

Winter Recital 2024 – 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!

For the Winter Recital, we won't be able to access the big "choir room" dressing room or the "classroom" dressing room until 5:00pm Friday. But we will still have access to the stage and auditorium when we arrive at 3:00pm to unload the prop truck and start setting up for the Tech Rehearsal!

*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 for the initial set up (on stage/stage right/stage left).

Same with after the show on Sunday... if anyone available can please help load props back up and into the U-Haul!!

*Nametags:

I will have blank nametags for each volunteer! Upon arrival, please grab a nametag sticker from your designated supply bag 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 Programs for the Lobby, all kinds of Dressing Room information like a list of dancers in each room, the Show Order, etc.). The information & supplies will be in the designated bags.

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

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 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 group 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 / 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.

During the dancer arrival time at Check-In's...

Please make sure there is always at least 1 Class Mom waiting at the door of each dressing room! This Class Mom should greet and send each dancer to the correct area of the dressing room to meet their Class Moms. Ms. Tracie officially checks in the dancers in the hallway, but then they need some guidance on where to go next at the dressing room door drop off!

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 or back of the audience 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 when we leave each day, 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, Concession Signs, etc.)

-Ticket Information

The Auditorium Doors will open around 3:40pm on Saturday and Sunday, 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.

The audience members can just show you their tickets upon entering. Their tickets should say which section/seat they are in. I will also try to bring a printed List of Tickets Purchased, just in case anyone forgets their tickets.

-Programs

We will have printed Programs of the performance order/cast list, that you will hand out to each person after they show their tickets and enter the auditorium. Program Volunteers can be set up inside the auditorium, behind the Ticket Volunteers.

-Reserved Signs & Ushers

All of the audience members will have specific reserved seats. The Ushers can help guide the families to find their correct seats, after their tickets have been checked by the Ticket Volunteers and they have received their Programs. There will be extra Seating Charts in the Lobby bag, to help you reference the layout.

There will be printed Reserved Signs that need to be taped up in 2 spots ahead of time though... the "Videographer Section" and the "Dancers' Viewing Section". The "Videographer Section" is the last 2 rows in the Center. The "Dancers' Viewing Section" is the last 2 rows on the Right (closest to the hallway). That section (if anyone asks) is for dancers to sit in and watch the performance, such as if they are finished performing but there isn't room for them to join with their family's seats.

Concessions / Fundraiser / Flower 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 available for purchase. So the cash box can be used for this as well.

I also have LRAD Stickers to sell at the Concession Stand! We have Car Decal Stickers for \$5, and smaller "Water Bottle" sized stickers for \$3.

I will bring the food/drink items and Stickers 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/Flower 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.)
This list is also to be referenced when the props are being unloaded off the truck.
Props will also need to be reset to their original starting location, after the Tech Rehearsal and in between the 2 Performances!!
- Initial Prop Unloading**
While there is the Prop Checklist that lists where each prop should start Backstage... we will also pre-set some of the larger set pieces right away, to spike tape those prop positions.
So those large set pieces can go On stage 1st (instead of Backstage) when coming off of the truck.