

Volunteer Procedures – Showcase 2016

1. DRESS REHEARSAL, MAY 22

Attend your class' dress rehearsal time so you know who you are chaperoning and what their costume looks like. Parents typically stay to help as well, as dress rehearsal only lasts about 20 mins per group.

2. ARRIVE EARLY ON SHOW DAY - Gordon Theater, Rutgers-Camden

- Arrive at 10:30am for the Saturday 2pm show
- Arrive at 10:00am for the Sunday 1pm show
- Arrive at 2:30pm for the Sunday 5pm show
- Please Be On Time!
- When you arrive, check-in in the lobby outside the theater. A staff member will give you a name tag.
- Go inside the theater to wait for your class. Parents will drop off students in the lobby. A staff member will bring your kids to you.
- Dancer arrival times: 11:00am for the Sat 2pm, 10:30am for the Sun 1pm, and 2:45pm for the Sun 5pm.
- Students should not keep unnecessary items or valuables with them.

3. COSTUMES, HAIR, AND MAKE-UP

All students bring their own costumes, tights, shoes, and hair accessories. Please help ALL students dress in their costumes. Pre-Ballet students should arrive dressed in their costumes. Pay special attention to tucking in shoe ribbons. Keep personal items, i.e. street shoes or lunch bags, grouped together in the dressing room. There are safety pins, a hot glue gun, and fabric glue in the dressing room for quick fixes.

All hair should be in a bun on the crown of the head with NO BANGS. Extra hairpins, rubber bands, combs, water bottles, hairspray, and hairnets will be in the dressing room in case someone did not come prepared.

For the youngest students, make-up is not mandatory. If they are wearing it - great! If you have extra time and want to apply light make-up to students, that is fine, but it is not a priority.

4. STAGE REHEARSAL

Once all of the students for your class have arrived and are dressed, they will sit in the audience as a group until they are called to the stage. After they rehearse on stage, they will return to their seats in the theater. This is also their opportunity to see the other classes perform. After rehearsal, you will take them to the dressing room.

5. DRESSING ROOM

At the Gordon Theater, most students use the black box theater space as a dressing room. Some older students use smaller dressing rooms nearby. Dressing areas are labeled with the classes that will use that area.

You may bring snacks for your group, but only things that will not stain. Be prepared that some kids may have allergies to nuts, wheat, etc. Please make sure they do not dirty their costumes and **DO NOT EAT IN THE THEATER**. You may bring games or other activities to occupy kids while they are waiting.

6. PERFORMANCE

- Sara, who serves as the Stage Manager, wants one group dancing, one group backstage, and one group waiting and ready in the dressing room at all times. Find out which group dances before yours. When they leave the dressing room, it's your turn to get ready.
- When it's time, walk your class backstage.
- Make sure they are very quiet in the hallway and in the wings; the noise carries into the theater.
- Watch them perform from backstage. You may **NOT** leave them to watch from the theater.
- After they perform, walk them quickly and quietly back to the dressing room.

7. DISMISSAL

Students wait in the dressing room. Parents will wait outside the dressing room door; they are not allowed inside. Staff will bring children out to their parents. When your entire class is dismissed, then you may leave.

8. BETWEEN SUNDAY PERFORMANCES

Any student in both performances on Sunday, June 5 **must** stay at the theater between shows.

For classes that are in both shows, the 1pm and 5pm volunteers should overlap and chaperone during the break. The shows will be about an hour long. If you are only volunteering for the 5pm show, please meet your group immediately after the first performance ends (around 2:15pm). If you are only volunteering for the 1pm show, please stay until 2:45pm.

9. USHERS

If you are ushering a performance, you will meet Nichole, who serves as our House Manager, in the lobby of the building. Your job is to check that everyone who enters the theater has a ticket **FOR THE CORRECT PERFORMANCE**. Either scan their ticket using the TicketLeap app, a free app available for iPhone or Droid, or just use your eyes.

In order to use the free TicketLeap app, please download it in advance (it's pink, and the logo looks the same as it does on their website [here](#)). You'll log in with the following:

email: sara.c.nye@gmail.com

password: pdanut2014

Thank you so much for your help! We could never do it without you.

Thank you! Thank you!