

DAILY RECORD SHEET

Children (Performances) Regulation 5

Name of Production		Place of Performance/Rehearsal	
Production Contact Name		Date of Perf./Rehearsal	
Other Contacts		Child's Licensing Authority	
Chaperone/Tutor Name		Chaperone/Tutor Lic. Autho.	

CHILD'S NAME	LICENCE NO.	DOB	AGE	PLACE ARRIVAL TIME	PLACE DEPARTURE TIME	LENGTH OF EACH MEAL BREAK	TOTAL WAITING TIMES PER DAY	TOTAL TUTORING TIMES PER DAY

This Record Sheet relates to the information the Licence Holder, Chaperone or Tutor is required to keep by law for each child performing. It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present for inspection by an officer of the Local Authority in whose area the performance takes place. Upon completion of the production the Record Sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which these Licenses have been granted.