

# ROYAL Theatre Company

## PARENT MONITOR RESPONSIBILITIES

- Arrive 15 minutes early
- "Parent monitor" clipboard with cast sign-in sheet will be on black table in lobby or in office and ask kids to sign in
- Unlock and prop open hallway door to bathroom and unlock bathroom (key located on stick outside office door)
- Check on toilet paper and paper towels (refill as needed)\*
- Remind Director(s) to give kids a break (approx. 10 minutes) during Sunday rehearsals
- Remind Director(s) when it is time to end (if they are still rehearsing)
- Waters are available for \$1 in office fridge (bowl for cash in fridge). Encourage kids to drink water.
- NO parents allowed in the rehearsal room (they have to wait in the lobby)
- NO kids are allowed to leave studio during rehearsal UNLESS THERE IS A PARENT MONITOR OUTSIDE
- Keep talking to a minimum when kids are not rehearsing
- At the end of the night:
  - Make sure kids pick up all of their belongings and trash
  - Ask kids to sign out (Kids under 12 years cannot leave without an adult)
  - Empty trash (ask older kids to take trash outside to trash cans in side parking lot)\*
  - Vacuum lobby and sweep studio dance floor (as needed)\*
  - Turn off the lights
- Thanks and have a great evening!

*\*Toilet paper, paper towels, trash bags, vacuum, etc located in the closet in the back costume room and side storage closet off studio floor*

**Call Bre Woodley (513.267.6263) with any questions.**