

SUGGESTIONS

WRITE A SIMPLE type of “METHOD STATEMENT” so you can work out what you are doing on the day and who you will come into contact with.

EXAMPLE

1. Load car, drive to show location
2. Arrive by car and park in space provided at back of location (must be near dressing room)
3. Carry props and kit to dressing room. Change into costume.
4. Go from Dressing Room to stage. Wait backstage for cue.
5. Connect headset radio mic to sound system
6. Give music on CD to Tech
7. Perform show using suitcase, props, guitar.
8. During show use 1 volunteer from Crew.
9. Show ends, pick up props return to dressing room.
10. Reload Car, drive home.

FROM THIS WORK OUT WHAT YOU MIGHT NEED TO PREPARE, TAKE WITH YOU, remember to do

EXAMPLE

		WHO DOES THIS?	COMPLETE
1. Load car, drive to show location	Disinfect car and especially boot; disinfect all props and kit; disinfect flight-cases and boxes/suitcases/guitar/slack-rope A-frame. Wear disposable gloves for load and driving/ or use hand-gel before and after.		
2. Arrive by car and park in space provided at back of location (must be near dressing room)			
3. Carry props and kit to dressing room. Change into costume.	Dressing room MUST have been cleaned and disinfected before arrival and be big enough for 2mSD if used by more than one person. DR must be lockable and secure.		

<p>4. Go from Dressing Room to stage. Wait backstage for cue.</p>	<p>Stage must be arranged so that the Audience and any Crew are at least 2m + distant from the Artist. Usually the gap between Artist and Audience is about 4m+ and this is in the info you sent to the Booker.</p> <p>Stage should be cleaned before new Artist uses it – in particular if contact with the floor occurs as part of the show e.g. acrobats, jugglers, dancers.</p>		
<p>5. Connect headset radio mic to sound system 6. Give music on CD to Tech</p>	<p>Any mic cables/mic stand/mic must have been freshly disinfected. Hand gel must be easily available on stage. Crew might have to use gloves and wear masks if close to other Crew or Artist. Artist cleans CD and headset receiver unit before handing to Crew.</p>		
<p>7. Perform show using suitcase, props, guitar. 8. During show use 1 volunteer from Crew.</p>	<p>use disposable gloves and hand gel, stay 2mSD.</p>		
<p>N.B.</p>	<p>The Artist agrees to make reminders and announce and safety information on instruction from the Booker to help maintain Audience safety. During performance the Audience needs to be 2mSD between family groups or bubbles. This 2mSD is to be planned and stewarded by the Booker. Note: the Booker is responsible for the Audience behaviour.</p>		
<p>9. Show ends, pick up props return to dressing room.</p>	<p>After show. Disinfect props/kit; cases and bags before loading back into car; clean hands before using car. Place costume or other clothing into sealable bag for washing at home.</p>		
<p>10. Reload Car, drive home.</p>	<p>Gel hands before entering home, place props and equipment in a safe zone, change clothes, shower before approaching other people.</p>		
<p>11. Booker to disinfect Dressing Room as soon as Artist has left.</p>			

AND/OR MAKE A SHORT CHECKLIST for easy reference

Sample Checklist

		Check
Take with	Hand-gel	
	Sealable plastic bags	
	Masks	
	Disinfectant sprayer	
Prep	Clean cases	
	Clean props	
	Clean cd/radio mic	
	Clean car	
Confirm with Booker	Parking space and access	
	Dressing room (to be cleaned)	
	Stage space	
	Times of shows, tech rider, etc	
Show	Gloves and hand gel for comedy volunteer	
Post-show	Headset, CD, tech – into sealed bag/or disinfect on-site	
	Disinfect cases and props before load into car	
	Costume into sealed bag	
	Clean hands before car keys/car	
	At home store cases and props and tech in clean area	
	Properly wash costume and clothes	
	Make sure no contact with other people before washed, clean clothes and hands, etc.	