

Sunday 13th August	
10:00	Nisha / Louise / Amelia arrive- dorm signs, gender neutral toilets, remove toasters
13:00	Houseparents arrive
13:30	Houseparents meeting Hetherington Common Room / tour with Amelia
14:00	Sign in workshop participants (10 people)
	Katie Front desk
	Caspar Front desk
	Surya (to leave house parent meeting for sign in) Medical
	Ciara Signing in
	Natalie Merch
	Louise
	Amelia
14:30	House parents to their houses to unpack and familiarise
15:00	Sign in stations
	Michelle P Front desk with Katie signing people in
	Beverley Desk 2 with Amelia signing senior company in until 16:30
	Surya Medical desk
	Natalie Merchandise
	Nisha Allocating boarding houses
	Sadie Mortimer runner
	Lou Mortimer Front door (Holds Fire Register for House)
	Karl Fischer runner
	Michelle C Fischer Front door (Holds Fire Register for House)
	Rebecca Hetherington runner
	Helen F Hetherington front door (Holds Fire Register for House)
	Vikki Park runner
	Rachel H Park front door (Holds Fire Register for House)
	Keely All round helper
	Louise Floating
	Caspar Floating
16:30	Workshop participants to boarding houses
17:15	House parents bring full company to theatre
17:30	Full company meeting (Katie and Caspar to stay on Front Desk)
18:00	Moving Minds: McOnie and Singleton (2 house parents stay with group) Dinner: Tookey and Juniors (and rest of support team)
18:30 - 19:30	Natalie and Keely take over front desk from Katie and Caspar
19:30	Katie and Caspar back on front desk
19:45	19:45: McOnie and Singleton: back to boarding areas
20:00	20:00: Tookey and Juniors: back to boarding areas
20:15	Fire drill practice
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm
21:30	Age 16 and over Back in rooms by 9.30pm

Monday 14th August				
	Location	Name of team member	HP Providing Breaks	Houseparents:
7:00	All houses wake	ALL	Lou	Karl
7.15	House parent to help Juniors with hair - Park	Rachael	Helen	Rebecca
7.45	Monitor main building door from boarding houses	Karl		Michelle P
8:00	Monitoring breakfast	Beverley and Vikki		Michelle C
8:00	Sweep boarding houses	ALL (minus those with breakfast duties)		Rachel H
8:00-8.30	Front Desk	Katie and Caspar		Vikki
8:30-9	Front Desk	Natalie (Katie and Caspar breakfast)		Sadie
9-9.15	Support Team meeting in Foyer	ALL		Helen F
9-9.15	Junior Company	Katie and Caspar		Keely
9.15- 13:00	Junior Company	Michelle P and Rachael H		Beverley
9.15-12:00	Front Desk	Keely and Michelle C		Lou
12:00-13:00	Monitor Lunch (Katie and Caspar on Front Desk)	ALL		
13:00-15:00	Junior Company	Rebecca and Helen		
13:00-15:00	Front Desk	Beverley and Karl		
15:00-16:00	Monitor Tea break (Katie and Caspar on Front Desk)	ALL		
15.00-17.00	Sports Therapist	1		
15:00-19.00	Junior Company	Sadie and Keely		
15:00-19.00	Front Desk	Beverley and Karl		
17.45-19.00	Monitor Dinner (Katie and Caspar on Front Desk)	ALL		
19.00-20.30	Monitor Back Door	Michelle P		
19.00-20.30	Front Desk	Vikki		
19.00-20.30	Monitor Boarding Houses	ALL (minus those with duties)		
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm			
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm			
21:30	Age 16 and over Back in rooms by 9.30 pm			

Tuesday 15th August			
	Location	Name of team member	Houseparents
7:00	All houses wake	ALL	Lou
7.15	House parent to help Juniors with hair - Park	Michelle P	Karl
7.45	Monitor main building door from boarding houses	Beverley	Rebecca
8:00	Monitoring breakfast	Vikki and Keely	Michelle P
8:00	Sweep boarding houses	ALL (minus those with breakfast duties)	Michelle C
8:00-8.30	Front Desk	Katie and Caspar	Rachel H
8:30-9	Front Desk	Natalie (Katie and Caspar breakfast)	Vikki
8.50-9	Full company meeting in Theatre	ALL	Sadie
9-9.15	Support Team meeting in Foyer	ALL	Helen F
9-9.15	Junior Company	Katie and Caspar	Keely (end tbc)
9.15- 13:15	Junior Company	Karl and Michelle C	Ivana (PM)
9.15-12:15	Front Desk	Rebecca and Jessie Gupta/Beverley	Beverley
12:00-13:00	Monitor Lunch (Katie and Caspar on Front Desk)	ALL	
13:00-15:00	Junior Company	Sadie and Lou	
13:00-15:15	Front Desk	Michelle P and Keely	
15:00-19.00	Junior Company	Rachael and Keely	
15:00-19.00	Front Desk	Nisha and Karl	
15:15-16:00	Monitor Tea break (Katie and Caspar on Front Desk)	ALL	
16.00-18.00	Sports Therapist	1	
17.45-19.00	Monitor Dinner (Katie and Caspar on Front Desk)	ALL	
19.00-20.30	Q+A Reece	ALL	
19.00-20.30	Quiet space for anyone who doesn't want to attend?	Helen	
19.00-20.30	Front Desk	Vikki	
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm		
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm		
21:30	Age 16 and over Back in rooms by 9.30pm		

Wednesday 16th August			
	Location	Name of team member	Houseparents
7:00	All houses wake	ALL	Lou
7.15	House parent to help Juniors with hair - Park	Vikki	Karl
7.45	Monitor main building door from boarding houses	Rebecca (Last day)	Rebecca
8:00	Monitoring breakfast	Karl and Michelle C	Michelle P
8:00	Sweep boarding houses	ALL (minus those with breakfast duties)	Michelle C
8:00-8.30	Front Desk	Katie and Caspar	Rachel H
8:30-9	Front Desk	Natalie (Katie and Caspar breakfast)	Vikki
9-9.15	Support Team meeting in Foyer	ALL	Sadie
9-9.15	Junior Company	Katie and Caspar	Helen F
9.15- 13:15	Junior Company	Karl and Rachael	Julie
9.15-12:15	Front Desk	Jessie Gupta and (Nisha) Until Julie arrives	Ivana
12:00-13:15	Monitor Lunch (Katie and Caspar on Front Desk)	ALL	Beverley
13:00-16:15	Junior Company	Julie and Ivana	
13:00-16:15	Front Desk	Jessie Gupta and Michelle C	
15:00-19.00	Front Desk	Ivana/Rachel/Jessie	
15.00-17.00	Sports Therapist	1	
16:15-16:45	Monitor Tea break (Katie and Caspar on Front Desk)	ALL	
16:15-19.00	Junior Company	Karl and Michelle P	
17.30-19.00	Monitor Dinner (Katie and Caspar on Front Desk)	ALL	
19.00-20.30	Monitor Back Door	Michelle P	
19.00-19.30	Film in theatre	Helen/Lou/Sadie	
19.00-20.30	Quiet space for anyone who doesn't want to attend or dorms?	Karl	
19.00-20.30	Front Desk	Vikki	
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm		
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm		
21:30	Age 16 and over Back in rooms by 9.30pm		

Thursday 17th August			
	Location	Name of team member	Houseparents
7:00	All houses wake	ALL	Lou
7.15	House parent to help Juniors with hair - Park	Ivana	Karl
7.45	Monitor main building door from boarding houses	Karl	
8:00	Monitoring breakfast	Michelle C and Michelle P	Michelle P
8:00	Sweep boarding houses	ALL (minus those with breakfast duties)	Michelle C
8:00-8.30	Front Desk	Katie and Caspar	Rachel H
8:30-9	Front Desk	Natalie (Katie and Caspar breakfast)	Vikki
8.50-9	Full company meeting in Theatre	ALL	Sadie
9-9.15	Support Team meeting in Foyer	ALL	Helen F
9-9.15	Junior Company	Katie and Caspar	Julie
9.15- 13:15	Junior Company	Lou and Sadie	Ivana
9.15-12:15	Front Desk	Jessie and Helen	
12:00-13:15	Monitor Lunch (Katie and Caspar on Front Desk)	ALL	Emma
13:00-16:15	Junior Company	Rachael and Julie	
13:00-16:15	Front Desk	Jessie and Helen	
15:00-19.00	Front Desk	Emma and Michelle C	
16.00-18.00	Sports Therapist	1	
16:15-16:45	Monitor Tea break (Katie and Caspar on Front Desk)	ALL	
16:15-19.00	Junior Company	Sadie and Lou	
17.45-19.00	Monitor Dinner (Katie and Caspar on Front Desk)	ALL	
19.00-21:00	Choreography competition-positions TBC backstage helpers needed	ALL	
19.00-21:00	Front Desk	Vikki	
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm		
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm		
21:30	Age 16 and over Back in rooms by 9.30 pm		

Friday 18th August					
	Location	Name of team member		Houseparents	
7:00	All houses wake	ALL		Michelle P	
7.15	House parent to help Juniors with hair - Park	Rachael		Michelle C	
7.45	Monitor main building door from boarding houses	Emma		Rachel H	
8:00	Monitoring breakfast	Mchelle C and Michelle P		Vikki	
8:00	Sweep boarding houses	ALL (minus those with breakfast duties)		Sadie	
8:00-8.30	Front Desk	Katie and Caspar		Helen F	
8:30-9	Front Desk	Natalie (Katie and Caspar breakfast)		Julie	
8.50-9	Full company meeting in Theatre	ALL		Holly	
9-9.15	Support Team meeting in Foyer	ALL		Kate C	
9-9.15	Junior Company	Katie and Caspar		Emma	
9.15- 13:15	Junior Company	Lou and Sadie		Ivana 8am leaving	
9.15-12:15	Front Desk	Emma and Nisha/Jessie			
12:00-13:15	Monitor Lunch (Katie and Caspar on Front Desk)	ALL			
13:00-15:00	Junior Company	Kate and Holly			
13:00-16:15	Front Desk	Jessie/Emma/Helen			
15:00-15.45	DDE performance in Theatre (Juniors to watch)	Michelle P and Rachael			
16.00-18.00	Sports Therapist	1			
16:00-18.15	Full company rehearsal in Theatre	ALL			
16:00-18.15	Front Desk	Nisha/Lou			
16:15-16:45	Monitor Tea break (Katie and Caspar on Front Desk)	ALL			
17.45-19.00	Monitor Dinner (Katie and Caspar on Front Desk)	ALL			
19.00-21:00	Party Night	ALL			
19.00-20.30	Quiet space for anyone who doesn't want to attend or dorms?	Holly			
19.00-21:00	Front Desk	Kate			
20:30 - 21:00	Age 13 and under 8.30pm Lights out: 9.00pm	Mortimer HP's			
21:30 - 22:00	Age 15 and under 9.30pm Lights out: 10pm	Michelle C/Emma and Julue			
21:30	Age 16 and over Back in rooms by 9.30pm				