



CHECK LIST FOR PARENTS

PERFORMANCE NAME ...Oliver.....
PERFORMANCE DATES....23-16 May 2018.....
VENUE.....Memorial Court, Northwich.....



For these performances, I am the Lead Matron. We will have a team of licenced Matrons and DRB checked helpers as chaperones. Below are some guidelines relating to the week of the show. If you have any other questions relating to your child in the show then please contact me.

Lead Matron

Tracey Abbott 07775 706847

1. If your child cannot make a performance please contact Lead Matron on the above number as soon as is practically possible.
2. For collection after rehearsals and performances at the Theatre, or if you are staying during rehearsal, please wait in Theatre Foyer or Theatre Bar area, **unless specifically told you can come into the auditorium**. The children will be brought out to meet you.
3. The only parents/authorised collection person allowed backstage (including dressing rooms) are those who are Licensed Chaperones for that particular day.
4. Children must arrive 1¼ hour prior to performance start time, or at specific time indicated by the Director.
5. Electronic items can be brought backstage for entertainment when not onstage, but KMTC cannot be responsible for these items. If used inappropriately they may be confiscated until after the performance.
6. Children must be signed in and out on the Daily record sheet, and record who will be picking the child up after the performance.
7. Once your child is handed over to a Licensed Chaperone they must not leave the building unaccompanied for any reason until/unless collected by their parent/authorised collection person.
8. Licensed Chaperone's responsibility ends 30 minutes after each show. In cases of collection difficulties or delays please let Lead Matron know a.s.a.p. of the delay and any emergency arrangements you have made for the collection of your child.



Affiliated to the
National Operatic &
Dramatic Association

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Charity No: 1077477