

Holiday Recital 2019 – Volunteer Information

Notes for All Volunteers:

Schedule:

Volunteers arrive at 3:00pm Friday and/or 2:30pm Saturday, so you can be set up and ready to go before all the other dancers & parents arrive.

For Friday, DCHS ends right around 3:00pm. It can be tricky to get into the parking lot when school releases, so it is best to arrive early to park before school releases if possible!

Also, I know some of the Class Moms for the little ones will need to arrive closer to 3:30pm for Friday. You are welcome to bring your dancer with you when you arrive early as a volunteer, but please make sure you still check them in with Sheila upon arrival, so they are counted as arrived.

Props:

We have lots of props to unload when we arrive at the theatre. If volunteers can please jump in to unload props, that would be great! I will also have a printed list of where the props should be place (on stage/stage right/stage left).

Same with after the show Saturday... if anyone available can please help load props back up! 😊

Reserving Seats:

As volunteers, you are able to reserve seats ahead of time, since you'll be busy when the auditorium opens for audience seating Saturday. I will have printed out "Reserved" signs, so you can write your family's name at the bottom and tape on each end of the seats you are saving.

Please do not use Programs or any other papers to reserve seats... only the LRAD - RESERVED signs will be permitted.

In the past, reserving seats has started to get out of hand, and it puts me in a difficult position when a bulk of seats is already taken up before all the people waiting in line even get to enter.

Please only reserve the seats you really need, so I can continue to allow volunteers to reserve seats ahead of time. Thank you in advance!

Volunteer Tickets:

As you know, you do not need to purchase a ticket for yourself as a volunteer.

The Ticket Takers will have a list of Volunteers/people who don't need a purchased ticket. So the Ticket Takers can just cross your name off the list as you go in for seating, as applicable.

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Information for Specific Roles:

Below is the information for the different Volunteer Categories (**Class Mom/Lobby/Backstage**):

*Please glance over the information for ALL of the categories (in addition to your designated role)! Parents tend to ask questions/want to verify information when dropping off at the theater, so it is very helpful if all of the volunteers know what is going on, so you can answer any random questions that come up. 😊

You can also reference the **Recital Page of the website** by pulling it up online at the theater, if parents ask any questions that you don't know the answer to off hand. Anything they need to know should be on there!

I will be bringing all of the backstage information documents to the theatre, and will put those labeled bags with information backstage.

***The information in the bags given out on Friday will be needed on both days, so please keep track of the papers!**

Dressing Room - “Class Moms”: *For Friday and Saturday

Ms. Janessa can please find the bag labeled "Dressing Room" from backstage.

Please go through all the documents in the bag and distribute to the Class Moms.

The documents can then be taped up on the walls / handed out accordingly. This will include the basic Show Order, lists of dancers in each level group, detailed Backstage Directives listing the order/dancers in each dance/what side of the stage they start on, etc.

Certain classes/levels may need more help at certain times, so everyone please feel free to jump in and help out as needed!

There will be a TV set up to show the live feed of the performance in the main dressing room, which you and the dancers can watch. You are welcome to watch your dancers from the side of the stage while they are dancing. On Friday, you can watch from the audience during their dance.

Please bring quiet activities to help keep your group entertained during their down time (coloring, puzzles, etc.).

We are not really supposed to have food or drink backstage, but I know the dancers will need to eat since they will be long evenings. Please help make sure the dressing rooms are left clean and in good order, however they are when we arrive!

Lobby Volunteers:

The "Lobby Bag" will include:

- The Check-In Dancer List (for Fri & Sat)
- The Volunteer List/List of those not needing a purchased ticket
- Programs
- Set-Up Supplies for the Lobby Table

***Programs & Tickets can be taken at the entrance to the theatre Saturday, but not until about 3:30pm.**

I will send Kevin out to let you know when we are officially ready for that to begin, when we are ready for the audience to enter the theatre to sit.

***Ticket Taking / Programs:**

Last year the scanning of the tickets took a really long time. So I think "ticket taking" will really just be looking at tickets to verify that each person has one and is the correct ticket category (adult/student/child 4 & under). If I decide to go with a scanning system after all, I will let you know!

Once the theater doors are open to allow seating, the Ticket Takers would check tickets first, and then that group can proceed to get their Programs before heading to their seats.

***Welcome Table / Fundraiser Bake Sale:**

I know most of you have done this position before, so it will work the same as usual for the Fundraiser Table.

We will have the cash box for change/food/water/some dancer gifts/etc. for Saturday.

There may be people wanting to make last minute ticket purchases... so I will see if we can have an iPad available for this, or you can help guide people through that on their phones.

My dad (David Baker) will also be there to collect video forms/help with any lobby things that come up/and can oversee the lobby when the show starts to wait for any latecomers.

Backstage Volunteers:

The "Backstage/Headset" Bag will include: *For Friday and Saturday

- Detailed Backstage Directive with dancer placement/staging/music information, for each Volunteer to reference
- Basic Show Order to post backstage and outside the stage door for all to reference
- Props List - checklist for prop placement backstage
- etc.