

VOLUNTEERING FOR THE SHOWS

We cannot put on the shows without competent people filling the below positions:

BACKSTAGE MOMS As a Backstage Mom, you supervise and keep the noise level down in each of the dressing rooms. You look after children in your child's class: do hair changes and makeup touch-ups, change costumes, shoes etc.. You may accompany children backstage, watch them perform from the wings, and then assist them back to their dressing room. Please wear **very dark clothing and flat shoes** if you plan on going backstage. You stay in the dressing room assigned to your child with all the children until they are collected at the end of the show. If you are accompanying **tappers** backstage, please be sure that they either **carry their shoes** or have **large socks to cover their tap shoes**. Please check (and recheck!) that the draw strings of ballet shoes are well tucked and elastic straps untwisted, and keep them covered with socks too. Do NOT allow children to eat or drink anything in costume unless the costume is covered. Please confiscate any peanut/nut containing foods and **any** drinks other than water.

*Note: Mothers of little ones should trust that they can watch one show because their performing child/ren will be in the care of a Mom who is watching a different show and therefore backstage. **There is no sign-up for Backstage Moms.*** If there were ever not enough Backstage Moms for a class to be safe, we would call the parents from the audience and that class would not perform. Please talk to the parents in your child's group about who plans to be backstage for which show(s) and let us know if you have concerns.

SECURITY You are strong (and imposing!) and guard our children with your life! You will be at the security desk in the lobby: 1 hour **before the show starts** to check in each performer; **throughout the show**; and **at the end of the show** until every performer is checked out. You stamp the hand of 1 adult per child, only that adult is allowed to enter/exit backstage and check in/out the dancer. **Only those with Stamps are allowed past the lobby.**

Ask the Front of House manager to relieve you if ever need to leave your post.

USHERS: 2 ushers at each LOWER LEVEL door = 4 PEOPLE
6 per show 1 at bottom of stairs and one at top of stairs. = 2 PEOPLE
You will: hand out programs, take tickets, and, once the show is running, **ONLY** allow people into the theatre during applause and with a ticket. Please bring a **flashlight** if you can. Ensure that **no food or drink** (except water) is taken into the theatre. You must also insist that **NO CAMERAS** be taken into the theatre. If you see a **camera/cell phone** during the show you must immediately insist it be taken out of the theatre or at least **turned off** and stowed out of sight. (Explain that a professional video of the show can be purchased and cameras must be secured in vehicles until after the performance.) You will open the doors at intermission and at the end of the show. 1 of your 2 person team stays at your door during intermission (to keep food and cameras out of the theatre, etc.). Ask someone to cover for you if you must leave your assigned door.

STAGE LEFT DOOR MANAGER You must be a kind but bossy person (an older student not performing in a show can do it if brave enough to send any performer back to the dressing room for a lip **1 per show** colour retouch for example!). You will: be armed with safety pins, bobby pins, and hair spray(!); check all performers before they go backstage for perfect shoes, hair, makeup, etc. and that any accessories are securely attached; enforce the "light lock procedure" (one of the two light lock doors is always closed when entering to or exiting from backstage to/from the hallway); and keep everyone quiet!

RUNNERS Usually students with 0 - 2 pieces in a show keep performers coming backstage in time for their pieces through out each show.
4 - 6 per show

The shows run better with competent people filling the below positions:

PODIUM PERSON You are a strong person (ideally a woman) who is Stage Right throughout each show to set and strike the podium and microphone. Wear **flat shoes** and all **black clothing** that is not too casual. You will be on stage!
1 per show

BACKSTAGE DAD You are backstage with our younger male performers. Please make sure boys are in full costume and makeup, have a costume-safe snack, labeled water bottle, cover-up (i.e. a big shirt to wear over costumes), etc. before they are left in your care.
1 DAD per show

TICKET SELLER You will be in the ticket booth in the lobby to: sell any unsold tickets prior to curtain; distribute Will Call tickets; and ensure the Ticket Booth room is secure at all times = please advise the "Security" volunteer if you must leave it for any reason. Return the provided float for ticket sale monies to Ms. Lauren Taylor at the end of each show.
1 PERSON per show

We cannot sell flowers to raise money for the Scholarship Fund without competent people to sell them:

FLOWER SALES You sell flowers before the show and at intermission. One of you is also responsible for the provided float and returns it to Ms. Lauren Taylor at the end of the show.
3 PEOPLE per show

THANK YOU SO VERY MUCH!