

#### Volunteer Instructions:

1. Arrive at theatre 20 minutes prior to your class performing on Dress Rehearsal day. Please report to the Registration Table to get the packet and information on the dressing areas
2. Your packet will be at the registration table for your class. There is one packet per class...the first volunteer to arrive will sign out the packet. The packet should remain with the group. Each packet will contain your volunteer badges, class list and other instructions.
3. Please stay in the dressing area until a runner comes to get your group.
4. After the class performs on the stage, take the children back to the dressing area to meet their parents. If the class has another number to perform, take them to the hallway or dressing area to change shoes and wait there for a runner to get you.
5. Please take notice of children that are in other classes. We have tried to identify these children, but ask the parents as they drop off the children!
6. Parents will meet you in the dressing area when the children are finished performing. Please discuss any changes to their appearance that needs to happen for the recital (hair/make-up/costume issues that may arise).
7. Packets will be returned to the registration table for redistribution the next day...**keep badges in the packet...**
8. Packets will be back on tables for Recital, and will again be signed out with the first person to arrive
9. Please notify Becky during dress rehearsal if there are any problems.

#### During Recital:

1. Get badges and make sure you have it on at all times. Anyone NOT wearing a badge will not be allowed backstage.
2. Arrive at the theatre 30 min prior to the start of the show to start gathering children (if that is going to be difficult, please arrange for at least one of the volunteers from the class to be available to start collecting children).
3. Sign in each child as they arrive and notify the parents that only one parent will be allowed into the student area to pick up the child (get the name of the parent to expect).
4. Once children are dropped off, they are to remain in their area.
5. You may bring activities to keep the children busy, but you must take all supplies back home with you and clean up the mess in the area. (Quiet games, coloring supplies...no food or snacks...they make a huge mess!)
6. PLEASE MAKE SURE ALL LACES ARE TUCKED IN AND TAP SHOES ARE TIED SECURELY PRIOR TO REACHING THE STAGE. The backstage volunteers have been asked to make sure all the children are performance ready when they reach the stage. If the children are not ready, you will be expected to get them ready in a hurry prior to them going on stage. If you do this before reaching the backstage hallway, there will be a lot less stress. I will have a bag of safety pins available backstage for emergencies.
7. Feel free to take photos and videos backstage, but stay behind the curtains...if you can see the audience, they can see you!
8. **There is no eating or drinking in the dressing rooms or in the theatre. The children should be fed PRIOR to arriving at the theatre.**
9. When the recital is over, children will be taken back to the dressing area.
10. Only one parent per child is allowed in the dressing area to pick up the children. Extended families will not be allowed in this area. Have the parents sign the child out.
11. Once the children are gone, put badges in envelope and leave envelope at the registration table.
12. Please pick up any messes in your area.

*Thank you for your assistance. This show could not be performed without the dedicated help of our families!*