

Thank you for agreeing to chaperone backstage during one of our dress rehearsals or performances! Your main job is to be backstage for emergencies. The Director (Pam Steers) and the PAC Director (Trent Wadsworth) will be in the house in case you need them. The first aid box is in the shop mounted to the tool cabinet. The stage manager also has a first aid box with ace bandages and ice packs.

Place: High School Performing Arts Center Location: Green Room and/or basement

The duties of the chaperones are as follows:

A. All chaperones should supervise the conduct of all students. No food or drink are allowed backstage, in the shop, makeup room or in the dressing rooms. Water bottles only. Students may eat in the green room only - in dress clothes - not in costume. And, they must clean up after themselves. **Please do not leave** until you have insured that the students have straightened up the green room and dressing rooms.

B. The green room, backstage, shop and dressing rooms are off limits to all parents and friends until after the performance. Green Room Chaperones: please watch the door from the hallway to the green room closely. We need to leave these unlocked for our people to come and go. Crew and Orchestra all wear black so it's pretty easy to tell who can be allowed in and who can't. On rehearsal nights you are basically there to keep outsiders out and keep our student's personal belongings safe. On show nights cards and flowers will be brought backstage through these doors by designated Drama Club reps who can then give them to you. The chaperone or a crew person can then distribute them to cast or crew members. **It is the chaperone's responsibility to keep parents and friends out of this area, and, to keep cast out of the school halls. No one is to be seen in costume prior to the show. Absolutely no one is allowed through these doors prior to and during performances!**

C. Students must be quiet while in the shop, stairwells, and green room during the actual performances.

D. Basement Chaperones are to wander the basement and be sure students are not eating in dressing rooms or makeup rooms. The storage area of the basement is off limits - check that students are not wandering around. We have a box in the downstairs hallway with pins, etc. If there are costumes emergencies - do the best you can. During a musical, you will also have the orchestra coming and going prior to performances.

D. Chaperones should inform the Director of any student behavior which is inappropriate or possibly harmful to students or school property. Students are not allowed outside the building once they arrive. Students involved in any form of substance abuse (alcohol, tobacco in any form, or drugs) should be immediately reported to the Director.

E. There are **NO ELECTRONIC DEVICES** anywhere prior to or during the show. The students know this. If you see a phone, ipod, gaming device – TAKE IT! They must stay focused on the show- it is not the time to text, etc.....Please give it to the Director after the show. Do NOT give it back to the student. Please don't be nice and ask them to put it away. I need to be strict on this one- as it has been a problem backstage in the past – thank you!

F. Remember, your job is to supervise for the night. This means staying in the basement or shop/green room for the entire performance/rehearsal. Do NOT go into the backstage area. There are set pieces moving, actors hurrying to spots, and it's dark. You may cause an accident if you are wandering around. Plan to come and enjoy the show another time. Thank you.

Thanks for all your help and support of the drama program at East Grand Rapids High School. We appreciate you!