

Instructions for Side Stage duties during rehearsals at Festival Theatre 2023

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 (and around the corner) to Dressing Room 7/8

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 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.

Anne O'Dea

Production Manager

0407-797-401

anne.odea839@schools.sa.edu.au



Primary Schools Music Festival

28 Hay Street Klemzig 5087

Kaurna Land

8261 5438

