

Description of Showcase Volunteer Assignments

Please meet with Robin or Coleen at your assigned Dress Rehearsals:
Tuesday, Wednesday & Thursday at 4:45pm, back stage hallway.
(Bring a pen or pencil for notes).

NAME: _____ DUTY: _____

DRESS REHEARSAL DAY/TIME _____

SHOWCASE DAY/TIME _____

Personal Notes Area:

NOTES: _____

DESCRIPTION OF SHOWCASE VOLUNTEER DUTIES

LOBBY:

- Sell tickets, silk and live flowers, before the start of each showcase, during intermission and after the performances.

STAGE MANAGERS & ASSISTANT STAGE MANAGERS:

- Oversees entire backstage direction and coordinate show on headsets with Coleen.
- Responsibilities include, props, curtains, assisting entering and existing dancers, maintaining proper performance etiquette and control in the back stage areas.
- Go to person if you have questions or concerns during the performances.
- Assistant stage managers - second in command to stage manager

LOAD IN/OUT:

- Meet at SCPA on **Tuesday, June 6th, 2017 at 3:15PM** to load props, marley, etc and take to the High School and unload.
- Meet at the High School **immediately following the Saturday, June 10, 2017 evening, 7:00PM Showcase** to take props, marley, etc back to SCPA. Check in with Robin Wendt (Stage Manager.)
- If you load in/out please bring your SUV's, Pick-Up Trucks and Mini Vans.

DOORS/PROGRAMS:

- You are NOT required to be at dress rehearsals, however PLEASE arrive at least 1 hour prior to the performance you are assigned to.
- Check in with Stage Manager at backstage door when you arrive for instructions.
- Take tickets, stamp hands and hand-out programs as people enter the auditorium.
- Doors will remain locked from outside.
- **NO ONE IS TO ENTER OR EXIT DURING A PERFORMANCE – THEY MUST WAIT FOR THE APPLAUSE.** You will need to open the door during applause and then close it again quickly. In addition to this being simple professional theatre etiquette, we have a professional video production taking place so it important to not allow a flood of light in to affect the videotaping.
- Check for video recorder and cameras. Remind those who have them that there is **NO VIDEO TAPING ALLOWED**, and absolutely **NO FLASH PHOTOGRAPHY**. If you see someone using a flash on their camera, or videotaping, please approach them and remind them of our policy. If they continue, you may take the camera and hold until after the performance or let Coleen know about it immediately.
- There is **NO FOOD, DRINK, GUM OR CANDY** allowed in the auditorium. Please stop anyone who may be bringing such items in.
- Hand stamps must be checked for anyone returning to the auditorium.
- All performers must have a cover-up on over their costumes, NO visible costumes allowed beyond the backstage area.

SIDE DOOR:

- You are NOT required to be at dress rehearsals, however PLEASE arrive at least 1 hour prior to the performance you are assigned to.
- Will be responsible for exit and entry at the side door in the auditorium.
- Only allowing hand stamped people to enter and depart the audience **between** numbers.
- All performers must have a cover-up on over their costumes, NO visible costumes allowed beyond the backstage area.

DRESSING ROOMS:

- Expect that there will be some moms in the dressing rooms assisting their younger dancers. It is OK to ask or assign one of these moms of a particular group to be responsible for making sure that headpieces, makeup and hair are all correct. These notes would have been given to them during Visitor's week. Also, you will be given notes from the Stage Manager or runner of any corrections that need to be made as they are addressed during dress rehearsals.
- Check to make sure that all dancers in the same number have the same colored tights on, all pieces to their costumes are there, and they have the proper shoes. Get a note to the stage managers if there are any problems.
- **MAKE SURE MAKE UP, HAIR, or HEADPIECES ARE CORRECT BEFORE RUNNER TAKES THE CLASS TO LINE UP VOLUNTEERS!**
- Moms may wait in the dressing rooms for their dancer to return from the stage area.
- **NO DADS** are allowed in dressing rooms or beyond the hallway doors outside of Stage left doors.
- **NO FOOD, DRINKS, and GUM OR CANDY** allowed in the dressing rooms, hallways or backstage.
- Do not allow a dancer to leave a dressing room unless accompanied by the runner or a parent/guardian.
- Check to make sure that before leaving a dressing room (other than for line up) that **ALL DANCERS HAVE A COVER-UP ON DURING PERFORMANCES! NO EXCEPTIONS!!**

HALL MONITOR:

- **MAINTAIN QUIET IN THE BACK STAGE AREA AT ALL TIMES.**
- Remind dancers that they are NOT allowed to take **FOOD, DRINKS, GUM OR CANDY** into the dressing rooms, hallways or anywhere backstage.
- **NO PARENTS ARE ALLOWED IN THE HALLWAYS OR BACKSTAGE.** They may wait for their dancer in the dressing rooms.
- **NO DADS** are allowed in the dressing rooms or beyond the doors entering the backstage hallways.
- **NO VISITORS** are allowed backstage. NO EXCEPTIONS! All family and friends must wait for their dancer out in the lobby.
- Remind dancers that they must have cover up on before leaving the dressing rooms and backstage areas to go into the lobby or auditorium.
- Let the stage manager know of any problems or questions that may come up during the performances.

LINE-UP:

- Responsibilities include lining up the dancer in their proper order before going on stage. A list will be provided to assist with this process. Please get a note to the stage manager (use the runner to send a message) if you have any questions, if someone is missing, missing pieces to costumes, or if you have any issues that need to be addressed before the dancers go on stage.
- **IMPORTANT** – Check that drawstrings are tucked into ballet slippers, ribbons tucked on Pointe shoes, tap shoe ribbons must be tied tightly. Improperly tied shoes can cause serious injuries to the dancer(s).
- Check to make sure they have enough make up on. Fire Engine Red lips, lots of blush on their cheeks (**NO ROUND CIRCLES** for cheeks). You will be given an apron with supplies in it to assist with this process. Please take all precautions possible to apply any additional makeup in a sanitized method. Use individual applicators to apply lipstick or blush.
- Check hair, headpieces, tights and overall appearance of costumes. All dancers in each dance number should look identical unless indicated.
- Help keep dancers **Quiet** and remind them to **Smile**.

RUNNERS:

- Acts as a liaison between the dressing room and backstage managers.
- Call dancers from the dressing rooms to the backstage hallway at least 5 numbers ahead of scheduled performance. From here the dancers will be turned over to the lineup volunteers.
- Runners will return the dancers to their assigned dressing room.
- Runners will get notes to the dressing rooms and dancers as required.

TRAVELERS:

- In charge of opening/closing "Traveler" curtain during dress rehearsal and performances.
- Must remain backstage for the whole performance.

ALL VOLUNTEERS MUST BE IN PLACE 1 HOUR -- NO EXCEPTIONS.

**THANK YOU FOR MAKING THIS SHOW A SUCCESS –
WITHOUT YOUR HELP WE COULDN'T DO IT!!!**

Please direct any questions to Stephanie or Coleen at 873-0717.