

**Rules and Responsibilities back stage.**

**1) A Chaperone.**

Please wear one of the orange T-shirts I have provided so that you are easily recognisable as a chaperone. Must wear your chaperone lanyard.

General Duties

A chaperone is legally in charge of a group of up to 12 children. You are allowed to look after groups of children and to take them to the toilets.

Chaperones are the ONLY adult (other than a child’s parent) who may take the children to the toilet.

On Saturday

Wait with your group in the auditorium whilst they are tech rehearsing. When they finish take them to the dressing rooms.

At End of Show

Take your group to be signed out at the end of the show. You must wait until all of your group have been signed out before you leave.

During the Interval of the 5pm show – children aged 5-8 will need to be signed out.

**2) A DBS Parent Helper**

General Duties

Is allowed to help in dressing rooms, doing hair etc. You are not allowed to be responsible for a group of children or take children to the toilet. You may help in the dressing room with your child’s group – but you can help as needed across the groups.

On Saturday

Get costumes into changing rooms and organise them ready for the dress rehearsal at 5pm.

There is a giant box of hair spray etc. and loads of coat hangers all in a big box. Please make sure you take some to your dressing rooms – this needs to be divided up.

At End of Show

Please pack all costumes and coat hangers back into bags and boxes to the loading dock. It is the shuttered bit half way between stage right and stage left when you walk around the back. If in doubt – check with Miss Claire.

**3) A parent helper**

General Duties

Some costumes need ironing. There is an iron near the kitchen. Get teas and coffee as needed. Sew any costumes if needed. You are **not a**llowed to help children change or go to the toilet, but you can help with crowd management and hair etc.

On Saturday – get costumes into changing rooms and organise them ready for the dress rehearsal at 5pm.

There is a giant box of hair spray etc. and loads of coat hangers all in a big box. Please make sure you take some to your dressing rooms – this needs to be divided up.

During rehearsals and show: I need one parent helper to be in charge of helping with balloons for the Zodiac dance. Please come and volunteer with Miss Claire and I will show you what to do.

At End of Show

Please pack all costumes and coat hangers back into bags and boxes to the loading dock. It is the shuttered bit half way between stage right and stage left when you walk around the back. If in doubt – check with Miss Claire.

**Everyone**

Please do not take photos, as I cannot control where these images end up. We will have photos being take and a DVD of the show.

Quick changes Miss Claire will assume the role of chaperone whilst the children are on stage left with her. If a child from your group has a very quick change and they need to stay at the side of the stage, you may return to your dressing room.

Children who have very quick changes can be brought back to the dressing rooms, with the next chaperone that brings a group to the stage.

You will need to help the child from your group to set up their quick-change costume at the side of the stage before the next dress rehearsal or show.