

MARSHALL / GOFER

Quick Reference Checklist Founders Theatre

BEFORE SESSION

- Sign in and collect name tag
- Check venue access points
- Familiarise yourself with the backstage and dressing room set up for the day
- Communicate with the Stage Manager prior to the start of the session

DURING SESSION

- Liaise with Stage Manager and Registration
- On arrival of groups, take them to their dressing room or warm up room
- On instruction from stage manager ensure group makes their way to the green room
- Move the next group into the warm up room
- Ensure the noise backstage is kept to a minimum
- Ensure all adults accessing backstage area have WWCC wristband
- Keep exits clear

IMPORTANT REMINDERS

- Understand and follow evacuation procedures
- Report patron concerns promptly
- Monitor accessibility needs

END OF SHIFT

- Check venue cleanliness and reset as needed
- Hand over to the next volunteer
- Sign out