creativegeneration State Schools Onstage 2027

Nomination guidelines

Teacher information



Be part of Queensland's largest annual youth performing arts show at the Brisbane Convention and Exhibition Centre

Show Week: Monday 12 to Saturday 17 July 2027.

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Contact information

To be involved, please contact your school's coordinating teacher. Schools must endorse and nominate student participation.

For general enquiries, please contact:
Creative Generation – State Schools Onstage (CGEN)
Email: creativegeneration@qed.qld.gov.au
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CGEN 2027 Key dates

Nominations open: **Monday 2 November 2026**

Nominations close for non-instrumental categories: **Friday 5 February 2027**

Nominations close for instrumental categories: **Friday 12 February 2027**

School performance group bookings on sale: **Monday 8 March 2027**

Tickets on sale: **Wednesday 21 April 2027**

Show Week: **Monday 12 – Saturday 17 July 2027**

Performance times
Thursday 15 July, 6pm
Friday 16 July, 12pm
Friday 16 July, 6.30pm
Saturday 17 July, 11am
Saturday 17 July, 3pm

Program eligibility

To meet the eligibility requirements for Creative Generation - State Schools Onstage, students must adhere to the school enrolment and consent criteria outlined below.

Enrolment at a Queensland State School
Creative Generation - State Schools Onstage is a showcase of the talent in Queensland state schools. Nominated students must be enrolled at a Queensland state school for the duration of the program to be eligible for involvement in the program. Home educated students and students from non-state schools are not eligible to be part of CGEN.

If at any point throughout the program, the nominee is no longer enrolled at a state school, it is the responsibility of the school and carer to inform the CGEN program team immediately.

The school principal where the student is enrolled must also endorse the nomination, and a declaration stating this endorsement at the point of submitting a nomination will be required via the nomination platform.

Consent
Students must have completed and returned to the school an unamended CGEN project consent form, ministerial consent and media release forms. If forms are not returned by the due date and full consent is not given, students will not be able to participate in the program. This is due to the nature of the program as it is widely promoted and as such photos, videos and names of participants will be shared throughout the campaign and in future years, including in the national broadcast. Students who are unable to provide consent are not eligible to participate.

Schools, students and carers must:
- understand the expectations and level of commitment required for their category.
- understand the Department of Education (DoE) is collecting personal information, and will handle this material in accordance with the Information Privacy Act 2009 and the Education (General Provisions) Act 2006;
- read, understand and agree to the terms and conditions of the program.

Please refer to the CGEN Nomination guidelines – Category information and eligibility for category specific eligibility requirements and criteria.

Role of the coordinating teacher and supervisor

Who is the coordinating teacher?

The teacher entering the nomination for individual students or student groups to participate in CGEN 2027 should consider themselves the coordinating teacher.
The role and responsibilities of the coordinating teacher are to:

- ensure students and their carers read and understand the participants' responsibilities (outlined in the CGEN Nomination guidelines – Category information and eligibility), the level of commitment required to participate in their specific CGEN category, and all ongoing requirements of the program to ensure all participants are fully prepared at all times
- ensure the principal is aware and approves the nomination/s from the school and understands the level of commitment required by all participants (students and coordinating teachers)
- obtain and hold signed CGEN project consent form, ministerial consent and media release forms, for each nominating student and hold (or distribute to principal-approved supervisors) medical and emergency contact information for each participating student – these forms can be downloaded from the CGEN nomination platform under downloadable resources
- submit all student nominations and the audition footage (if required) via the CGEN nomination website
- assign supervisors to assist at auditions, rehearsals and performances (if required) and seek principal approval for each supervisor's level of commitment. The coordinating teacher may also choose to take on the role of supervisor (see 'Who is the supervisor?' below)
- adhere to the Child and Student Protection Policy in conjunction with the state government's Code of Conduct and each school's individual Code of Behaviour, which will detail particular strategies to promote appropriate behaviour, as well as consequences for unacceptable behaviour, during all CGEN commitments
- liaise with the CGEN team and relay all information regarding auditions, rehearsals and performances to participating students, carers and supervisors; it is also suitable for schools to provide a contact sheet of parent/carer information, to ensure communications go direct to families
- ensure all participants understand that if they contravene any element of the program or its requirements, they risk exclusion from the show
- notify the CGEN team if staff or students have any allergies or require any of the following special arrangements*:
  - interpreters
  - alternative formats for printed material
  - physical access requirements.

* Please note that students requiring additional support are required to have a supervisor provided by the school at all massed rehearsals to meet the needs of the student and support their involvement. If students are in featured categories where supervisors are not required, additional support may be able to be provided by the department.

Who is the supervisor?

A supervisor is a responsible adult (parent/carer), teacher aide or teacher who has been assigned by the coordinating teacher and approved by the principal to assist at auditions, rehearsals and performances.
The role and responsibilities of the supervisor are to:

- adhere to the Child and Student Protection Policy in conjunction with the state government's Code of Conduct and each school's individual Code of Behaviour, which will detail particular strategies to promote appropriate behaviour, as well as consequences for unacceptable behaviour, during all CGEN commitments
- liaise with the coordinating teacher on a regular basis to ensure each person has the most current information, including medical and emergency contact details for all students in their care, plus venue and timetable schedules
- take responsibility for the care of students to and from, and at times during, all scheduled auditions, rehearsals and performances, including breaks
- ensure all participants are cooperative, self-disciplined and willing to follow direction from all coordinating teachers and members of the CGEN team, including directors, category coordinators, tutors, choreographers and stage crew.

In some situations, officers of the Department of Education (DoE) or CGEN contractors employed by the department may supervise students. Further information about this will be communicated in category-specific invitations issued by each category coordinator.
Teachers, contractors or anyone who works in any other capacity for the department should be aware that the Code of Conduct for the Queensland Public Service and the department's Standard of Practice apply at all times when they are performing official duties, including working outside their standard hours. It is the responsibility of the coordinating teacher/supervisor to notify the CGEN category coordinator or CGEN contractor of any students with preexisting medical conditions or injuries. It is at the discretion of the supervisor to monitor if the student requires extra breaks throughout rehearsals. In addition, they should be aware that while the Code does not cover misconduct in a private capacity, under the Public Service Act 2008, inappropriate or improper conduct in a private capacity that reflects seriously and adversely on the public service may be subject to disciplinary action.

Regional Support

Teachers should encourage carers to reach out to their Regional Council to seek support through available arts grants. Regional students nominating for featured casts should discuss their commitment with the category coordinator prior to accepting a role as these require attendance at rehearsals in Brisbane.

Supervision requirements

School-supervised casts are categories that require a school-provided supervisor. The supervisor must be endorsed by the school principal and can be a parent, teacher, teacher aide, carer or another suitable adult associated with the school group. Their role is to manage the supervision of students at rehearsals and/or throughout Show Week.

The supervisor does not need to be the same person for every rehearsal or Show Week commitment. Schools can arrange a supervision roster with different suitable adults across the rehearsal and performance period.

School provided supervisors should have the following information when onsite to supervise:

- rehearsal schedules
- student list, including emergency contact details for all students (we recommend a student photo if the supervisor doesn't know the group well)
- medical forms / action plans if applicable
- after-hours school contact number, in the case of an emergency.

The categories below require supervision provided by the school at all **rehearsals:**

- junior and senior massed dance (metro and regional)
- First Nations dance
- kindy dance
- musical theatre ensemble
- massed choir
- massed string orchestra
- signing choir
- special school ensembles.

The categories below require supervision provided by the school for all **CGEN Show Week commitments**:

- junior featured dance
- junior and senior massed dance (metro and regional)
- First Nations dance
- kindy dance
- musical theatre ensemble
- massed choir
- massed string orchestra
- signing choir
- special school ensembles.

Schools should only nominate students in the categories listed above if they can provide the required supervision.
If the required supervision cannot be provided, students may be removed from the program.
For larger categories, such as massed dance, massed strings and massed choir, schools will be encouraged to develop a supervision roster. A supervision schedule template will be provided upon acceptance into the program.

Teacher opportunities

Opportunities exist for Queensland state school teachers to join the CGEN team in a variety of roles. Below are the available positions for the 2027 program.

Teacher stage crew

Teachers interested in being part of the behind-the-scenes action will get an even closer insight into the staging of an arena show, and will work closely with the CGEN team, other teachers and professionals as members of either the production or performance support teams. There are several professional development opportunities with CGEN for teachers to take part every year to produce the spectacular event.

All members of the crew work long hours consistent with the technical professionals involved. The environment is highly supportive, and team responsibilities are determined by action through performance tunnels, on the arena and backstage. At times, the pace can be very fast and requires great focus and problem-solving abilities. It is critical all members take direction well and can work as part of a cohesive team.

During Show Week, teachers will be required at the BCEC up until, and including, the last performance on Saturday night. Teacher crew will receive their schedule upon acceptance into the crew. TRS will be paid to teacher crew for the school days that they need to be replaced while onsite at the BCEC e.g., stage support would be paid Wednesday to Friday. TRS is paid in to the school account that the teacher nominates under. If the teacher works part time at multiple schools or has changed schools, they must advise the Associate Producer upon role acceptance to confirm the split of days and the correct school code and school name for each payment.

Teachers interested in the roles oriented around the stage will work closely with students and professionals on the production team. Teachers may also be required to mentor student stage crew members. During the online nomination process teachers will be required to nominate their preference for one of the following categories.

Props team

Working with professional show mechanists, the operations manager and student stage crew to ensure all props are ready prior to performance and are moved on and off stage at the appropriate times.

Tunnel team

Working in conjunction with the show caller, operations manager and backstage team to ensure all performers enter and exit the stage at appropriate times. There are 4 main entrances to the stage.

Backstage team

Working in conjunction with the show caller, operations manager and tunnel team to ensure all performers arrive at their tunnel entrances 3 items prior to their performance time. The backstage managers are located in the dressing

rooms, and the role is primarily one of welfare.

Front of house team

Working in conjunction with the operations manager and front of house manager to ensure all performers, teachers, supervisors and crew arrive and depart the BCEC safely through our registration process. This could also include a variety of tasks such as assisting with costumes, catering and ticketing.

Category support

Teachers interested in the roles related to the CGEN performance categories will work closely with students, teachers and professionals, undertaking tasks such as project management, supervision, pastoral care of the students or arena direction (e.g. working with the dance coordinator as part of the dance team). During the nomination process, teachers will be required to nominate their preference for one of the following categories:

Choir

Assisting the choir coordinator and choir conductors during Show Week rehearsals and performances by managing the featured choirs or the signing choir. Choir support crew may also be required to attend additional rehearsals prior to Show Week.

Regional and First Nations dance support

Assisting the dance coordinator, executive producer/creative director and choreographers during the BCEC rehearsals and performances. Dance support crew may also be required to attend additional rehearsals prior to Show Week.

Symphony orchestra, big band and small jazz ensembles

Assisting the symphony orchestra and big band coordinator during the BCEC rehearsals and performances. Symphony orchestra and big band support crew may also be required to attend additional rehearsals prior to Show Week.

Drumline

Assisting the drumline coordinator and drumline leader during Show Week rehearsals and performances.

Massed string orchestra

Assisting the massed string orchestra coordinator and conductor during Show Week rehearsals and performances.

Media crew

Assisting the media crew coordinator during Show Week.

Category requirements

- Support material is to be submitted for each nomination (except for teacher crew members who participated in the year prior and are reapplying) and must not exceed 4 single A4 pages.
- Support material must include any information that clearly outlines all previous production or stage crew experience and training associated with the role.
- Teacher crew who participated in the stage crew the year prior are not required to submit support material as their nomination will be considered based on their participation in the 2026 production.

Conductor support

CGEN is looking to seek teacher support, collaborating with teachers who have extensive experience in various performing arts fields.

Assistant Choir Conductor

Teachers interested in the role of Assistant Choir Conductor will work closely with students and professionals in the massed and featured choirs. Teachers are asked to submit a nomination via the database and attach a current cover letter and curriculum vitae which will be assessed under a set selection criteria.

The Assistant Choir Conductor will be required to attend selected rehearsals in the lead up to CGEN and Show Week and will be required for all performances. They will be required to conduct the massed choir for all performances.

Teacher Assistant Symphony Orchestra Conductor

Teachers interested in the role of Assistant Symphony Orchestra Conductor will work closely with students and professionals in the symphony orchestra. Teachers are asked to submit a nomination via the database and attach a current cover letter and curriculum vitae which will be assessed under a set selection criteria. The Assistant Symphony Orchestra Conductor will be required to attend selected rehearsals in the lead up to CGEN and Show Week and will be required for all performances. They will be allocated certain items to conduct in the show at the discretion of the CGEN Creative Director.

Teacher Assistant Big Band Conductor

Teachers interested in the role of Assistant Big Band Conductor will work closely with students and professionals in the big band. Teachers are asked to submit a nomination via the database and attach a current cover letter and curriculum vitae which will be assessed under a set selection criteria. The Assistant Big Band Conductor will be required to attend selected rehearsals in the lead up to CGEN and Show Week and will be required for all performances.

Nomination process

In 2027, nominations can be submitted for any of the following categories:

- Featured vocalist
- Backing vocalist
- Featured choir
- Massed choir
- Signing choir
- Featured dance
- Massed dance (metro)
- Massed dance (regional)
- First Nations dance ensemble and company
- Drama
- Musical theatre
- Big band
- Symphony orchestra
- Solo instrumental and featured ensemble
- Drumline (featured and massed)
- Massed string orchestra
- Variety skill
- Special school choir
- Special school dance ensemble
- Student stage crew
- Student event crew
- Student media crew

To assist teachers in collecting student information, students should complete a student expression of interest form available to download from the CGEN nomination portal under downloadable resources.

2027 nomination dates

Nominations open: Monday 2 November 2026

Nominations close for non-instrumental categories: Friday 5 February 2027

Nominations close for instrumental categories: Friday 12 February 2027

CGEN nomination process

1. Create an account (new account each year required)
2. Create a nomination (one per student or bulk upload for massed casts only (including massed choir, signing choir, massed strings, and massed dance)
3. Manage / withdraw nominations (edit information, accept/decline invitations and offers or withdraw a student from the database)

Create an account

Teachers create and edit all nominations for CGEN 2027 via an online portal. This portal also contains useful downloadable resources such as the nomination guidelines for CGEN.

1 **Access the Teacher Portal via** https://events.education.qld.gov.au/teacherportal

IMPORTANT TIPS

- All teachers much create a new account each year.
- Login details from previous years will not work.
- Please bookmark this link for future use.
- Only **one teacher per school** can create an account for CGEN.
- Please make sure that the key contact teacher for your school (i.e. the person who will be submitting students and receiving communications) is the person who creates an account.

2 **Click Create Account**

3 Enter the key contact teacher's **email address** in the pop-up box and click **Proceed**.

IMPORTANT TIP: This email address will NOT be editable later

4 You will receive an email with a link to create your account. This is an automated email from the database so you may need to check your spam/junk folder. Click the **Create account** link.

5 Clicking the link will take you to the *Create a new account* form where you will need to select your school from the drop-down list.

6 If you are part of a cluster, select all other schools that you will be coordinating the nominations for. Please select 'Yes' to being part of a cluster if you will be nominating any students from another school.

7 Next, fill in the details of your school's **key contact teacher** including their full name, email address, and mobile number.

IMPORTANT TIP: The key contact teacher will receive all communications for your school's nominations

8 You can add up to 6 additional coordinating teachers for your school, noting that you do not need to re-enter the details of your key contact teacher.

9	Once you have completed all necessary information, click **Submit**. You can return to the Teacher Portal to update your account information at any time.
10	You will land on the confirmation page below and will also receive an email to confirm your account creation. Click on *Update Password* in the header menu to finalise your account.
11	Enter your chosen password and click **Change Password**. If multiple teachers will be using this account to login and create submissions, the password you set should be something generic that can be shared.
12	You have now finished creating your account and will land on the Teacher Portal *Home page*.
13	From here, you can click the button to login to the **CGEN Nomination Portal**, update your account details, or change your account password.
14	The next time you want to access the Teacher Portal, use your email address as the username, and the password you set to login.

Create a nomination

Once you have created an account, you can login to the CGEN Nomination Portal via the Teacher Portal Home page. The instructions below explain how to create, edit, and submit nominations for CGEN 2027. It is important that you read these instructions carefully before you begin to ensure that your nominations are submitted correctly.

Click the **Downloadable resources** button to view and download useful resources including the nomination guidelines and all required consent forms.

IMPORTANT TIP: Before submitting, please review the nomination guidelines to check the nomination requirements for each category.

1	Click **Add to event** in the nominations table at the bottom of the screen.
2	You will land on the nomination form. *IMPORTANT TIP: Only the nominee's contact details and school information are mandatory, until you indicate that the nomination is complete and ready to submit. This means that if you do not have all the required information at first, you can enter what you do have, save your progress, and continue the nomination later.*
3	You will first need to select the nomination type from the following options:

- individual student nomination
- bulk student nomination (massed dance, massed strings, signing choir and massed choir only)
- teacher nomination.

4	Complete as much information as you can on behalf of the nominating student or teacher. As you fill out the nomination form, the relevant questions for your nominee will appear depending on the **category/categories** they are nominating for. *IMPORTANT TIP: Please refer to the category sections of the* Category Information and Eligibility guidelines *for a full list of the required information, forms and footage for each category.*
5	Once you reach the end of the form, you will be asked whether you would like to save your nomination or continue to the **review & submit** nomination stage.
6	If you would like to save your progress and continue the form later, select **'No – save my progress'** and click **Save.**
7	Your key contact teacher will receive an email confirming that your nomination has been saved.
8	Close the tab and refresh the manage nominations page. Your new nomination will now appear in the nominations table.
9	Repeat steps 1 – 9 to create a new nomination.

Editing an existing nomination

1	Click **View** next to the nomination you wish to continue editing.
2	You will be redirected to the nomination form where you can continue adding and editing information.
3	Once again, when you reach the end of the form, you will have the option to either save your progress and return to the form later or continue to **review & submit.** *IMPORTANT TIP: You can* **Save** *and revisit a nomination as many times as you need to before continuing to the review & submit stage.*

Review and submit a nomination

1	Once you have all the required information for a nomination and are ready to submit, change your answer when you reach the end of the nomination form to 'Yes - continue to review and submit', and click **Continue**. *Please note that your nomination has **NOT** been submitted yet.* *IMPORTANT TIP**:** Once you continue to the review & submit stage, you will be required to complete all mandatory fields.*
2	Return to the **Manage Nominations** page and click **View**, next to the nomination you wish to review & submit.
3	You will arrive at the review & submit nomination form where all required fields will now be mandatory.
4	Review the information that you have already provided and ensure all required fields have been completed.
5	Finally, click **Submit**. *IMPORTANT TIP**:** You will no longer be able to edit a nomination once it has been submitted.*
6	You will land on the confirmation page below and your key contact teacher will receive email confirmation that the nomination was submitted successfully. *IMPORTANT TIP: If you need to make any edits to a nomination after it has been submitted, please contact the CGEN team at* creativegeneration@qed.qld.gov.au.

Manage a nomination

Students who are selected to be a part of CGEN will be sent an invitation letter via their CGEN coordinating teacher. The invitation will outline the next step in the process, which may include a call-back audition, a casting day, a workshop or a series of rehearsals.

Coordinating teachers will be sent the official invitations via email, which will advise if the nomination requires a response in the portal.

Some students may not be invited to be a part of the original nomination category they applied for but may be offered a place in an alternative category. For example, an individual student nominating for the variety item category may instead be invited to attend the featured vocalist first call-back audition.

*To view the status and relevant offers, go to the **Manage Nominations** page and click **View**, next to the students' nomination you'd like to view or accept / decline.*

If you need to withdraw a nomination, you can do so at any time, prior to nominations closing.

Withdraw a nomination

1	Go to the **Manage Nominations** page and click **View**, next to the nomination you wish to withdraw.
2	You will be directed to their nomination form. Click the **Withdraw** button at the top of the form to withdraw the nomination.
3	You will land on the confirmation page below and your key contact teacher will receive email confirmation that the nomination was withdrawn. *IMPORTANT TIP: If you need to withdraw a nomination after the nomination deadline, please contact the CGEN team at* creativegeneration@qed.qld.gov.au

Nomination materials – specifications

Audition footage

- It is a requirement that audition footage be submitted for the following categories: featured vocalist, backing vocalist, regional massed dance, symphony orchestra, big band, rock band, drumline, solo instrumental, drama ensemble, media crew and variety. Regional dance are required to submit audition footage at a later date, which is a specific routine that will be provided in February.
- Refer to the *Category Information and Eligibility guidelines* for specific requirements per category.
- All student audition footage (excluding media crew) should be introduced (visually or orally) with the following information:
  – individual student or group name
  – category/ies the student is nominating for
  – school and year level
  – style or title of piece performed.
- One file is to be submitted per nomination. Where a category requests 2 or more pieces of footage, please combine 2 pieces of footage into one file. The only exception is for symphony orchestra and big band students nominating for more than one instrument. Separate video files are required per instrument for distribution to specialists on the audition panel.
- Total file length per nomination must be 2-4 minutes and should not exceed 80 MB, except for symphony orchestra, big band or media crew. See the relevant category pages in the Category Information and Eligibility booklet for these requirements.
- Please include current footage. Low resolution files are sufficient for all categories provided quality is adequate for panel members to make a reasonable evaluation.

Supporting material

It is a requirement that nominations for the following categories are supported by written documentation:

- student stage crew
- student event crew
- teacher stage crew.

Written documentation may include a current resumé, letters of support or photos. Support material must not exceed 2 single A4 pages (one page double-sided). These categories are competitive and these materials should be considered and well-constructed.

Teacher checklist

OCTOBER

Key dates:

26 October 2026	Nominations open

To do:

- ☐ Send out the CGEN Nomination guidelines - Category information and eligibility to parents/carers

NOVEMBER/ DECEMBER / JANUARY

To do:

- ☐ Collect required nomination footage, documents and forms before end of term
  - EOI forms
  - Nomination footage/documents,
  - Project consent and medical forms
  - Release forms (CGEN Project Consent, Ministerial and The Courier-Mail).

FEBRUARY

Key dates:

Friday 5 February	Nominations close for all categories (except instrumental)
Friday 12 February	Nominations close for instrumental categories
Various (or date range)	Auditions and callbacks

To do:

- ☐ Finalise all nominations by the due date
- ☐ Monitor and accept/decline invitations to audition for students' nominated categories
- ☐ Massed choir - accept/decline offers by due date

MARCH

Key dates:

Monday 8 March	Group bookings for school performance on sale
Thursday 25 March	All cast acceptances due by this date
Thursday 25 March	Accessibility requirements due

To do:

- ☐ Cast and media crew - accept/decline offers by due date*
- ☐ Forward ticketing information and link to all CGEN students / parents
- ☐ Follow up any outstanding participating student forms:
  - Project Consent / Medical
  - Media release forms
  - Send accessibility requirements (including severe allergies) to creativegeneration@qed.qld.gov.au

APRIL

Key dates:

Wednesday 21 April	Tickets on sale
Various	Term 2 rehearsals commence

To do:

- Share relevant rehearsal and program information with students / carers:
    - Ensure students can attend ALL rehearsals
    - Check there are no clashes between rehearsals if in multiple categories
    - Necessary supervision is arranged for required rehearsals
    - Contact category coordinator to discuss if availability issues arise

MAY

Key dates:

Tuesday 4 May	T-shirt order forms due
Tuesday 4 May	Costume information distributed and Qkr! portal opens
Wednesday 12 May	Final consent form checklist due
Wednesday 12 May	School complimentary ticket requests due
Various	Rehearsals continue

To do:

- Stage, event and teacher crew - accept/decline invitations by due date
- Finalise and send T-shirt order form
- Upload final consent form checklist
- Send numbers for school complimentary tickets
- Advise category coordinators of student withdrawals (deadline to withdraw without costume payment is 14 May)
- CARA form provided to schools for completion, if required
- Read *Show Week Information Book* and pass on all relevant information
- Ensure all students have costume requirements and ordering links
- Collate t-shirt sizing and requirements for all participating personnel (including teachers)

JUNE

Key dates:

Friday 11 June	Mode of Transport form due
Saturday 12 June **(TBC)**	Combined choir rehearsal day
26–27 June	Act 1 & Act 2 Blocking weekend
Various	Rehearsals continue

To do:

- Ensure all participating students members are aware of key rehearsal dates and details, including supervision arrangements for school-supervised casts.
- Finalise supervision arrangements for all students for Show Week, including:
    - Show Week Supervision forms for relevant cast members
    - requests for additional supervisor passes
- Arrange for collection of t-shirts and costumes (for metro casts) from rehearsals (dates and venues TBA)
- Download and test Show Week sign-in/out app – notify CGEN team of any omissions or changes.

JULY

Key dates:

Saturday 10 July	Sitzprobe
Monday 12 – Saturday 17 July	Show Week
Various	Final rehearsals

To do:

- Finalise preparations for Show Week, including:
    - Double check all Show Week schedules, to confirm arrival and departure times, noting a 30-minute buffer is required
    - A hard copy of your Mode of Transport form (provide to Backstage Managers on Day 1 at BCEC)
    - Any teacher briefings you are required to attend
    - Final t-shirt or costume changes, as required (see t-shirt or costume desk at Show Week)
    - Reminding school-supervised casts of procedures for arrival and departure each day, including:
        - Meeting locations for arrival / collection (see Show Week Information Book for suggestions)
        - What to do / who to contact if running late
- Show Week
- Complete Teacher Continuing Professional Development form via Teacher Portal
- Complete Evaluation Survey on Resource Hub
- Finalise t-shirt invoice payment