTIONS AND WHILST IN YOUR CARE IS YOUR RESPONSIBILITY. ALL EQUIPMENT MUST PLEASE BE LOOKED AFTER AND STORED SAFELY.

Please do not discard or any equipment or give to clients to take away. All replacements/damaged items must be returned to head office with a covering note attached. Before returning your damaged items back to us, please email us to alert us to look out for our package. Please then post your items in via RECORDED DELIVERY back to head office. Please retain the proof of postage receipt and tracking number. We will then email a confirmation receipt over once we have received your items.



| DANCE PROPS

POM-POMS

We will supply pom-poms for you to use for your Cheerleading Parties. These will generally be matching pairs but again the colours might vary. Please collect the poms back in at the end of the session (please don't let any girls run off with them).

80's NEON SKIRTS & GLOVES

We will supply neon tutus and gloves for you to use for your 80's Parties. Please collect these back in at the end of the session (please don't let any girls run off with them).

DANCING CANES

We will supply dancing canes for you to use for your Chicago Parties. Please collect the canes back in at the end of the session (please don't let any girls run off with them).

PINK LADIES JACKETS

We will supply Pink Ladies jackets for you to use for your Grease Parties. Jackets are of a satin material so crease easily. When you are not using them if you can ensure they are folded as best you can to minimise creasing. Any damages must be reported to the office etc. Please collect the jackets back in at the end of the session (please don't let any girls run off with them).

CAN CAN SKIRTS

We will supply skirts for you to use for your Can Can Parties. Please collect the skirts back in at the end of the session (please don't let any girls run off with them). Skirts will then need to be posted back to the office (we usually arrange collection by courier for these as they are quite big and bulky). We will confirm this with you when you teach a Can Can Party booking.

FEATHER BOAS

We supply feather boas for you to use for your Burlesque groups in a range of colours (so the ones you receive although we will try our best might not all be the same colour – don't worry this is fine!) Over time your boas will begin to moult and look quite bare, when this happens please contact the office to discuss replacements. Please don't throw them away. Please collect the boas back in at the end of the session (please don't let any girls run off with them).

| PROFESSIONALISM

Although our events are about having fun and ensuring the groups have an unforgettable time to remember, please always conduct yourself in a professional manner when representing Bespoke Dance and Functions.

It is not acceptable to drink or accept a drink from the group as you need to remain professional and alert. If a client offers you a drink, please politely decline.

On the day of your bookings please remember to make a “fuss” of the Hen from start to finish. Ensure to find out their name if we haven’t advised you of this already.

If you are having any problems during the event we are always available on the office mobile on **07711825908**. If ever you cannot get straight through to us on the office mobile, please send a quick text and we will call you straight back.

VENUES

We use a range of Hotels, Country Homes, Town houses and more for our classes and often these are the groups own venue. These are all booked in advance.

Please ensure you treat each venue and its staff with decency and respect when representing Bespoke Dance and Functions, our venue relationships are also very important to us and play an important role in the running of our business as do you.

Do try and introduce yourself to the venue staff when arriving if applicable as in some cases, you will be working with the same venues quite regularly (in your home city) so it would be good for you to build a good rapport with the staff.

Making a good impression counts so please aim for this at all venues!



HOLIDAYS & DAYS OFF

If there are dates you know you aren't available, simply let us know and we will book it in the diary. Any non-available dates are referred to as "Holiday Dates" (even if you aren't technically on holiday). Along with any "holiday dates" you might have, if there are any days where you are time restricted (i.e. not available before 7pm), please follow the same procedure as above in terms of letting us know – this helps us with forward planning.

To book a day off as holiday, simply email us at **info@bespokedanceandfunctions.com** and we'll book you off in the diary.

We will then reply to confirm we have received your email and booked off your chosen dates.

If you are unable to work a pre booked shift due to illness or injury, please inform us as soon as possible on the number you've received your reminder text from if it's the day of a booking or via email if any days prior to your booking, so we can arrange cover for you. Persistent failure to be available when agreed may lead to termination of your services.



| RATES OF PAY & TRAVEL

The rates of pay for each class is £50 plus the cost of prosecco,

You are required to supply a bottle of Prosecco for all parties up to the value of £8 per bottle. Please purchase this in advance from Asda, Tesco or Sainsbury rather than at the venue which will be much more expensive. Please do not buy Lambrini, Lambrusco or Bucks fizz as they look and taste cheap. A nice bottle of prosecco will be fine (not supermarket own brand). Please keep the receipt and scan this into is along with an expense invoice and email this in to info@bespokedanceandfunctions.com after you have taken the session along with scanned/photo of your receipt/s.

Expense invoices are paid within 2 working days once received.

Travel - 0.00p within your own area, the 40p per mile after a 15 mile radius. (we will use google maps to determine the travel rate and put this on your booking contract. Please check this before confirming the booking and if you're unsure of travel offered as at this time.

If traveling via train please purchase your tickets approximately 2 weeks prior to your class and send them in along with your invoice, if using other public transport please provide receipts with your invoice.

| RUNNING OF A CLASS

WHAT TO TAKE WITH YOU

- Speaker (with necessary cables etc, please check that this in full working order the evening before)
- Track for the class
- Black leggings, trainers
- Client certificates
- Bottle of prosecco for the hen
- Props/Equipment



| RUNNING OF A CLASS

01 ARRIVING AT YOUR VENUE

Please arrive at the venue at least 15 minutes prior to your session start time in order to get changed and check the room and changing areas are clean and tidy. If the room or changing areas/ toilets are not clean, please ask a member of staff to clean it. When you arrive at the venue they will already have us booked in and will be expecting you. On your work template it will show who we booked the room hire with and the date we booked it so if there are any problems when you arrive, please ask to speak with this person. If you have not used the venue before, please ask a member of bar staff to show you where to go. The room which we hire should be a private area for your group only. Do not allow members of the public to spectate or enter the room during your session time.

Please ensure you have a CD player/ portable stereo for all of your classes as some of our venues do not have a music system and even those that do are not always available. Please also check that the your Cd player/ stereo is in full working order before you leave for the class and that all wires and cables required are with you. Please ensure you have at least 2 copies of the music required for your class so that if one does not work, you are not stranded with no music at all. Set up enough chairs for your group at the back of the room, leaving enough space for your group to dance. If you are using props for your class, please place them on each chair: Cheerleading – Pom poms Grease - Pink Ladies Jackets Chicago – Dancing Canes Burlesque – Feather boas Can Can – Skirts 80's – Neon Skirts and Gloves

Once you have checked the room is ready for your group and you have set up everything you need, please make your way to the main area of your venue to wait for your group.

| RUNNING OF A CLASS

02 WELCOMING YOUR GROUP

Please do not collect groups early for a session, always stick to their start and finish times. Ask them to wait at the bar until you collect them. Do not feel like you have to rush if they are early, especially if you are still setting up or you are still teaching another class, or indeed, sitting down having a break! If your group have not arrived at their scheduled time, please call the office mobile and we will contact the group for you. If your group is late, do not make up their time at the end, you must finish at your scheduled time unless you have discussed this with management at the office first.

Do not allow the girls to bring in their own alcohol to the venue. They must purchase drinks from the venue if in a bar/licensed premises or hotel with a bar. If they are in a studio where they cannot purchase drinks they are permitted to bring soft drinks only. If you see them with alcoholic drinks brought in from outside please ask them to put it away or we could risk being barred from the venue permanently and all future bookings cancelled. Once they have collected their drinks from the venue bar please escort the group into the room their session will be taking place in and ask them all to take a seat. If this is your first time teaching, please do not divulge this to your group this as they will not think you are not capable of taking the class.

| RUNNING OF A CLASS

03 INTRODUCTION

🕒 APPROX. 5 MINS

“Good afternoon ladies, my name is xxx and I work for Bespoke Dance and Functions. I am going to be taking your class today. Now this class is going to be lots of fun and I will be getting everyone involved especially the hen! I want everyone to enjoy themselves, relax and most of all have fun! Even if you have left feet, don’t panic, just ask me any questions as we go along and I’ll be happy to help. We are going to start with a warm up, then I am going to teach you a xxx routine and by the end you’ll be ready for Strictly come dancing! So before we start, can I ask if anyone in the group is pregnant, had any recent operations or injuries?”

Wait for the response, if any one says they have, please advise them to take it easy throughout the class. Please keep an eye out for them for the duration of the class and ask them to sit out if they look like they are getting tired or struggling. Please continue:

“Have you ladies bought something to change into?”

Show the group to the changing area/ toilets if they have. Once the group are back with you and ready to start. Do not allow the clients to walk around the venue without any shoes on under any circumstances. If they do not have trainers they will need to complete the warm up with their shoes they arrived in. The venues that we use are clubs and bars and it is likely there may be small shards of glass on the floor. If you see anyone walking around without shoes on, ask them to put them on immediately. No matter if they say “its OK I don’t mind being barefoot”, please advise them it is against the venue policy and they must put footwear on. You, as the instructor must always wear footwear.

| RUNNING OF A CLASS

04 WARM UP

🕒 APPROX. 5 MINS

“OK ladies spread yourselves out for me”

Ensure you pull the hen to the front of the group in the middle and start your warm up. Use upbeat music and make this fun and lively so the group loosen up. Make them do silly things like hip rolls and going down to the floor so they have a giggle. Even though they are having fun ensure they stretch all parts of their body and warm themselves up before starting your routine.

05 INSTRUCTION (FIRST HALF)

🕒 APPROX. 30 MINS

“OK ladies well done! Grab a sip of your drinks and let’s get started!”

Instruct your class teaching one move at a time. Each time you teach the next step, run the whole routine from the beginning so they are picking up the new move each time. Give them the counts and teach in blocks of 8 to make it easy for them. Please remember these are complete beginners and they are there to have fun. Take it slow and if there is any one that is struggling, go over and help them. If you are teaching a big group, once you show the block of 8 from the front, move to the middle of the group and show it again so everyone is getting to see you properly. Teach the block of 8 without music and do the counts, once they have got it, run the clock of 8 with the music. Congratulate the girls and tell them how great they are doing every step of the way and give them lots of encouragement.

| RUNNING OF A CLASS

06 BREAK

🕒 APPROX. 5 MINS

By now the group are probably getting a little tired so we like to give them a quick drink break.

“Ok ladies, I am going to give you a quick drink break. You are welcome to grab more drinks from the bar, have a cigarette outside or pop to the loo and we’ll start again in 5 minutes”.

07 INSTRUCTION (SECOND HALF)

🕒 APPROX. 20 MINS

Start by running over the routine as the group have probably forgotten already. Continue teaching the group step by step. All groups pick up the routines at different rates. If you have a group of 8 they are more likely to pick it up quicker than a group of 20. You do not have to get all the way to the end of the routine, where ever you get to after an hour and 15 minutes, make out that this is where the routine actually finishes and finish with a finishing pose so the group do not feel like they have missed out on anything.

Ask the group if they would like you to film them doing the routine on one of their camera phones, they always like that!

| RUNNING OF A CLASS

08 GOODIE PRESENTATION

🕒 APPROX. 5 MINS

“ladies, you were SO great today!”

Hand the hen her bottle of bubbly. Please let her know that it is to take home and not to be consumed on the premises

09 GROUP CHANGING

🕒 APPROX. 5 MINS

“OK ladies, you are free to get changed now!”

Ensure the group get changed and exit by their finish time. All classes are booked back to back so once they are getting changed, you will need to clear up any glasses or rubbish left by the group ready for your next party. Ensure you manage your time properly and that you constantly look at your watch (without making it too obvious to the group). This way you will always know the start time and finish time of your sessions and will never run over or under. We will often get groups complaining that they started late or finished early, if you know for definite that they had their full session we can refute their claims.

Put any glasses that the girls have used on the bar area, or ask them to do so on their way out of the room to save you the trouble. Try to leave the room as you found it and tidy. Do not leave the room until all the girls have vacated the room. They will mess around and go behind the bar.

LIP SYNC BATTLES

The Lip Sync Battles are based on the American TV show Lip Sync Battle.

You need to split the group into two teams and each team will work on one song (they will not both have the same song) It's probably best to have the hen leading one team and chief bridesmaid to lead the other team.

You need to teach both groups a basic routine to the chorus of each song, both teams learn both routines to both songs for this section.

Once you've done this, as the two teams to go to separate sides of the room where they'll put their heads together to come up with a routine for the versus of the songs, you'll probably find one verse is enough but they can do more if time allows it.

Spend 10 minutes with one team going over ideas and getting them to practise this through and then leave them to come up with more ideas and practise what they've already done whilst you go to the other team to do the same. Repeat this until you're an hour through the class.

Let them take a quick break (10 minutes max).



LIP SYNC BATTLES

Once they've had their break get them all together to practice over the chorus routines again to make sure they've not forgotten this. Then do the same as before and split them into the two teams to go over what they've already done and create more choreo. Remember that during the class each group lead will have an inflatable microphone as the groups will also be lip syncing whilst dancing so don't let them make it too complicated.

Aim to have both teams finishing their choreo around 20 minutes before the end of the class. Run through the chorus choreo with them again and then it's time for them to battle it out.

In the Battle Group one will dance to their verse, then both groups will battle facing each other during the chorus. Then group two will do their verse and then both groups will do the chorus together at the end.

Make sure you video the battle for them. Can you please try and get some really good group photos as we're in need of some promotional materials for these classes. Any photos you take that we use we'll pay you £10 per photo. Also if you can try and get a good video of the battle, if the group do well and the video looks great well pay £20 for this if we can use it.

Then at the very end of the class present the hen with the prosecco as the winning team and tell them they can keep the microphones.



SHIFT INVOICES

Please invoice us after each shift so we can arrange payment for you. Payment runs are made within 2 working days after your booking via BACS so please ensure you include your bank details on your invoice.

Payment can credit your account any time up to midnight on the day it is made. PLEASE NOTE: No invoice, no payment.

If you are required to travel to another city for work, your travel expenses will be covered. We operate dance classes all over England, Scotland and Wales so please let us know if you do not want to travel and just want to work in your home area (within a 30 minute travel radius) Your shift invoice must include the following information:

Invoice date:	The date you raised your invoice
Invoice to:	Bespoke Dance and Functions
Invoice from:	Your name and full address
Description:	Include details of dates and hours your worked along with the location
Expenses:	If you travelled to another city, please include the travel invoice
Total:	Please include the total to be paid.
Bank Details:	Please include account name, sort code and account number

Please ensure you put on all your invoices 'I confirm that I work freelance and provide my services for Bespoke Dance and Functions on a self-employed basis and am responsible for my own Tax and National Insurance'.

Please note: All payments are made gross and you are entirely responsible for your own tax and National Insurance contributions. As you are self-employed you cannot claim any sick pay, benefits or holiday pay. Invoices must be emailed to info@bespokedanceandfunctions.com.

| IMPORTANT RULES

If you cannot make a pre booked shift, please notify us ASAP so we can arrange cover for you. If you cancel on the day of your shift, you will not be booked again.

Please arrive in enough time to get ready and greet your group

REMEMBER YOU MUST ALWAYS ASK FOR THE LEAD NAME IN THE BOOKING TO CONFIRM YOU HAVE THE CORRECT GROUP.

Please remain professional at all times, no swearing, no drinking, no telling clients your life story and how terrible your day was. Remember you are there to host a very important event for a group of friends.

Please ensure that your mobile is kept in your pocket or with your belongings at all times and either off or on silent. You are not permitted to use it for personal calls or messages whilst working. If you need to reach us in emergency then this is of course permitted.

All property provided by the company remains the companies property. If you are no longer working for Bespoke Dance and Functions, all property must be sent back to the company.

Clients must remain respectful with tutors at all times. No inappropriate behaviour is permitted. Please contact us immediately on **the out of office mobile which you'd have received the text reminder form** if any members of the group are not behaving respectful and Bespoke Dance and Functions will terminate immediately.

| EQUAL OPPORTUNITIES

Bespoke Dance and Functions recognise that discrimination is unacceptable and equality of opportunity is a feature of our practices and procedures and Bespoke Dance and Functions operate a formal equal opportunities policy.

Breaches of the policy will lead to investigation and action may be taken resulting in the termination of services with no further requests to undertake further assignments.

The aim of the policy is to ensure no contractor is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability and it is the contractors responsibility that they do not discriminate as described above against any employee or client of Bespoke Dance and Functions.

Bespoke Dance and Functions maintain a neutral working environment in which no contractor, client or employee feels threatened or intimidated and any action taken to contravene these rules will result in the termination of the service agreement.



HEALTH & SAFETY

You should take all reasonable measures to safeguard their own health and safety and that of any other person who may be affected by their actions.





FINDER'S FEE

We offer everyone a **£20 finder's fee** for any successful new staff members they bring on board (successful means they must work at least 3 shifts). So please tell your friends about us and ask them to get in touch.

Don't forget they need to tell us where they heard about the job so we can get your reward over to you.

| CONTACT DETAILS

Opening times : **9am – 5pm** Monday to Friday offering on call out of these hours.

Email Address: **info@bespokedanceandfunctions.com**

Please send all bookings, invoices, amendments and inquiries to this email address.



07454109813



07711825908



www.bespokedanceandfunctions.com



