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**PA Thespian Conference Chaperone Expectations & Responsibilities**

We are all proud of our students and Troupes. We have all worked hard and look forward to sharing our best work with each other. We want everyone to return home with smiles on their faces having grown and learned from their experiences together.

All Chaperones are asked to help each other enforce the outlined expectations and responsibilities listed below.  Students may receive warnings and if necessary, be asked to leave the auditorium. In this way, no Troupe will need to receive a warning or jeopardize their future participation due to the behavior of one or a few students.

As Chaperone, I understand that I am required to:

* Be signed up specific monitoring positions by Troupe Director (on Troupe Registration form)
* Provide supervision at all events during Conference, and ensure a safe return home.
* Model and supervise appropriate behavior while in the hotel and at the host school.
* Encourage appropriate dress, adhere to lights out, and make sure your students clean up after themselves and respect the facilities they are using.
* Refrain from drinking alcoholic beverages at all points during the Conference.
* Take responsibility for all students at the conference. Help monitor problematic behavior from any troupe’s student.
* Be aware of proper conduct through social media, and confiscate cell phones if out and in use during a performance. All cell phones should be silent and stored away, from house lights down to house lights up. Photos are NOT permitted during performances.
* Make sure all students are in the house and seated by the time each performance begins and the doors close.
* Set the example of respect for the work presented on stage with appreciation and by modeling appropriate responses. Stadium behavior, screams and the Wave are never appropriate. Nor are performances a ‘sing along’ experience.

Remember, all you are asking when you follow through with enforcement of the rules is the behavior and respect you hope others would show your own students and children. With Directors and Chaperones who work together to assure a positive experience for all students, memories of the Pennsylvania Thespian Conference should all be good ones.

**Chaperone Monitoring Positions**

To ensure a smooth and safe Conference, all chaperones are required to be signed up to assist in monitoring the entire event.  Your chaperone options are:

#1. Workshop Monitor (40 slots available, approximately 180 minutes total)

* Attend the same workshop for all three sessions (we do need all three sessions)
* Collect tickets
* Assist in room setup and cleanup (room needs to be ‘returned’ to original condition at end of workshop – we need you to help with this process)
* Monitor student behavior

#2  Social Event Monitors (10 slots available, approximately 90 minutes total)

* Monitor the evening’s events/dance
* Assist in room setup and cleanup
* Monitor student behavior

#3 Hallway monitors - (Please sign up for a 90 minute slot - approximately 180 minutes total)

* Remind students to remain quiet & not disturb the performance in progress
* Sign up during conference registration
* Monitor student behavior
* Encourage students to clean up

**Chaperone Guidelines for Success**

Please be responsible for the following with your assigned students:

Before you leave and during travel:

* Make sure your assigned students have your cell phone #.
* Make sure you have their cell phone #’s.

At the hotel:

* Assist with the check in and distributing keys.
* Do a quick inspection to make sure there are no problems in the room to report to desk before you are held responsible/charged for them.
* Make sure your students are up in the morning in time to get ready, eat breakfast or at least attend the breakfast meeting and get on the bus for the day’s events.
* Students are not permitted in rooms to which they are not assigned.

When leaving for the Festival for the day, make sure students have:

* Any medication needed
* Clothes, costumes, props needed for the day's performances.
* Nametags
* Programs
* Room Keys

Evening return to hotel:

* Curfew reminder - hotel quiet time begins at 11:00 pm. Since we often return to the hotel after curfew, students should be reminded not to talk or visit in hallways, but go directly to their rooms.
* Be a presence in the hallways at curfew time. Check that each student under your responsibility is in their own room. Make sure you actually see them.
* Students are not permitted in the hallways after room check.

Checking out:

* Inspect room for any reasonable cleanup needed.
* Collect keys and take them to the front desk.

*We can’t do this without you.*

*Thank you for helping to making this the best PA Thespian Festival it can be.*