



Crown Item Security Sheet

Crown Complex Security measures require the following instructions be adhered to BEFORE a school can rehearse.

1. A security form is provided for your school to complete, photocopy and have ready to hand two copies to the Marshal at rehearsal. The form has three sections:
 - a. Adults helpers who will accompany students back stage (Maximum of 5)
 - b. The names of all students who will be performing
 - c. Please indicate with an asterisk the person/people delivering and collecting props back of stage.
2. At rehearsal the Teacher in Charge will need to indicate to the Marshal the names of any student who is not present at rehearsal.
3. In the evening the same process will need to be followed when the Marshal collects the school to go backstage.
4. All adults with the school will be issued a security swing tag by WAGSMS under the authorization of Crown Theatre. Conductors and accompanists are not required to wear the tags during their performance.
5. Schools that have, in the past, had a large contingent of helpers backstage to assist with dressing and makeup will have to adapt to these new restrictions.

Concert Date: _____

School Name: _____

Teacher Name: _____

Mobile Number: _____

(If available)

Accompanying Adults

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Students

Schools are welcome to attach a SIS group list if preferred.

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8efNos	Title	Responsibility	Updated
117	Item Security Sheets	Co-ordinator	2018

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