

Kids of Note

Rehearsal Volunteers Checklist

* Before rehearsal:

- Make coffee - 1/2 a pot is usually enough (ratio: 1 scoop of coffee to 2 cups of water)
- Set up chairs, raised platforms, wheelchair ramp & music stands
- Set up water station and fill glasses - plastic table cover is in KON cupboard in Kitchen
- Help to set up instruments and equipment (if required)
- Put masking tape nametags on steps (first few weeks)
- Place kids nametags on a front bench & ensure the children wear them for at least a few weeks at the beginning of the year
- Take attendance (if Mary isn't present)

During rehearsal:

- Help with water breaks (there are usually 2)
- Supervise washroom breaks (located in room behind piano)
- Help ensure everyone stays safe

After rehearsal:

- Help ensure all children leave the building with an adult***
- Put away chairs, raised platforms, wheelchair ramp & music stands
- Rinse water cups and place on drying tray; place trays in KON cupboard under counter **
- Tidy kitchen - clean coffee pot, return plastic table cover to KON kitchen cupboard etc.
- Help put away instruments, equipment etc.
- Pack nametags & return to backstage cupboard
- Check that the bathroom has been left clean (there are cleaning supplies in the back stage cupboard)

** This can usually be done right after the second water break (depending on how rehearsal has been going)

THANK YOU!

*** NB: when you are scheduled to volunteer, please try to arrive no later than 4:45 so that set up is complete before 5pm**