



## 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.

	<b>Please tick box on left to confirm all items have been acknowledged &amp; completed</b>
	Forward Reg. Form, Principal Agreement and Invoice payment to WAGSMS.
	Completed <a href="#">108 Item Detail Form</a> and had confirmation from Concert Manager.
	Inform Concert Manager of exact numbers of performers by set date.
	Completed <a href="#">110 Stage Requirement Form</a> and forwarded to Concert Manager.
	Sent Concert Manager our compere notes.
	Booked Bus for Rehearsal.
	Distributed <a href="#">Parents Information Sheet</a>
	Made arrangements for delivery and collection of large props - if needed.
	Completed <a href="#">117 Item Security Sheets</a>

### Return to Concert Manager prior to the Concert Rehearsal

Signed \_\_\_\_\_

Date ..... / ..... / 20...

Musical Director

Print Name .....

RefNos	Title	Responsibility	Updated
109	Musical Director Checklist	Co-ordinator	2018