

DAILY RECORD SHEET
Children (Performances) Regulation 5

Place of Performance/Rehearsal	
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Name of Production		Name of Chaperone		Licensing Authority	
Production Contact Name		Name of Tutor		Licensing Authority	

Date	Child's Name	Child's Signature	Time of Arrival	Time & Period of Performance	Time of Rest Intervals	Time of Meal Intervals	Times of Night Work if agreed with LA	Date, Duration of Tutoring & Subject Taught	Amount of sums earned	Time of Departure	Child Signature

This Record Sheet relates to the information the Licence Holder, Chaperone and 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 Licences have been granted.