OXJAM GIG MAKER GUIDE FOR SCHOOLS

HOW TO PUT ON A GREAT SCHOOL CONCERT WITH OXJAM
INTRODUCTION

This is a simple guide to how you can organise an Oxjam concert in your school and help children and young people take to the stage for Oxfam.

Oxjam music festival is a month of unforgettable gigs in aid of Oxfam – all local, all live and all organised by people like you. Throughout October and beyond, hundreds of amazing events will be happening all across the UK.

Since Oxjam started in 2006, more than 4,500 events have taken place at thousands of venues nationwide – from pubs to churches to school halls like yours! These events have raised a staggering £2.3 million to help Oxfam lift lives worldwide.

Oxjam can also benefit children and young people in UK schools. For young musicians, the chance to perform increases self-esteem and confidence, and by organising an Oxjam concert you can encourage less-confident pupils to take part in activities behind the scenes, thereby enhancing their teamwork and planning skills.

Oxfam celebrates the power of music to change lives around the world. We see this time and again in our work to overcome poverty. In the accompanying Oxfam Raising Her Voice teaching resources we explore the role of music in championing the rights of girls and women in West Africa. The intention is that if your pupils choose to stage an Oxjam concert they could use this as a platform to showcase the work they have done and to raise their own voices for change as global citizens.

Happy Oxjamming!

THE OXJAM TEAM
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“Today is a good day. We sing because Oxfam is good for coming here to drill for clean water. When there is no water there’s no life. Water is life.”

Helen Ewoton and friends celebrate the drilling of a new borehole in their community in Turkana, northern Kenya.
The first step to staging any concert or show is to spend time planning the event.

**THE TEAM**

Consider getting children and young people involved in making decisions from the outset and in running the event itself. This is a great way to enhance your pupils, teamwork and planning skills.

Plan the different roles that you each could have. It would be good to get someone from the music teaching team involved in case you need any help with instruments or equipment.

Here are some suggestions for team roles:

**LOGISTICS LEAD**

This person makes sure that all required equipment for the event is available and is set up, and plans the detailed timings for the running of the event – what’s going to be happening and when.

**PROMOTION LEAD**

This person will promote the event throughout the school and to parents and local networks.

**FUNDRAISING LEAD**

The person in charge of fundraising activity before the event and on the day itself.

**MUSIC AND THEME IDEAS**

The first thing you need to decide on is the music or themes you wish to feature in your Oxjam concert. Do you want this to be an opportunity for every class to prepare and perform something or do you want it to be a talent show where individuals choose to take part?

Do you want to tie this in to a particular theme in school or a specific part of the world? Using the accompanying Oxfam *Raising Her Voice* teaching resources might give you some ideas, such as a West-African themed event. The young people may also wish to use the concert as a platform for sharing their learning and messages on the global issues they have explored in the classroom.
VENUE IDEAS
Think about where is a good place for you to put on the event in your school. Plan how many performers you are likely to have and what size the audience might be. Consider seating arrangements and audio requirements. Do you want to do anything outside? If so, make a rainy-day plan too!

FUNDRAISING IDEAS – IN THE RUN-UP

NON-UNIFORM DAY
If your school has a uniform, why not invite pupils to dress in their normal clothes for a day?*

TEACHERS’ BUSKATHON
If there are some budding musicians amongst your teaching staff, why not organise a busk in your local town centre? Make sure to check with the local authority to see if you need a permit.

FANCY-DRESS BOSS
Mick Jagger or Beyoncé? Sponsor your head teacher to dress up for the day!

GET SPONSORED
Run a half-marathon, stay silent for a day – the possibilities are endless.

FUNDRAISING IDEAS – ON THE DAY

RAFFLE
An oldie but a goodie. A raffle is a really simple way to raise money. Why not ask local businesses to donate prizes, and then hold the draw during your Oxjam concert?

SELL PROGRAMMES
Printed programmes will become treasured mementoes for your audience to take away and keep.

HOW MANY SWEETS IN THE JAR?
1) Get a jar
2) Fill with sweets
3) Get guessing!
4) Closest answer wins

BAKE SALE
Because who doesn’t love cake? Get your pinny on and start baking. Then sell delicious treats in exchange for suggested donations.

*We recommend that it is made clear to students and parents that donations are entirely voluntary and discreetly given, and that the choice to wear alternative clothing is not dependent on donating money.
# MAKE IT

## SET THE DATE
Decide on a time and date when you want your Oxjam concert to be. Make sure the space you want is free on that day, with plenty of time before the actual show for setting up and rehearsing. Check the school calendar so you don’t have any clashes!

## SCHEDULE AND BUDGET
Make a plan of everything that needs to happen before the concert and who is going to do what. Also, plan what expenses you think you might incur for the event. Do you want to have refreshments? How much will it cost to print your posters and who is going to design them?

## PRICING
Work out how much you might charge for a ticket to the show. If you don’t feel that charging for tickets is appropriate in your school, think about other ways you can make money from the event using your fundraising ideas.

Every penny your school raises will be helping to support Oxfam’s work fighting poverty and suffering worldwide. You’re making music to change lives!
NAME YOUR EVENT
Come up with a catchy name for your event and make sure everyone knows about it.

GET IT HEARD
Spread the word about your concert in every way you can think of!

Ask if it can be added on to your school’s website and promoted through social-media channels or newsletter.

Make posters and display them throughout the school, especially in the foyer/reception area – use the Oxjam poster maker on our website under the ‘planning your event’ section.

Send out invitation letters to parents (you could ask classes to create their own handmade invites for their parents).

Remember to tell your local newspaper too – they will no doubt love to hear about your school’s Oxjam efforts.
THE GIG

PLAN LOTS OF TIME
The day itself will be hectic, but you can avoid too much stress by planning to have lots of time on the day. Make sure everyone knows what their tasks are in advance and get as many hands on deck as possible.

FINALISE YOUR RUNNING ORDER
Create a running order for the day and share this with people in advance so everyone is prepared.

EQUIPMENT AND INSTRUMENTS
Make a list of everything that you will need for the day. Do you need electrical and PA equipment and lights? If children are using their own instruments work out whether they will be bringing them on the day or whether you want to make sure everyone has brought them in beforehand. Will there be someone on hand to tune instruments before the concert (if needed)?

HANDLING THE MONEY
There should be somebody designated to be in charge of collecting and storing all money raised in a safe place in the run-up to the event and on the day itself.

REHEARSALS
Make sure you have a few hours for rehearsals before the show so all the performers feel comfortable and confident. This will help you practise getting children on/off stage, moving instruments and equipment and seeing if the timings work well. Don’t worry if things don’t run as smoothly as you hope here – this is the time for mistakes to happen!

BREAK A LEG! ENJOY THE SHOW.
Massive congratulations and thanks from everyone at Oxjam for making it all happen. We know that you all had an unforgettable time. Now comes the life-changing bit.

PAY ONLINE (PREFERRED)
It’s the quick, simple and secure way to pay in the money that you’ve raised: www.oxfam.org.uk/oxjam

PAY BY CHEQUE
Alternatively, you can pay all the cash into one bank account and send a paying-in form (included in your pack) along with a cheque, payable to ‘Oxfam’, to:

Oxjam, FREEPOST RLXG-GRGX-TCHA, Supporter Relations, Oxfam House, Oxford, OX4 2JY

YOUR LOCAL OXFAM SHOP
The best way to pay in your fundraising is online or by cheque. If you choose to pay in via a local Oxfam shop it can be difficult to track - and we want to be able to send you and your school a well deserved thank you! If you do pay in at your local shop please do so using the paying-in form included in your pack. Make the Oxfam shop team aware that this is Oxjam income and ask them to follow the guidance on the form.
“It is important to get an education. I want to come to school so that I will be able to teach other young girls so they will have better lives.” Amna, Pakistan

When nine-year-old Amna’s school was swept away by devastating floods in 2010, she thought her dreams of one day becoming a teacher were over. In rural areas of Pakistan, only one in three women have ever attended school. Girls like Amna know that, without an education, it’s hard to escape poverty.

Oxfam is working in Pakistan to ensure that all children can attend school, particularly girls living in rural poverty. Since 2006, we have been constructing model schools that can withstand floods and have proper sanitation facilities so parents know their daughters’ dignity and privacy will be respected. We’re training teachers to make lessons more engaging and raise standards in the classroom. And we’re working to inspire communities to value education for all their children, girls as well as boys.

We’re seeing a positive effect right across the region – the number of girls enrolling in school is increasing day by day as families see the benefits of sending their girls to school. “I want my daughter to study in school for a better future,” says Ghulan, Amna’s dad, who is delighted that she will have the opportunities he and his older children missed out on.

Now that Amna is back at school, her dream of becoming a teacher is alive and well again. She’s already busy persuading other girls that school’s the place to be. “I love to come to school ... and if I study then my younger sister will too.”
EXTRA SUPPORT

If you would like some extra, one-to-one support, please get in touch with the dedicated regional Oxjam representative for your area. They’ll be on hand to offer advice and guidance to help you stage your Oxjam concert and would love to hear from you. You can also contact the central Oxjam team – oxjam@oxfam.org.uk

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