

CONCERT THEATRE RULES

Please take the time to read through the information below so you have a clear understanding of expectations during our time in the theatre.

- NO children other than Guild Students are to be back stage of the theatre.
- All back Stage help are to wear closed in shoes.
- No food in dressing rooms. Water ONLY! (please eat in the kitchen area or outside).
- If you are not rostered on, you are not permitted to be backstage.
- If you are rostered on and backstage you must wear your name badge supplied by the Guild and have your working with children check on your person. We recommend a lanyard.
- Please ensure all your belongings, costumes etc. are clearly named.
- Please sign your student in and sign them out.
 - Sign in tables will be located at the back door.
 - If your student has completed their performance and is staying to watch the remaining performance after intermission, you **MUST** leave their ticket at the sign in table. Please place name and class details on the back. Please **DO NOT** leave the theatre to collect them. They **WILL** be brought to you.
- If you are rostered on:
 - You must stay with your group at all times.
 - You are responsible for all children in the class/group you are rostered to, not just your own child.
 - You cannot leave until all the children in your group have been collected.
 - Introduce yourself to the children in your care.
 - If you are the **supervisor** for the group you need to:
 - Find out who is going into the theatre when they are finished.
 - You are responsible for collecting their tickets from sign in table.
 - You are responsible for taking the students to the theatre doors. You **MUST** wait with them until the ushers take them to their parents.
 - You **MUST** ensure that another rostered on parent is with remaining students in the change rooms.
- Please be mindful of students in the car park. Please keep your speed to an absolute minimum!
- Do not allow students to jump out of idling cars at the stage door entrance. Park and walk your child in.
- All junior students must be escorted to the backstage entrance by an Adult.
- **Under no circumstances are children to be unattended in the Car park area.**

If you have any questions and/or concerns, please contact your Class Representative and/or a Committee Member who will do their very best to answer for you. If they can't help they will know who to contact to find out.