

Instructions for Side Stage duties during rehearsals at Festival Theatre 2024

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 12.

Opposite Prompt (Sopranos) – down the stairs to the Orchestra room

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.

2nd 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 of Elder Park. From the stage, rows leave as whole rows.

Odd rows leave from the Opposite Prompt (Soprano side), and walk to the John Bishop (JB) door. Turn right to exit the building up the stairs to the plaza level then out to Elder Park. Choirs line up at row number.

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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2024 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 during rehearsal).
- Posts with numbers are to be hammered into the area of grass near the Pop Eye landing dock.
 - Done by a steward/Production Manager.

If Elder Park is out of use, Convention Centre Lawns near the Rowing Club, (west of the theatre) will be utilised.

Banquet Room

- Green number for each choir row and Orchestra (O), Troupe (T), Guest Artists (GA), Soloists (S), Hosts (H). 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.
- **All Rows** leave the way entered, to 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, Soloists, Hosts and Signing Choir with their teacher supervisor(s) should make their way to Elder Park via the best possible route from wherever they are when the evacuation is called.

AFC area wardens will communicate Emergency updates and/or alternative directions that may be instructed by the Emergency Controller at the time of the incident.

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 official Stage Door entrance to help guide students.
- CM/DCM/steward to give a green number to each row.
- **Rows 1, 3, 5, 7, 9, 11, 13** leave the stage from the OP side and walk to the JB door. Turn right to exit the building up the stairs to the plaza level then out to 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 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 Elder Park.

Theatre mechanists are the last to leave the stage.

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 at the front in high vis.**
- When all are accounted for the Production Manager will wave a flag to signal 'all clear' and students may be dismissed.