

Parent Volunteer Information

Backstage Guidelines For Volunteers

Volunteers are essential to any production. We require a great deal of parent volunteers to help supervise all the students while backstage and at rehearsal. We ask our volunteers to help out at one dress rehearsal and one performance.

If you volunteer to assist in a room, please remember that you are there to supervise and assist all the students in that room, not just your own. You must arrive early and cannot leave until all students have been picked up by their respective parents. All students require supervision, no matter what age group. In appreciation for your help, you will receive one complimentary recital ticket for the evening of your choice. Please remind the ticket sales team that you are a volunteer to receive your free ticket.

Runners are asked to view and assist both dress rehearsals, and one performance. They will receive two complimentary tickets for their efforts. It is their job to organize the routines in order of performance and get them to the backstage area on time, as well as return them to their classroom. If you chose this job, you will indeed be “running”.

All backstage volunteers are there to work. Please help all students change and prepare, not just your own. You are expected to remain backstage to take care of the students, not leave the supervision to a single parent while the majority of you go the theater to watch your child's performance. Please set an example to our students by following the rules yourself. The reason we ask for so many backstage volunteers, is so that parents who are unable to volunteer do not have to leave the theater during the performance to help their child change. This disrupts the audience and the performance, and can be very confusing backstage. With so many parents coming and going it is hard to keep record of who is working and who isn't. This gives the illusion that there are more helpers backstage than there actually are, which is possibly why some parents feel it is acceptable to leave the rooms they are attending to watch the performance. Please talk to your child about her changes ahead of time, and let the parents who have volunteered help them change while you enjoy the show. No child under the age of five has any costume changes to worry about, and it fosters self-esteem and independence to let them change with minimal assistance. If you are just too uncomfortable with allowing someone else assist your child, please make arrangements with Ms. Briana ahead of time so that you are allowed to be backstage. We are taking every effort to control the chaos backstage this year, therefore parents who have not officially volunteered are not allowed to stay or visit the classroom area. Only parents on the official list will be allowed there. This is for safety and security reasons.

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.

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 , and hair gelled neatly off of face and neck.
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, cheesies, 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 leftovers 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 it's 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. Please 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. Students should run through 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. Students leaving after their performance to sit in audience must be signed out by a parent.
10. 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.
11. Help organize and control the students while waiting to go on for the finale. Three runners cannot handle two hundred children on their own.
12. Students refusing to follow these guidelines or disrespecting any volunteer or fellow student, should be reported backstage to Ms. Briana, Mrs. Delmonte or Ms. 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.

Guidelines For Runners

1. Follow through with one group from start to finish. Take them backstage, stay as they perform, take them back to their class room. Some routines may require that you search two different classrooms for participants. Divide the groups alternating between the three of you. Senior students are usually self-sufficient, but may need to be warned when their turn is coming.
2. Be stern that all students get ready and line up immediately when you call them.. No photos photographs, snacks, bathroom breaks (unless an emergency!), etc. until they come back.
3. Stage entrance doors are to remain closed until music and lights are on, or backstage crew opens them for you. Enforce that students are quiet while backstage. Do not exit stage area until stage lights and music are on. Only one group to wait in the stage wings at a time. Remind them that they must exit and enter one way only.

4. Make sure no students are chewing gum, or wearing jewelry that is not part of their costume.

5. Finale will take about 2-3 songs to prepare for. Once it is about to begin, keep the students quiet and close to stage doors or in wing area. It moves quickly, and students not paying attention can get pulled or dragged, and possibly injured. Get Classroom parents to help.

6. Classroom students and parent volunteer workers must remain in classrooms and **cannot** accompany kids onstage. We cannot handle that many people in the wings. Smaller children will get last minute stage fright and refuse to perform if mom is there. They do better on their own.