



## Mandurah Musical Director Checklist

As Musical Director of \_\_\_\_\_ School.

I agree to meet the following conditions for performing in the WAGSMS Concert Festival at Mandurah Performing Arts Centre.

- 1 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, arriving 15 minutes before.
- 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 & emailed to [abbid.chaudhry@education.wa.edu.au](mailto:abbid.chaudhry@education.wa.edu.au) & [margaret.paganini@education.wa.edu.au](mailto:margaret.paganini@education.wa.edu.au)

Please tick the box to confirm all items have been acknowledged and completed.	
<input type="checkbox"/>	Completed & returned <a href="#">Item Detail Form</a> concert co-ordinator and had confirmation -
<input type="checkbox"/>	Completed <a href="#">Soloist Act Form</a> (if applicable) and returned to co-ordinator by the due date.
<input type="checkbox"/>	Completed <a href="#">Stage Requirement Form</a> and forwarded to Concert co-ordinator.
<input type="checkbox"/>	Sent Concert co-ordinator our compere notes.
<input type="checkbox"/>	Booked Bus for Rehearsal/Concert (if needed)
<input type="checkbox"/>	Completed <a href="#">Marshal Form</a> and returned to manager by due date
<input type="checkbox"/>	Provided <a href="#">Ticketing Information</a> to parents at least 2 weeks prior to tickets going on sale.

Return to Concert Co-ordinator prior to the concert Rehearsal

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Musical Director

Print Name \_\_\_\_\_