

BMI VOLUNTEER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag and headset
Familiarise yourself with the backstage area and external dressing rooms in BMI (Ballarat Mechanics Institute)
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage

DURING SESSION

Coordinate the movement of all groups in your area
Ensure they know when to move into Her Majesty's Theatre
Ensure all adults in the area have a WWCC wristband
Communicate directly with the Gofer or Stage Manager
Aim to have a consistent system in place for each group or competitor

IMPORTANT REMINDERS

Monitor workplace health and safety requirements (careful of lifting etc)
Understand emergency evacuation procedures and put them into place if necessary
Maintain Child Safe backstage supervision
Communicate delays immediately

END OF SHIFT

Check area cleanliness
Return radios/headsets
Report any issues to RSSS staff
Hand over to the next volunteer and sign out