

First Aid / Security Issues:

None

If an incident has occurred, or first aid administered have you completed an incident form? (tick here if complete - and attach to this report)

Safeguarding:

No Issues

If an incident has occurred, have you completed an incident form? (tick here if complete - and attach to this report)

Action Points:

- * Need to have a better understanding of the role of the lead volunteer.
- * Both doors could be open when entering the auditorium.
- * When performer needs assistance need to ensure a delegated member of team does that role.

* Signage (5 minutes to performance commencing please turn off all mobile telephones)

* Volunteers - when volunteers given role - need to make sure they facilitate that role and not leave their position without ensuring another volunteer replaces them.

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