**Daily record sheet**

## **Production details**

**Production:**

**Production company:**

**Contact name/telephone number:**

**Performance location:**

**Date of Performance:**

## **Chaperone and Local Authority details**

**Chaperone name:**

**Chaperone licencing authority:**

**Location local authority:**

**All children’s licencing authorities:**

## **Child details**

### **Child 1**

Name:

Licence Number:

Licence Authority:

### **Child 2**

Name:

Licence Number:

Licence Authority:

### **Child 3**

Name:

Licence Number:

Licence Authority:

### **Child 4**

Name:

Licence Number:

Licence Authority:

### **Child 5**

Name:

Licence Number:

Licence Authority:

### **Child 6**

Name:

Licence Number:

Licence Authority:

## **Abbreviations**

Use these activity abbreviations to help you complete the time sheet:

**D**: Departure

**O**: Other (make up, Costume, etc)

**P**: Performance time on set/stage (inc rehearsal / line up etc)

**R**: Rest

**T**: Tutoring

**S**: Stand By

**H**: Home

**PU**: Pick up

**A**: Arrive

**M**: Meal

**W**: Wrap

## **Timetable**

Complete this timetable to show what each child is doing when:

| Time | Child 1 activity | Child 2 activity | Child 3 activity | Child 4 activity | Child 5 activity | Child 6 activity |
| --- | --- | --- | --- | --- | --- | --- |
| **07:00 – 07:15** |  |  |  |  |  |  |
| 07.15 – 07:30 |  |  |  |  |  |  |
| 07.30 – 07:45 |  |  |  |  |  |  |
| 07.45 – 08:00 |  |  |  |  |  |  |
| **08:00 – 08:15** |  |  |  |  |  |  |
| 08.15 – 08:30 |  |  |  |  |  |  |
| 08.30 – 08:45 |  |  |  |  |  |  |
| 08.45 – 09:00 |  |  |  |  |  |  |
| **09:00 – 09:15** |  |  |  |  |  |  |
| 09.15 – 09:30 |  |  |  |  |  |  |
| 09.30 – 09:45 |  |  |  |  |  |  |
| 09.45 – 09:00 |  |  |  |  |  |  |
| **10:00 – 10:15** |  |  |  |  |  |  |
| 10:15 – 10:30 |  |  |  |  |  |  |
| 10.30 – 10:45 |  |  |  |  |  |  |
| 10.45 – 11:00 |  |  |  |  |  |  |
| **11:00 – 11:15** |  |  |  |  |  |  |
| 11.15 – 11:30 |  |  |  |  |  |  |
| 11.30 – 11:45 |  |  |  |  |  |  |
| 11.45 – 12:00 |  |  |  |  |  |  |
| **12:00 – 12:15** |  |  |  |  |  |  |
| 12:15 – 12:30 |  |  |  |  |  |  |
| 12.30 – 12:45 |  |  |  |  |  |  |
| 12.45 – 13:00 |  |  |  |  |  |  |
| **13:00 – 13:15** |  |  |  |  |  |  |
| 13.15 – 13:30 |  |  |  |  |  |  |
| 13.30 – 13:45 |  |  |  |  |  |  |
| 13.45 – 13:00 |  |  |  |  |  |  |
| **14:00 – 14:15** |  |  |  |  |  |  |
| 14.15 – 14:30 |  |  |  |  |  |  |
| 14.30 – 14:45 |  |  |  |  |  |  |
| 14.45 – 15:00 |  |  |  |  |  |  |
| **15:00 – 15:15** |  |  |  |  |  |  |
| 15.15 – 15:30 |  |  |  |  |  |  |
| 15.30 – 15:45 |  |  |  |  |  |  |
| 15.45 – 16:00 |  |  |  |  |  |  |
| **16:00 – 16:15** |  |  |  |  |  |  |
| 16.15 – 16:30 |  |  |  |  |  |  |
| 16.30 – 16:45 |  |  |  |  |  |  |
| 16.45 – 17:00 |  |  |  |  |  |  |
| **17:00 – 17:15** |  |  |  |  |  |  |
| 17.15 – 17:30 |  |  |  |  |  |  |
| 17.30 – 17:45 |  |  |  |  |  |  |
| 17.45 – 18:00 |  |  |  |  |  |  |
| **18:00 – 18:15** |  |  |  |  |  |  |
| 18.15 – 18:30 |  |  |  |  |  |  |
| 18.30 – 18:45 |  |  |  |  |  |  |
| 18.45 – 19:00 |  |  |  |  |  |  |
| **19:00 – 19:15** |  |  |  |  |  |  |
| 19.15 – 19:30 |  |  |  |  |  |  |
| 19.30 – 19:45 |  |  |  |  |  |  |
| 19.45 – 20:00 |  |  |  |  |  |  |
| **20:00 – 20:15** |  |  |  |  |  |  |
| 20.15 – 20:30 |  |  |  |  |  |  |
| 20.30 – 20:45 |  |  |  |  |  |  |
| 20.45 – 21:00 |  |  |  |  |  |  |
| **21:00 – 21:15** |  |  |  |  |  |  |
| 21.15 – 21:30 |  |  |  |  |  |  |
| 21.30 – 21:45 |  |  |  |  |  |  |
| 21.45 – 22:00 |  |  |  |  |  |  |
| **22:00 – 22:15** |  |  |  |  |  |  |
| 22.15 – 22:30 |  |  |  |  |  |  |
| 22.30 – 22:45 |  |  |  |  |  |  |
| 22.45 – 23:00 |  |  |  |  |  |  |
| **23:00 – 23:15** |  |  |  |  |  |  |
| 23.15 – 23:30 |  |  |  |  |  |  |
| 23.30 – 23:45 |  |  |  |  |  |  |
| 23.45 – 00:00 |  |  |  |  |  |  |
| **00:00 – 00:15** |  |  |  |  |  |  |
| 00.15 – 00:30 |  |  |  |  |  |  |
| 00.30 – 00:45 |  |  |  |  |  |  |
| 00.45 – 01:00 |  |  |  |  |  |  |
| **01:00 – 01:15** |  |  |  |  |  |  |
| 01.15 – 01:30 |  |  |  |  |  |  |
| 01.30 – 01:45 |  |  |  |  |  |  |
| 01.45 – 02:00 |  |  |  |  |  |  |
| **02:00 – 02:15** |  |  |  |  |  |  |
| 02.15 – 02:30 |  |  |  |  |  |  |
| 02.30 – 02:45 |  |  |  |  |  |  |
| 02.45 – 03:00 |  |  |  |  |  |  |
| **03:00 – 03:15** |  |  |  |  |  |  |
| 03.15 – 03:30 |  |  |  |  |  |  |
| 03.30 – 03:45 |  |  |  |  |  |  |
| 03.45 – 04:00 |  |  |  |  |  |  |
| **04:00 – 04:15** |  |  |  |  |  |  |
| 04.15 – 04:30 |  |  |  |  |  |  |
| 04.30 – 04:45 |  |  |  |  |  |  |
| 04.45 – 05:00 |  |  |  |  |  |  |
| **05:00 – 05:15** |  |  |  |  |  |  |
| 05.15 – 05:30 |  |  |  |  |  |  |
| 05.30 – 05:45 |  |  |  |  |  |  |
| 05.45 – 06:00 |  |  |  |  |  |  |
| **06:00 – 06:15** |  |  |  |  |  |  |
| 06.15 – 06:30 |  |  |  |  |  |  |
| 06.30 – 06:45 |  |  |  |  |  |  |
| 06.45 – 07:00 |  |  |  |  |  |  |

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

* [The Children (Performances and Activities) (England) Regulations 2014 - Regulation 11](https://www.legislation.gov.uk/uksi/2014/3309/regulation/11/made)
* [The Children (Performances and Activities) (England) Regulations 2014 - Schedule 3, Part 1](https://www.legislation.gov.uk/uksi/2014/3309/schedule/3/part/1/made)
* [The Children (Performances and Activities) (England) Regulations 2014 - Schedule 3, Part 2](https://www.legislation.gov.uk/uksi/2014/3309/schedule/3/part/2/made)