

IMPORTANT GLASSHOUSE INFORMATION

- **Please advise all parents that they will not be permitted in the sign in area.**

The Sign in area is restricted to competitors / Teachers Staff & Group reps only due to its size.

We understand younger children need help signing in & getting to the dressing room, so we ask that you supply your own runners / older students to take groups of children to your dressing room from the meeting points in the loading dock as this will make handing over their child much easier for parents or advise parents to wait for one of our runners to assist .

HOW WE KNOW WHO IS IN THE BUILDING

Sign in Sheet or Magnet

- **Sign in Sheets / All Students & Reps**

You need to supply your own sign in sheet for **each session** please see the example attached if you are unsure.

This list should only contain students & reps that are competing in or supervising for that **Session** as it is for fire evacuation purposes. **No** group will be permitted to enter without this list.

Student Reps or Ex-Student reps Limit two per Session.

- **Teachers/Staff**

Teachers / Staff will use the magnet board supplied by the Eisteddfod to indicate if they are in or out of the back of house area please send a list of your teacher's names or you may bring your own magnets with your teacher's names on them if you like.

HOW WE KNOW WHO SHOULD BE IN THE BUILDING

- **Teachers / Group Mums / Costume Reps.**

You need to issue your teachers & reps with their own pass "Not shared" this should include their Name & Position.

Please remember space is limited in the dressing rooms. **Don't give every parent a pass!**

FOOD & DRINK

No food or drink is permitted back of house excluding bottled water please ensure all students and parents are aware of this.

Anyone needing to eat **during the session** should do so in the loading dock where a fridge will be provided for anyone who needs it.

Please make sure you pass this information on as our volunteers are often abused by upset parents that have not been advised

Port Macquarie & District Dance Eisteddfod