



VOICE REVIEWERS GUIDE

Thank you for becoming a Voice Reviewer - we are so excited to see the incredible work you're about to produce! Before you start reviewing, please make sure you go through this guide thoroughly.

We'll be covering:

- How to prepare for a review
- Top tips when attending your activity
- How to upload your review to Voice
- How to stay safe when reviewing

HOW TO PREPARE FOR A REVIEW

Before you head out to review a show:

- Check out the company's website or the venue's publicity so you know what you're seeing
- Make sure you tell somebody where you are going, and when you expect to get home
- Make sure you know how to get to the venue and you arrive in a timely manner, preparing for any potential delays along the way
- Make sure you have your tickets or know where to pick them up
- Aim to arrive at the venue in good time to pick up tickets and get a good seat/find your seat

TOP TIPS WHEN ATTENDING YOUR ACTIVITY

Remember, you are a representative of Voice and your tickets are likely to be press tickets. At all times, please ensure you remain professional.

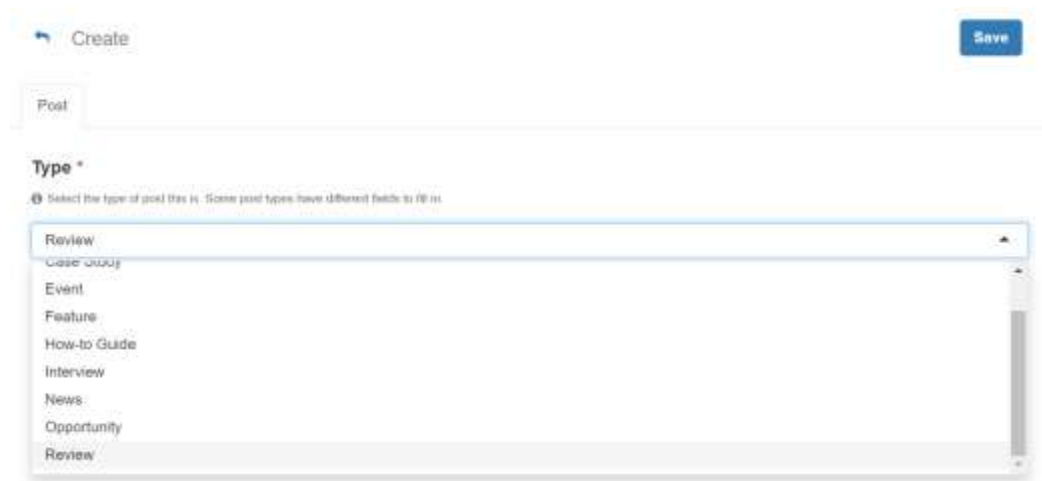
We recommend you take a notebook and pen to take notes during the performance, or feel free to use your phone to make notes during the interval or after the show. **DO NOT** use your phone during the performance! If using a notebook, try to avoid sitting in the front row, as it may be distracting for the performer.

Try and capture as much information as you can to be able to back up your opinions when writing your review. Be sure to consider all aspects of the performance – think about stage presence, sound, lighting and whether the audience are enjoying it.

HOW TO UPLOAD YOUR REVIEW TO VOICE

STEP 1

Click 'Create New Post' and it will take you to this page.
Please make sure you select 'Review' in the Type dropdown.



The screenshot shows the 'Create' post interface. At the top left is a 'Create' button with a plus icon, and at the top right is a 'Save' button. Below the 'Post' header, there is a 'Type *' dropdown menu. The dropdown is open, showing a list of post types: Review, Case Study, Event, Feature, How-to Guide, Interview, News, Opportunity, and Review. The 'Review' option is selected and highlighted in blue. A small tooltip above the dropdown reads: 'Select the type of post this is. Some post types have different fields to fill in.'

STEP 2

Insert the name of the event of with 'Review' after into the Title box.
The URI will automatically fill in as you type in the Title.



The screenshot shows the 'Title *' and 'URI *' fields. The 'Title *' field has a character limit of '(Max. 90 characters)'. A tooltip above it reads: 'Give your post a title. Make it catchy and concise but please no click bait!'. The text 'Example Review' is entered in the title field. Below it, the 'URI *' field contains the text 'example-review'. A tooltip above the URI field reads: 'The URI of your post should be similar to the title and can only include letters, numbers and dashes.'

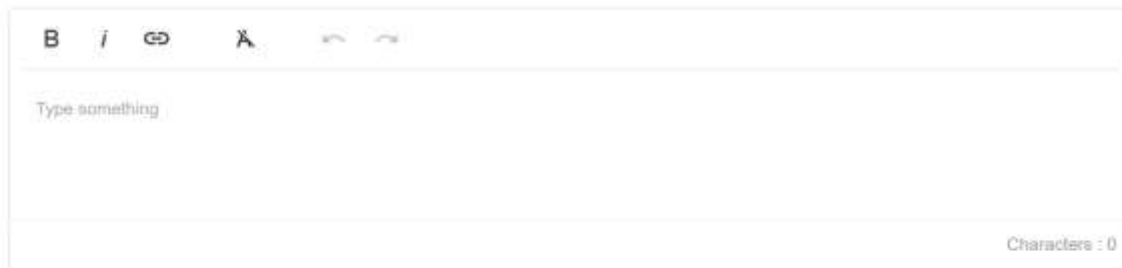
STEP 3

Now it's time for your review!

In the summary box, please put 1 or 2 lines summarising your overall review.
In the Content box, please put your 300-500 word review.

Summary* (Max. 250 characters)

Please write a brief description of your post to be shown in our listings. This should describe and introduce the main subject of your post.



Content* (Min. 300 characters)

This is the main body of your post. Use the toolbar to format and enhance your post with additional media.



TOP TIPS FOR YOUR CONTENT BOX

Your first paragraph has to be spellbinding! Those first 50 or so words should grip the reader and compel them to read on.

You can really take two approaches to this. You can either give a brief summary of the premise of the show (example 1), or you can use leading questions to try and engage the reader (example 2).

Example 1: After their triumphant fringe last year, Casual Violence have returned, expanding the Nostril universe to introduce new characters and even more obscure and twisted humour.

Example 2: Have you ever wanted to see conjoined hitmen, coeliacs, gullible orphans and a gherkin in the same storyline? If so, Casual Violence is definitely one show you shouldn't miss!

Inspired by your review, a reader might want to experience the show for themselves so make it easy for them to find the show.

Whenever you have reviewed a live event, you should end your review with these bullet points:

- **Show title:** The title of your show as advertised
- **Venue:** Where you saw the show
- **Review date:** When you saw the performance

You can adapt this info for whatever you're reviewing. For example, for a book you might use Title and Author. Or if it was an album, you could use Title and Artist. A video game review could conclude with Title, Reviewed on (as in, what did you play it on), and Available on (where can people play it).

STEP 4

Unless you feel it is necessary, leave the sensitive content section unchecked. Examples of what might be considered sensitive content can be found in our [House Rules](#).

Make sure you upload an image with your review. You can find an image from the company's website or social media. Make sure you give it a credit name and the URL where you found the image. If in doubt, email Dayna to ask for help finding an image.

Does this post contain content that might be unsuitable for under-16s, or cover challenging themes?

ⓘ If so, we'll warn the reader before showing them the whole post.

Yes, this post contains sensitive content

Image

ⓘ Please provide an image conveying the subject matter of your post. Once uploaded you can crop the image to be displayed in various places on the site.

Drag & drop image here
or

Maximum file size: 4MB

Image Credit Name

ⓘ If required, please provide credit to the owner of this image.

Image Credit URL

ⓘ Enter a URL here to link the image credit name to.

STEP 5

Leave the 'Show Banner image box as ticked, and ignore the gallery upload option. You can add any related interests via the dropdown. For example, if you saw a play you might pick theatre, or if you reviewed a book you would choose literature. You can pick multiple related interests if what you reviewed spans across categories. You can also add some relevant tags if you like.

Show Banner Image

ⓘ Selecting this will show your uploaded image between the summary and content of your post.

Show my uploaded image on my post

Gallery

ⓘ Upload images here to add a gallery to the top of your post.

Select an image to add to the gallery No file chosen

Related Interests

ⓘ Select any interest areas which are relevant to this content.

Tags

ⓘ Create or select any tags which are relevant to this post.

You can ignore the below sections

Arts Award Levels

📌 If this is for your Arts Award, please select the level.

Trinity Subject Area






📌 If your post relates to a Trinity Subject Area please select it here

Voiceboxes

📌 Select the Voiceboxes for this post to appear in.

STEP 6

If you want to assign a star rating to the performance you can do so in the below section. We use the below guide when considering what star rating to provide:

	Why did I spend the last hour of my life here. No redeeming qualities.
	A nice effort, I can see what they were trying to achieve but the execution was off
	A well rounded show
	Definitely better than average, a show that is successfully unique or executes the familiar amazingly
	A simply must-see show, flawless, or very close to perfection, better than the sum of its parts and truly memorable.

STEP 7

Please untick the 'Published' box so your review remains unpublished. This is so an Editor can look over the review before it goes live. Once it has gone live, you will be able to see it on Voice and on your profile page.

The screenshot shows a form with six sections for configuring a review:

- Publishing:** Includes a checkbox for 'Published' (checked) and a date/time field set to '10/08/2022 13:46'. A note explains that the post will only appear if the checkbox is ticked and the date has passed.
- Rating:** Features a five-star rating system. A note states that a rating should be selected to be added to the bottom of the review.
- Profile Only:** Contains a checkbox for 'Only show this post on your public user profile (and in your portfolio, if selected?)'. The checkbox is currently unchecked.
- Organisation:** Includes a dropdown menu for selecting an organisation. A note asks the user to select an organisation if applicable.
- Comment Notifications:** Features a checkbox for 'Send me email notifications of new comments'. The checkbox is currently unchecked.
- Portfolio:** Includes a checkbox for 'Add this post to my portfolio'. The checkbox is currently unchecked.

Now feel free to press save at the top of the page!

REMINDER - MAKE SURE YOU POST YOUR REVIEW WITHIN 48 HOURS OF ATTENDING THE EVENT

Once you have published your review, remember to go to UPdate, go to the Activity you have just completed and insert your review into the relevant field (please see the How to use UPdate guide for this).

If you'd like further support on how to write a review, please take a look here - <https://www.voicemag.uk/how-to-review>

HOW TO STAY SAFE

When attending events please follow these guidelines:

1. Share your location and time of the event with your family or friends so they know where you are and when you should be back
2. Make yourself known to the event organiser on arrival
3. Ensure someone on site is fully aware of any needs you may have so that support can be provided when needed
4. Never consume excessive alcohol, illegal drugs or any substance that may lower your inhibitions, awareness or sense of mind
5. Use personal judgement to assess safety and use common sense when moving around the event to avoid injury or issues