

## **Stage Manager duties**

- Introduce yourself to any venue staff.
- Meet and greet performers.
- Introduce performers to the MC and the Sound Engineer.
- If performers have not checked in with you 15 minutes prior to their start time report this to the Performer Liaison – Aneta Graham 0423 020 067.
- Alert venue staff of any safety concerns (Bowls Club, Substation, The Hub, RSL).
- Record incidents either in the venue feedback book or complete an incident report (available at the ticketing desk). Incidents include 'near misses'. This feedback will be reviewed for planning of future events.
- Lost Property is to be handed in to the Information Desk at the Bowls Club.

## **Bowls Club specific**

- Direct performers re entering and exiting the stage.
- You may need to help co-ordinate furniture removal if space for dancing is required. Festival Manager will liaise with you re this.

## **Scout Hall specific**

- Monitor the open fire:
  - Only yourself and volunteers are permitted to add wood to the fire. A sign indicating this will be displayed over the fireplace. If there is no wood near the fireplace, it will be outside (via side door, same side as the fireplace).
  - The fire guard is to be in place at all times.
  - Allow the fire to burn down toward the end of the program.
- Be alert to any safety concerns. If any incident occurs, take corrective action if possible or report to a Committee member. Record incidents either in the venue feedback book or complete an incident report (available at the ticketing desk). Incidents include 'near misses'. This feedback will be reviewed for planning of future events.

- General housekeeping – (other volunteers can help with this)
  - monitor bathrooms for toilet paper and handtowels, replenish when required.
  - between performances collect up any rubbish.
  
- In case of emergency, call 000 if required and send a volunteer next door to the Bowls Club Information Desk to report the incident.