



Crown Musical Director Checklist

As Musical Director of _____ School.

I agree to meet the following conditions for performing in the WAGSMS Concert Festival at the Crown Theatre.

- 1 Consistent with the Crown Theatre Policy, I agree to ensure supervision at both the Rehearsal and Concert at the rate of 1 supervisor (including at least one teacher) for every 25 Prim / 35 Secondary pupils.
- 2 I accept the Code of Behaviour as set out in the registration package.
- 3 I agree to attend the rehearsal at the scheduled time, realising that the morning rehearsal may not finish until 12:30 pm.
- 5 I agree to comply with [DET Copyright Policy](#).
- 6 I agree to comply with [DET Duty of Care Policy](#).
- 7 I agree to comply with [DET BMIS Policy](#)
- 8 I have completed the following items on this checklist and sent to my concert manager by the due date.

	Please tick box on left to confirm all items have been acknowledged & completed
<input type="checkbox"/>	Sent Registration form, Principal Agreement and Invoice payment to WAGSMS
<input type="checkbox"/>	Sent completed 108 Item Detail Form and had confirmation from Concert Manager
<input type="checkbox"/>	Informed Concert Manager of exact numbers of performers by due date
<input type="checkbox"/>	Completed 110 Stage Requirement Form and forwarded to Concert Manager
<input type="checkbox"/>	Sent Concert Manager our compere notes
<input type="checkbox"/>	Booked Bus for Rehearsal/Sound check and/or concert (if needed)
<input type="checkbox"/>	Made arrangements for delivery and collection of large props (if needed)
<input type="checkbox"/>	Completed & returned 117 Item Security Sheet
<input type="checkbox"/>	Provided 120 Parent Information Sheet to parents prior to concert
<input type="checkbox"/>	Provided ticketing information to parents a minimum 2 weeks prior to ticket sale date

Return to Concert Manager prior to the Concert Rehearsal

Signed _____
Musical Director

Date / / 20...

Print Name

RefNos	Title	Responsibility	Updated
109	Musical Director Checklist	Co-ordinator	2019