

Spring 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 Tracie (at the Dressing Room – Outside Entrance Door), 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 Cielo Monday. 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 place (stage right/stage left).

Same with after the show Tuesday... 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 Audience Check-In List for the Lobby, and all kinds of Dressing Room information like a list of dancers in each room, Show Order, etc.)

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

Dressing Room - "Class Mom" Volunteers:

Arrival Time – Monday Class Moms: 10:45am

*This will give you time to jump in with prop unloading, and set up in the Dressing Rooms prior to dancer arrival. If you can't make it at 10:45am, please arrive before 11:45am (which is when the 1st batch of dancers arrive).

*Class Moms for Level 2 & Below: Your classes should be Checked-Out & Released after their Tech Rehearsal, at 2:30pm. You are free to leave after that as well. Please return to the venue to jump back into the Dressing Rooms by 4:15pm. The dancers return at 4:30pm.

Arrival Time – Tuesday Class Moms: 3:00pm

**Class Moms are needed for the Tech Rehearsal and the Performance, on their designated day. 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 will find the bag labeled "Dressing Room" from backstage, and will initiate set-up. The Dressing Rooms are all in the basement level (except Level 6, which is in the balcony.) (Ms. Janessa also knows which individual room/area is for each level.)

Please help her 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 will hopefully 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. The best spot for this is going to be up the beautiful spiral staircase at the back of the audience area!

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 bottom of the stairs in the main Dressing Room Area. They will then be led upstairs, and another teacher will bring them out and onto the stage area.

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 it 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:

Arrival Time – Monday: 3:30pm

*Tech Rehearsal ends at 4:00pm. Please come on in to the Lobby to get settled in when you arrive at 3:30, & I'll touch base with you after the rehearsal to make sure you're ready to go.

Arrival Time – Tuesday: 4:00pm

*Tech Rehearsal ends at 5:00pm. Please come on in to the Lobby to get settled in when you arrive at 4:00pm, & I'll touch base with you quickly after rehearsal to make sure you're ready to go.

Lobby Layout: Once we are ready and open for the Audience (I will give you an official OK!), families can begin entering into the Lobby.

They will come in through the main entrance doors, and start counter-clockwise around the table. We will have some posters/pictures set up here, for people to view while waiting in line.

Around the table and closer to the "stage doors", the Check-In/Sticker Lobby Volunteers will be set up. This is where you will Check-Off the family from the "Audience List".

Once that family has been Checked-Off, they will continue to the Program Volunteer. The Program Volunteer will be closest to the "stage doors" Once they have received their programs, the family can then enter to the main room.

Either on their own, or with an Usher if available, the families need to stay along the left side (they are technically walking on the "stage" to get to the chairs) and walk straight back. Then they can find an available set of 3 chairs to sit in.

The "Lobby Bag" will include:

-The "Audience List" for each night.

(This will be used to Check-Off each family as they enter the lobby, before they are allowed into the audience seating area.)

-Stickers for Reserved Seating

(I am planning to have an option for families to purchase "premier seating" if they desire. These seats will have a "Reserved Sign" with a specific colored sticker on them. The "Audience List" will also be noted with this option, if they chose it. So if that family purchased "reserved seating", then you would give each of the 3 people in that family the specific colored sticker on their hand. And they can then match that to their reserved seat sign on the chairs.)

-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.)

-Set-Up Supplies for the Lobby Area

(Easel with Posters, etc.)

***Ushers**

(If an extra Lobby Volunteer is available, I would love to have an "usher" to help guide families to the seating area. The seating is pretty self-explanatory, but it still might be nice just in case!)

***Coat Closet**

FYI, the Coat Closet in the Lobby is reserved for Dancers that have quick changes on that side of the stage. Costumes will be pre-set in there. Audience Members will Not be able to use the coat closet.

Concessions / Fundraiser Sale Volunteers:

Arrival Time – Monday: 3:30pm

*Tech Rehearsal ends at 4:00pm. Please come on out to the Concession Area to get settled in when you arrive at 3:30pm, and I will touch base with you after the rehearsal to make sure you're ready to go.

Arrival Time – Tuesday: 4:00pm

*Tech Rehearsal ends at 5:00pm. Please come on out to the Concession Area to get settled in when you arrive at 4:00pm, and I'll touch base with you quickly after rehearsal to make sure you're ready to go.

The Concession Stand will be outside, under a covered patio! When inside the building, there are doors at the back of the Audience Area by the kitchenette counter, that lead out to the garden patio. There will be a table or 2 outside (under the SEPARATE covered area, NOT the area just out of the doors). This is where the Concession Stand can be set up!

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 may also have Flowers and/or Gifts available for purchase. So the cash box can be used for this as well.

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

We are also going to have some soft frisbees and hula hoops outside, for restless siblings/audience members that may need to come get some air haha. We just want to make sure they aren't too loud outside, and don't touch the water/firepit features.

Backstage Volunteers:

Arrival Time – Monday: 10:45am

Arrival Time – Tuesday: 3:00pm

The "Backstage/Headset" Bag will include:

-Detailed Backstage Directive

(with show order/dancer placement/staging/music information/prop placement, for each Backstage Volunteer to reference)

-Basic Show Order

(to post on each side backstage, in the quick change area on each side, and outside the stage door, for all to reference)

-Props List

(checklist for Prop Placement backstage – listing which side of the stage each prop should start on before the performances!)