

# Chaperone Duties 2020

## Before The Show:

- The smooth running of the show and the safety of the children rely on all chaperones arriving promptly **an hour before the show starts.**
- When you arrive, sign in at the registration desk and go straight to your dressing area. If you are unsure about where to go, ask the registration officer. They will be able to direct you to the correct room or area.
- Bring yourself plenty of food and drink as you will not be allowed to leave the premises during a show or rehearsal.
- Please wear comfortable clothing with quiet shoes!
- If you are chaperoning a group in the dressing rooms (rather than the Winter Garden), make sure every student signs in on the list on the door.
- When each child arrives, help them sort their costumes neatly into piles or (preferably) hang them up, in order of their dances. This will make it easier for you and for them to manage when the show starts.
- Please make sure everyone in your group has the correct costume and has their hair and makeup done. There will be specific helpers for you to send children to for hair and makeup if they need it, on the balcony of the Winter Gardens.
- The children playing animals in 'Woodland Ballet' will need to have their facepaint done by Maya Dowker, who will be on the makeup desk.

## During The Show:

- **Children must stay in their own dressing room** and **parents are not allowed backstage** unless they are helpers - this is especially important if your group is on the Winter Gardens Balcony!
- No performers are allowed into the auditorium during a show, unless specified on your dressing room list, in which case they must be accompanied by a chaperone.
- Please do not allow performers to just wander around the Front of House area, as this is unsafe under child protection regulations. It also looks unprofessional!
- Runners will come to you to collect your group for their dance, but please listen to the music and keep up with the running order just in case they are late. As groups in the Winter Gardens are the furthest from the stage, please be particularly careful to keep an eye on when they need to leave.
- Please escort the younger students that are in the red & yellow dressing areas to the stage and stay in the wings to collect them afterwards.
- If a child in your group has a quick change between dances (2 dances or less), this will happen in the wings and will be organised by Jo.
- In the event of a fire or other emergency requiring evacuation, take your group to outside the Town Hall
- If you are in the dressing rooms, bring the sign-in sheet from the door with you.

## After The Show:

- If you are chaperoning a group in the Winter Gardens, you must take the **whole group to sign out together at the end.**
- Do not leave the theatre until your entire group has been collected!
- Please help clear up your area and any rubbish or lost property at the end of each rehearsal or show.
- Performers in the matinee can leave their costumes overnight after the Friday dress rehearsal.
- After the evening show, make sure all costumes that need to be returned (a list will be on the wall of your dressing room) are placed in the correct costume return boxes and bags. Each box or bag will be labelled with the relevant dance.
- **Do not let them take home any costumes to be returned:** I only have a week to wash them and return them to the hire companies.
- In some dressing rooms a specific person has been allocated to take that group's costumes home to wash.

Saturday 4th April 2020 – 2pm & 6.30pm

Please purchase tickets online - [ticketsource.co.uk/joze-school-of-dance](https://ticketsource.co.uk/joze-school-of-dance)

Remember to print out your own tickets in advance!