

1. Make sure students are not wearing any jewelry. Small earrings are acceptable. Female students are not to wear underwear under their tights. It is **very** unsightly from stage.
2. Make-up should be on quite heavy, as stage lights wash out skin color. It should look almost clownish so that it looks normal on stage. All hair must be off of the face. Bangs are only permitted if shorter than eyebrows. There should be no hair hanging in their face. All ballet, lyrical and acrobatic students require sock bun worn at the crown of the head and hair gelled neatly off of face and neck. If the teachers required special hair or make-up please follow costume requirements and disregard.
3. Students should have snacks after their performance if they are in the first half of the show, and before they perform if they are not on until the 2nd half of the show. Organize specific snack times for each group so that they are all sitting and eating together. Make sure they are careful with their costumes. Inappropriate snacks like chocolate, grape juice, cheeses,, anything that might stain a costume should be taken away and given back at end of show. Due to allergies, no peanut butter snacks are allowed. All snack wrappers and left over food should be thrown in waste. Please leave the classrooms neat and clean.
4. Make-sure students take a trip to the washroom well before their turn to go onstage. Even if they don't think they have to go, they may get a little nervous when they are called onto stage, and at that point its too late to go.
5. Double check all costumes making sure that students have dressed properly, especially those with costume changes. Some costumes come with matching panties for underneath the skirts, please make sure they are on. Make sure when students are called, that they are not carrying any toys, strings, crayons etc. They should not have any food or gum in their mouths. Help any students who require assistance changing and organizing their gear.
6. When a runner comes to get a group, they must be ready immediately. Do not keep runners waiting for last minute photos, hair fixes, or to finish snacks, etc.
7. Junior, Intermediates and Advanced Students should warm-up and stretch to prevent serious injuries. Acrobatic students should also warm-up their backs for arches. All students should run through and practice routines together prior to performing.
8. Finale should get organized 2 -3 songs before it actually occurs
9. Do not allow students to change in washrooms. All students must remain in their designated classroom. Friends and family are not allowed in classroom or cafeteria area during show, unless assigned to work in the classrooms. **Students are not allowed to visit the vending machines.** They can visit other students in other rooms or walk in the student corridor. The windows are blocked and they must change in their rooms. Make sure male dancers are not in the room when females are changing.
10. Students leaving at intermission must be signed out by a parent. Students can only leave at intermission. Once signed out they cannot return for the finale, unless the guardian plans to be responsible for them. All costumes must be covered up in the theater area. **STUDENTS SIGNING OUT SHOULD BE BROUGHT TO THE FRONT AREA BY CLASSROOM MOMS.** They will meet their guardian there to sign out the child, and not in the classroom. Once signed out, they can return to the class to quickly pick up any belongings they wish to take with them.
11. Remind them to smile and have fun onstage! Remind them to stay quiet in the wings and not to slam the door when exiting the stage. Talking should only happen when out of the theatre. Encourage them to practice their routines while waiting to perform.
12. Students refusing to follow these guidelines or disrespecting any volunteer or fellow student, should be reported backstage to Miss Briana, Mrs. Delmonte or Miss Kim immediately so that they can be dealt with. Do not wait until the end of the show, as they should not be allowed to demonstrate disrespect for any adult in charge, or disregard the rules they are all aware of and have all agreed to. Students harassing or teasing other students should also be reported. We have a zero tolerance for bullies.

**Backstage Parents are responsible for their classrooms. They must remain in the classrooms with the students while backstage, not in the wing are to watch their performance. Classrooms should be clean and ready for the next performance on Saturday. Sunday Parents must make sure the classroom is as**

**clean as possible for school classes on Monday. Make sure all garbage, feathers, coloring papers, etc. are picked-up and thrown out, and desks are wiped clean and replaced in an orderly fashion. Parent volunteers must also wait until all children are picked -up at the end of recital and not leave prior...we do not want any children left unattended.**