

# Instructions for Side Stage duties during rehearsals at Festival Theatre 2022

Thanks for helping us with side stage duty, it's greatly appreciated. 😊

Please be on time.... (Just like yard duty! Please wear the fluoro vest provided!)

**Please do not leave until the next person arrives**



## **1st named prompt/Opposite Prompt:**

Position yourself side stage ready to deal with any students who come off the stage. Take students who need the toilet backstage, wait and bring back (no more than 2 or 3 at a time). The Concert Manager (CM) or Deputy Concert Manager (DCM) will return students to their place.

Self-protect if using  
dressing rooms and  
toilets.

**Prompt side (Altos)** – down to Dressing room 11.

**Opposite Prompt (Sopranos)** – down (and around the corner) to Dressing Room 6

Deal with first aid/illness issues as they arise and fill in the first aid log which can be found on either side of the stage. There are first aid kits on each side. If you need to get a students' choir teacher – talk to CM/DCM who will have them paged.

## **2<sup>nd</sup> Listed Opposite Prompt/Prompt**

Position yourself on the side of the rostrum about halfway up to watch students. If a student puts their hand up, they can come off stage at the end of a song, **not during** (ask them to wait until the song has finished unless it's an emergency)! Take the students down to the side stage duty person (no more than 2 or 3 at a time).

In case of an evacuation, you will need to lead rows of choirs out of the building to the rotunda area of Elder Park. From the stage, rows leave as whole rows.

**Odd rows leave from the Opposite Prompt (Soprano side)**, back towards the stage door, outside, up the stairs then down the zigzag ramp across the lawned steps to the rotunda.

**Even rows leave from the Prompt (Alto side)**, off stage and out to Elder Park through the plant room.

Make sure you have read your up-to-date evacuation procedure – with this document

Please contact me if you have any questions/concerns.

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# 2022 EVACUATION PROCEDURE...FESTIVAL THEATRE

## For all PSMF personnel

### PLEASE USE COMMON SENSE TO GET STUDENTS TO SAFETY!

*Evacuation Procedures are initiated and lead by Festival Centre staff*

- Concert Manager (CM) and Deputy Concert manager (DCM) takes charge of the students.
- A wheelie bin with all the evacuation gear will be kept inside the exit door out to the plant room. A Steward will collect the Evacuation Wheelie Bin (PSMF Production manager will do it during rehearsal).
- Posts with numbers are to be hammered into the ground around the rotunda – Done by a steward/Production Manager.



#### BANQUET ROOM

- Green number for each choir row and Orchestra (O), Troupe (T), Guest Artists (GA), Soloists (S), Hosts (H), Wau Bulan (WB) and Junk Squad (JS) These are also kept Prompt and OP.
- CM will need to nominate teachers (usually Row 1&2) for rehearsal to lead rows out. During performance it will be Prompt (Even rows) and OP (Odd rows) Stewards.
- **Rows 1, 2, 3, 4, 5, 6** leave via the door out to Walk of Fame path, around the building and down the stairs across the lawn to the Elder Park Rotunda. Choirs are to line up and sit down at their number.
- **Rows 7, 8, 9, 10, 11, 12** out the double doors out to the plaza and across the lawn to the rotunda in Elder Park. Choirs are to line up and sit down at their number.
- **Students must stay in line all the way.**
- Orchestra, Troupe, Guest Artists, Solos, Hosts, Wau Bulan dancers and Junk Squad with their teacher supervisor(s) should make their way to Elder Park via the best possible route.

*If any exits are unavailable Fire Wardens/AFCT staff will direct us to alternate safe exits*

#### STAGE

- The CM will take charge of the students.
- CM will nominate teachers for rehearsal to lead rows out. During performance it will be Prompt (Even rows) and OP (Odd rows) Stewards.
- The Choral Conductor will be at the Green Room entrance to guide students.
- CM/DCM/steward to give a green number to each row.
- Orchestra, Troupe, Guest Artists, Soloists, and Hosts will take the nearest/safest exit to Elder Park with their supervisors. The accompanist will supervise soloists and choreography leaders and host mentors supervise the hosts. Guest Artists still in the theatre should report to the JB Stage Door Steward.
- **Rows 1, 3, 5, 7, 9, 11, 13** leave the stage from the OP side and walk towards the stage door. Turn right at the top of the inside stairs leave the building through the outside stage door entrance up the stairs to the Bee Hive then across the plaza down the ramp to the rotunda in Elder Park. Choirs line up at row number.
- **Rows 2, 4, 6, 8, 10, 12**, leave the stage from the Prompt (stage managers desk side), back down the stairs turn right into the Plant Room to the rotunda in Elder Park. Choirs are to line up and sit down at their number.
- **Students receiving first aid** will leave with First Aid Personnel and report to the CM in Elder Park.
- **Students** with a 1:1 carer will be evacuated as directed by CM or theatre staff through the nearest exit with their carer.
- **Students in wheelchairs** will be evacuated by their 1:1 carer as discussed with Assistant Stage Manager.
- Once all students have left the stage, the CM and DCM will make their way out to the rotunda in Elder Park.

**Head Mechanist is the last person to leave prompt side. Other Mechanist is the last to leave OP**

#### ELDER PARK

- Students sit in lines (at their designated row number) waiting until their choir teacher arrives.
- When all teachers/supervisors are satisfied that all the students in their care are present, the number/letter is to be sent to the **CM who will be in the rotunda.**
- When all are accounted for the Production Manager will wave a flag to signal 'all clear' and students may be dismissed.