

GOLDEN CHAPERONES

CC Council Chamber 1st Floor

VR Victoria Room 1st Floor

BR Beacon Room Ground Floor – Quick Change room

DR 1, 2, 3 Ground Floor (behind the stage); DR 1 over 18s female

OP Orchestra Pit (below the stage) boys

Quick Change: makeshift covered spaces behind stage – Quick Change chaperones only

Firstly, we would like to thank you for acting as chaperones as this is an important role and we cannot put the show on without your help.

ALL chaperones to be present at Sunday 8 March rehearsal at Rushcliffe Spencer Academy C Block and show weekend on Saturday 21 March or Sunday 22 March at Loughborough Town Hall on the allocated day. All Sunday chaperones can attend the Saturday 21 March dress rehearsal to learn the ropes and familiarise themselves.

ALL chaperones to be present at the meeting on Thursday 26 February 2026 at 6pm till 7pm at Webster Hall.

Chaperone Duties

- To safeguard the children at all times
- Please keep your charges calm and remain calm yourselves. Keep noise as reduced as possible otherwise the audience will hear the noise from the dressing rooms.
- Wear your name badge at all times
- A runner will collect the performers from the dressing areas and they will all be expected to walk in silence to the backstage area ready for their dance.
- For performers in CC and VR the quick changes will take place in the 'makeshift' quick change area backstage or in BR. A quick change for these rooms is three dances or less in between (in 3 and 7 for example)
- It is the chaperone's job to ensure they take the costumes required for these quick changes to the quick change area or BR before the start of the show for Act 1 and in the interval for Act 2 (ensure they are handed over to the chaperone in charge of the change).
- Ensure children are hydrated, have eaten and have something calm to do to pass the time. No food just before they are about to perform.
- No children permitted in the auditorium unless it is with you to watch the act they are not in. We are working on this list of who is watching when.

Toilets

VR - use the audience toilets whilst the show is on. Use toilets outside CC when it is the interval

CC - use toilet outside their room

OP - use the disabled toilet outside BR

DR - toilets backstage

Costumes/Accessories

- All ballet shoe bows tied and tucked in
- Laces double knots
- Hair neat and no wispy bits or fringes covering faces (hair dressers in VR and DR rooms can advise)
- Hair accessories gripped on
- Costumes may remain in the theatre overnight
- Do not allow pants to show underneath the costume
- All performers to wear some make up (make up artists/advisors present in VR)

Food and Drink

- Do not allow performers to eat and drink without covering up their costumes
- Do not allow them to share food and drinks

Signing in and out procedures

- All cast and chaperones to be signed in and out.
- All comings and goings sign out via stage door on town hall passage **except** after the actual performances = sign out via auditorium. Years 11 and under all to stay with chaperone until handed over to parent/carer. Year 12 and adults sign in and out and come and go via stage door.
- Performers in Year 12 or above are free to come and go without adult supervision.
- Performers in Year 11 or below need to be supervised by an adult.

Medical

If the child has a medical condition, you will be informed of this by the room manager so you are aware. Also, you will be advised of any other issues we think it is best you are aware of.

Saturday

All Room Managers arrive at 10am (with own children) to help organise your areas and for a safety briefing. All other chaperones (with own children) arrive at 10:30. Cast will arrive from 10:45, staggered timings.

Depending on who is in your group you will either be able to leave at 2:45pm (Act 1 only group) or 5pm (Act 1 and Act 2 group), or earlier if all your charges have finished rehearsing, to have time away from the theatre with your own child/ren

Return 6pm for 7pm show

Finish at 9:45pm

Sunday

ALL chaperones to arrive at 10am to help organise areas and get set up for 12pm show.

Leave at 2:45/3pm after all charges are collected and return at 4:30pm for 6pm evening show till 8:45/9pm.