

Winter Recital 2021 – Volunteer Information

Notes for ALL Volunteers:

***Arrival:**

You are welcome to bring your dancer with you when you arrive early as a volunteer, as applicable, but please make sure you still check them in with Ms. Tracie (outside of the Dressing Rooms), so they are counted as arrived!

***Props:**

We have lots of props and supplies (including the ballet barres for the Dressing Rooms, to hang costumes on) to unload when we arrive at DCHS on Friday. Any volunteers that are available at that time to jump in to unload props would be greatly appreciated!

I will also have a printed list of where the props should be placed (on stage/stage right/stage left). Same with after the show on Saturday... if anyone available can please help load props back up!

***Nametags:**

I will have blank nametags for each volunteer! Upon arrival, please grab a nametag sticker to wear. On your nametag, please write your “Volunteer Position” along with your Name.

***Information for Specific Volunteer Roles:**

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

I will be bringing all of the backstage information documents to the venue (such as the Tickets Check-In List for the Lobby, and all kinds of Dressing Room information like a list of dancers in each room, the Show Order, etc.)

***A lot of the paperwork will be needed on both days, so please keep those papers taped up/in good condition/etc!**

Dressing Room - "Class Mom" Volunteers:

**Class Moms are needed for the Tech Rehearsal and the Performance. This is to allow a practice for the show, so you are more prepared for timing and costume changes at the show, and of course because the dancers need supervision during the tech rehearsal as well!*

Upon arrival, Ms. Janessa, Ms. Tara, and Ms. Tracie will find the bag labeled "Dressing Room" from backstage, and will initiate set-up. There are multiple Dressing Rooms, so they will guide you to which room your level is in.

Please help them go through all the documents in the bag and distribute to the Class Moms. The documents can also then be taped up on the walls (using Painters Tape only!) / handed out accordingly. This will include the basic Show Order with the dancers, Lists of dancers in each level group, Check-In/Check-Out list, 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 should be a TV set up to show the live feed of the performance in the largest dressing room area, which you and the dancers can watch. You are also welcome to watch your own dancer while they are performing (from the audience at the Tech Rehearsal, and from the side of the stage at the Performance).

During the Tech Rehearsal and Performance, your main goal is to have your dancers ready to go, in their correct costumes, for each of their dances! This will likely include bathroom visits well ahead of time!

When it is close to a particular dance, a teacher will need them to line up at the door in their Dressing Room Area. They will then be led backstage.

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

I know the dancers will need to have some snacks, since they will be long days. Please help make sure the dressing rooms are left clean and in good order, however they are when we arrive! (And eating VERY CAREFULLY if in costume!)

Lobby Volunteers:

The "Lobby Bag" will include:

-Set-Up Supplies for the Lobby Area (Easel with Posters, etc.)

-Audience Check-In List for the Ticket Volunteers:

The Auditorium Doors will open around 3:40pm on Saturday, for the audience to begin seating. (I will give you an official OK when we are ready for families to begin seating.)

The Ticket Volunteers will be at these double doors to check-in the audience. I will have a printed Check List of Tickets Purchased (sorted by dancer's name), so you can check off the families as they enter the auditorium. There will be a separate printed list for each of the 3 sections (General Seating, Reserved Section 1, and Reserved Section 2). We have 3 Ticket Volunteers, so 1 volunteer for each list.

For the 2 Reserved Seating Sections, please check in families at the Right Door (of the double doors) (*Right from the lobby side*).

For the General Seating Section, please check in families at the Left Door (of the double doors) (*Left from the lobby side*).

-Programs

We will have printed Programs of the performance order/cast list, that you will hand out to each person after they are checked-off. Program Volunteers can be set up inside the auditorium, behind the Ticket Volunteers.

-Reserved Signs for Ushers

There will be printed Reserved Signs that need to be taped up on the ends of each row, in the Reserved Sections. Same for the Videographer's section that needs blocked off (the back 2 rows in the center section.) I also have a printed seating chart for reference.

We have 4 Ushers, so 2 Ushers for each side/aisle. We can plan to have 1 Usher for the "General Seating" section and 1 Usher for the two "Reserved Seating" sections, on each side. The Ushers can seat the families after they check in and receive their program... helping them find available seats in their purchased section. We will likely need families to Not leave space in between other families, but instead fill in the spaces.

Concessions / Fundraiser Volunteers:

The Concession Stand can be set up in the lobby.

We will have the "Donation Container" for cash, as the food and drink will be donation based. We will also have a locked Cash Box, so you can transfer money into the cash box, from the donation container, as the evening goes along. We will also have Flowers and/or Gifts available for purchase. So the cash box can be used for this as well.

I will bring the food/drink items on Friday, so they will likely be at the back of the auditorium until set up on Saturday. We will also bring ice for the drinks on Saturday.

I am hoping the Concession Volunteers can set up the Concession Stand, and then Supervise and Restock as needed. This will be going on before the Performance (when the audience is seating), as well as during both Intermissions.

Backstage Volunteers:

The "Backstage/Headset" Bag will include:

- Detailed Backstage Directive** - for each Backstage Volunteer to reference throughout the show (with the show order/dancer placement/staging/music information/prop placement. There will be a copy to hand out to each Backstage person.)
- Basic Show Order**
(to post on each side backstage, and outside the stage door on each side...for everyone to reference. Please tape these up.)
- Props List**
(checklist for Prop Placement backstage – listing which side of the stage each prop should start on before the performances. Please tape these up backstage on both sides.)