

GLOUCESTER DANCE FESTIVAL

Your step by step guide to emailing your music to GDF 2024

1. Email address: **info@gloucesterdancefestival.co.uk**
2. Subject: **GDF 2024 Music x ? (number of pieces of music attached so that we know)**
 - a) This is very important for your music to be automatically transferred ready for our playlist system.
 - b) You will receive an automated confirmation notice that your email has been received.
 - c) GDF advises no more than 6 pieces not exceeding 15Mb of music sent in any one email.

3. **How to label your music:**

After each section title in the programme is the four digit day and section number in brackets

Example: Saturday 9.00 a.m. Modern Solo – 9 years (0101)

Use the four-digits for your day and section and then add your two digit dancing number without spaces

- a) Example **010101** – Day one Saturday **01**. First section on Saturday **01**. Dancer number one **01**
- b) followed by two letters to identify your dance school

Amy Bastin Dance	AB
Aspire Dance Studio	AD
Ballyhoo Dance and Theatre School	BH
Corraine Collins Dance Studios	CC
GMK Dance Company	GM
Harwood Dance	HD
Linda Virgoe Dance Studios	LV
Patricia Newman School of Dance	PN
Sheila Price Dance	SP
Signature Dance Studios	SD
Studio B Performing Arts Centre	SB

- c) Dancers Name
- d) Genre

This is how each piece of music you send must be emailed labelled for us to identify you and your dance.

	Example	010101 BH Ella Marshall Modern
a) Six digits	Example	010101
b) Dance School	Example	BH
c) Dancers Name	Example	Ella Marshall
d) Genre	Example	Modern

Example	040510 CC Scarlett Dunleavy Tap
Example	051606 CC Madeleine Dunleavy Musical Theatre
Example	031002 SB Eva Roberts/Orla/Millie Classical T/Q
Example	031006 SB Eva Roberts/Lana/Nancy/Orla Classical T/Q
Example	071505 AB Amy Bastin Dance Group Dance

- a) The first six digits will automatically sort your music for the correct day, section and dance order playlist.
- b) The dance school initials will let us know which dance school you are with.
- c) Your name ensures the announcer has the correct dancer for the music.
- d) Your genre will tell us you are in the correct section.

Duet and trio/quartet: Only the first name in the programme to send their music and label as sample above

Always have your music on your phone as an emergency back-up.

No CD's can be played at GDF 2024 as we will not have the equipment to play it.