



BIG BAD WOLF

CHILDREN'S THEATRE COMPANY



Dear Parent or Guardian

Duties and responsibilities when supervising Big Bad Wolf children during rehearsals:-

- Completion of attendance register.
- Collect hall fees if applicable.
- Familiarise yourself with Fire exits and along with Production team ensure building is evacuated in the event of an emergency.
- Deal with children's routine enquiries on behalf of the production team, with reference to the management committee if applicable.
- Assist children who may be feeling unwell and liaise with parent/guardian if required.
- Maintain order during rehearsals ensuring that children behave in an acceptable manner which allows the Production team to manage rehearsals without interruption, distractions or noise.
- If children are being disruptive or noisy, it is your role to ensure that this is dealt with in an appropriate manner which does not impact on the rehearsal in progress.
- If problems with children persist, you should report this to a member of the management committee so that the matter may be addressed in accordance with Big Bad Wolf policies.
- Distribution of correspondence and/or props and costumes.
- Set up tuck shop and serve during the organised breaks.
- Ensure hall is tidied and left in appropriate condition with regards to litter disposal, chairs being stored safely etc

Blair Dewar
Chairperson