



Chaperone Training

2024 -2025

When Working as a Chaperone:

- Maintain order and safety of the children at the ICC
- Provide assistance to the Performance Coordinator and the Director
- Maintain a positive attitude while always using positive statements
- Lead by example - start with your own child
- Treat all children as though they are your own
- Treat the children with kindness and respect, be courteous
- Speak in a regular tone of voice without yelling, and of course, no cursing at any time
- There is no smoking allowed while chaperoning

Duties

Duties

- Each choir has a Choir Coordinator. The person who helps sign in students when they arrive at rehearsals or performances.
- Each choir has a Performance Coordinator, helps coordinate between the Director and chaperones as well as the Production Coordinator.
- As chaperones you will be reporting to the Performance Coordinator.
- Report to the performance site 30 minutes prior to the call time and report to the Performance Coordinator.
- Upon arrival, you will receive duties from your Performance Coordinator.
- You may bring your own singer, or carpool, when you report for chaperone duty. You may not, however, bring siblings of choir members, unless they are members of the ICC and they are performing at that concert.

Duties

- When the children are in dress uniform, chaperones should wear dress clothes (mainly black so you blend in behind the scenes).
- When the children are in rehearsal shirts or casual wear, chaperones may be in casual clothing also, no jeans, shorts, or flip flops.
- Keep in mind, you may be behind the singers on stage, so dress to not attract attention to yourself – black clothing is best.
- Come dressed for the weather in case you are assigned outdoor duty.
- Always wear comfortable shoes.

Duties

Performance Bag

- Kleenex, cough drops, safety pins, band aids, uniform items, sewing kit, extra ties, black shoe polish, black tape, extra hose, fingernail polish remover, hair accessories.

Note: this bag is brought by the Performance Coordinator

Duties

Medical Bag

- Tylenol, Advil, Pepto Bismol, Mylanta, Sudafed, Benadryl, Imodium, tweezers, thermometer, alcohol prep, Kleenex, ace bandages, hot packs, cold packs, contact solution, calamine lotion, first aid ointment, Band-Aids, feminine supplies, cough drops, and hard candy (diabetics)

Note: this bag is brought by the ICC staff member assigned to the performance – the Performance Coordinator should tell all Chaperones where the bag is located at each performance. Only the ICC staff can administer any of these items to the singer.

Duties Prior to Performance

Duties Prior to Performance

- Assist in directing the singers to the sign-in location
- Escort singers to the restroom
- Help maintain order and quiet during non-performing times
- No singer is to leave the performance or practice area alone under any circumstances

Duties Prior to Performance

- Only designated chaperones will be allowed in the practice area and performances areas
- Any disciplinary problems should be reported to the Performance Coordinator – who will inform the Director
- A singer may not be removed from a performance for disciplinary reasons without the approval from the Director

Duties Prior to Performance

- Inspect singers for proper uniforms
 - Uniform inconsistencies should be reported to the Performance Coordinator
- The Director has the final word on whether or not a child may perform or not perform because of incorrect uniform!

Duties Prior to Performance

- Inspection of Singers - Items Allowed
 - Small stud earrings only (1 per ear)
 - Natural looking nails
 - One ring per hand - if not conspicuous
 - Medical bracelets
 - All hair accessories should be the same color of the hair, unless otherwise specified by the choir's Director

Duties Prior to Performance

- Inspection of Singers - Items Not Allowed
 - Hair barrettes, scrunchies, or other hair decorations
 - Hair out of face – bow test
 - Obvious make up
 - Fingernail polish (other than clear)
 - Non-ear piercings that are visible
 - Non-ICC necklaces, watches, or bracelets (wrist or ankle)

Duties during the Performance

- Help the singers to line up
- Spread out among singers
- Follow the director's instructions – be flexible
- Escort the singers to the performance area
- Keep an eye on the singers
- Escort the singers back to the practice area

Duties during the Performance

Note: As a chaperone you may be unable to view the performance, chaperones are assigned to various areas, behind the risers, in the wings or totally backstage. If it is really important that you see a specific performance, then choose not to chaperone for that event.

Duties during the Performance

- If the singer falls ill, they have been taught to sit down on the risers. If they need to be removed from the risers, this should only be done during the next applause break.
- Always get the eye of the conductor so that they know what is going on.
- Singers cannot return to the performance once they come off the stage. The singer who is ill needs to be taken away from the stage, out of sight of other singers.
- Contact the parents as quickly as possible.

Duties After the Performance

- Assist with the dismissal of singers at the designated area.
- Conductors may or may not meet with choir after performance.
- Singers are to be dismissed to parents, guardians, or other authorized individuals.
- Do not allow children to walk to any other area. Parents need to come to where we are to pick up their singer.
- Make sure that they are united with the person picking them up.

Duties after the Performance

- Check performance area and practice areas for litter and forgotten articles.
- Restrooms should also be checked.
- ICC has a good reputation for the behavior of the singers. Areas left a mess does not reflect well on the organization or the singers.
- Chaperones are required to assist with the dismissal of the singers. Upon completion, you will be released by the Performance Coordinator or the Director based on the number of singers who remain.

Formal Uniforms

Lyric Choirs: Uniform – Boys

- Black pants
- Red vest: ordered through the ICC
- White Oxford Shirt
- Black & Red Tie: ordered through the ICC
- Black socks
- Polished black shoes

Lyric Choirs: Uniform – Girls

- Black pants or skirt
- Red vest: ordered through ICC
- White Oxford Shirt
- Black & Red Tie: ordered through the ICC
- Panty hose (suntan or darker, match skin tone)
- Black ballet flat shoes (no embellishments on the shoes)

Formal Uniforms

Indy Voice Uniform

- Black Tux Jacket & Pants: ordered through ICC
- Black Tux Shirt: ordered through ICC
- Black Shoes and Dress Socks

Indy Voice Uniform

- Special Order Top & Skirt or Pants: ordered through ICC
- Required black flats
- Opaque, black hose

Formal Uniforms

Master Chorale Uniform

- Black Tux Pants: ordered through ICC
- Blue Uniform shirt: ordered through ICC
- Black leather shoes
- Black socks

Master Chorale Uniform

- Special Order Blue Tunic and Belt: ordered through ICC
- Choice of Long black Skirt or Uniform Pants
- Required black shoes
- Opaque, black hose
- Uniform Jewelry

Informal Uniforms (Lyric, Beginning Level Choirs and Jubilate)

- ICC Blue Polo shirt (provided by ICC). This shirt has three buttons – the bottom two buttons should be buttoned.
- Shirt tucked in.
- Black Uniform Pants
- Black shoes and socks
- Black Belt - optional

Informal Uniforms (Indy Voice)

- IV Black T-shirt
- Shirt untucked
- Nice Blue Jeans (no holes)
- Nice tennis shoes
- Black Belt - optional

Informal Uniforms (Master Chorale)

- Black MC T-shirt
- Shirt untucked
- Nice Blue Jeans (No holes)
- Nice tennis shoes
- Black Belt - optional

Informal Uniforms (Prep and Foundations Choirs)

- ICC Blue T-shirt (provided by ICC)
- Shirt tucked in
- Nice Blue Jeans (No holes)
- Nice tennis shoes
- Black Belt - optional

To finalize the Chaperone training,
please click the link the complete a
chaperone form allowing for a
background check.

Thank you for participating in training
and keeping our singers safe!