



Faringdon Dramatic Society

PANTOMIME CHAPERONE DUTIES

The primary role of the chaperone is to supervise the children and ensure their safety in the classrooms.

NB: Children must not leave the classroom area once the audience has started to arrive (ie 20 minutes before the Performance is due to start) or during the Interval. At all other times, they should only go outside if they are due on stage or are going to the toilet.

Girls should **not** go into the boys changing room or vice versa.

They may not touch or use any items that belong to the school and we expect them to take great care in using the furniture. They must return any furniture back to the place it came from before leaving the premises.

Children may not bring crisps and sweets to eat as they cause too much mess. They may bring fruit or a cereal bar and, if they wish, they may pre-order ice creams and drinks for the interval period.

- Ensure every child in your Changing Room has signed in.
- Collect Interval Orders and money from children in your care (See Order Form).
- Liaise with the other Changing Room and send Orders and money to Front of House Team.
- Collect Orders from the back of the hall just before the Interval. Distribute according to list.
- Report any accidents/injuries/incidents to Debbie, Jeni or Sandra.
- Ensure all children are ready when they are due on stage. They will be called for by Ian Lee to ensure they are on stage at the right time.
- Remind children of Walkdown order on Walkdown sheet.
- Put all sheets back in folder at the end of the performance.
- Please remain available in your designated room at all times for any untoward emergency involving a child. Even if the room becomes empty they may return at any time and must be supervised.
- At the end of the performance please stay until all children have been collected by an adult.

Thank you for being a chaperone. Your help is greatly appreciated.