

ÉLEVÉ STUDIO OF DANCE SPRING RECITAL 2024



INFORMATION PACKET

Costume Information

GENERAL:

- Please check your dancer's COSTUME INFO SHEET for all additional items that may need to be ordered/purchased.
- It is encouraged to order a second pair of tights in case of rips, tears, or stains - \$5.00/ per each extra order of tights.
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CARE:

- To avoid rips, tears, or stains, costumes should NEVER be worn before Dress Rehearsal or Recital day.
- Any costume with a tutu (Creative Dance, Dance Foundations 1&2, Dance Foundations Jazz, 9-11y Ballet) please store it hung upside down for gravity to naturally fluff the tutu.
 - Tutus may also be steamed (NEVER ironed).
- ALL costumes should be stored away and hung in a closet or enclosed space.
 - Use a garment bag or trash bag to cover the costume for protection.
- Label EVERYTHING – costumes, tights, shoes, hair pieces, dance bags, hair brush, makeup, etc.
 - Please write initials in an inconspicuous place (ex. tags, inside shoes, etc.)
 - A costume sheet will be provided with information such as the correct color of tights, shoes, hair piece placement, additional items, etc.
 - No alterations should be done once costumes have been distributed.
 - Costumes SHOULD NOT be worn until dress rehearsal & dance recital days.

MAKEUP & HAIR

Makeup and Hair MUST be done before arriving at Dress Rehearsal and Dance Recital.

STAGE MAKEUP:

- Dancers will need to wear makeup in order to see their features and avoid looking washed out under the bright stage lights.
 - Makeup also enhances expression and emotion in your dancer's performance.
 - Stage Makeup is different from everyday makeup application.
 - This includes: foundation, bright cheeks, red lipstick, eyeshadow, black eyeliner, and mascara.
 - A makeup and hair instructional video can be viewed on our website (elevestudioofdance.com) in the Recital section

HAIR:

- Hair should be pulled up in a low, medium, or high bun (see costume info sheet for which).
 - Please NO bun makers or donut buns.
 - Buns may be made using a ponytail(s) or braid(s) twisted and pinned down.
 - DO USE: bobby pins, hair ties, hair net.
 - If your dancer's hair is too short to put in a bun, please use clips, barrettes, or bobby pins of their same hair color to keep it in place and keep hair from falling in their face.
- Hairspray should be used for a neat look and to keep hair in place.
 - Hair gel may also be used.
- Please DO NOT use colored or glitter hairspray/hair gel or body glitter.
- If your dancer has a hair piece as part of their costume, it's placement will be indicated on their costume sheet.

ADDITIONAL NOTES:

- Dancers may bring a makeup and hair bag (labeled with your dancer's initials) to Dress Rehearsal AND Recital days for touch ups.
- NO NAIL POLISH – Nails should be clean and unpainted.
- NO JEWELRY – for safety please keep any necklaces, bracelets, rings, etc at home.
- Please STUD EARRINGS ONLY– for safety please take out earrings or wear simple studs only if necessary. A circular, skin-tone band-aid can be used to cover studs.
- Please NO PERFUME – Due to fragrance allergies, only deodorant should be used.

FINALE DANCE

The Finale Dance is the last dance in the recital and is the big, showstopper moment! All eligible dancers from all different classes have the opportunity to dance together and share their dreams with the audience and each other one final time before the show concludes.

WHO CAN PARTICIPATE:

- Eligible dancers include:
 - *Dance Foundations 2*
 - *9-11y Ballet*
 - *9-11y Tap*
 - *12y+ Tap*
 - *9y+ Jazz*
 - *9y+ Lyrical*
- Creative Dance & Dance Foundations 1 classes are not eligible to participate in the Finale dance but WILL participate in the Final Bows.

FINALE PRACTICES:

- Practices will take place during class AND on Saturday mornings in April & May. (starting April 1st)
 - Dancers participating in the Finale MUST come to AT LEAST 3 Saturday rehearsals (but are encouraged to come to as many as possible!)
- The Finale Dance will be practiced on stage in-between Dress Rehearsal times.

FINALE COSTUME:

- Finale Dance will NOT have a formal costume; INSTEAD we will be ordering t-shirts to be worn (\$10/ per shirt)
 - T-shirts will be worn over a black leotard or black tank top, with black leggings or jazz pants underneath (items to be acquired/provided by parent/guardian)
 - A skirt will be loaned to the dancers for the Finale dance – these MUST be returned directly after the Recital.

FINAL BOW PRACTICE:

- The final bow is the closing of the recital following the Finale dance. This allows dancers to receive one more round of applause before the show ends.
- Creative Dance, Dance Foundations 1, Dance Foundations Jazz, and dancers not in Finale should attend at least 1 Saturday practice @9:15-9:45am to practice the final bow

PICTURES

DATE/TIME:

Picture Day will be held on Saturday, May 4th after Finale practice from 9:45am-12:30pm. (PLEASE SEE YOUR COSTUME INFO SHEET FOR YOUR CLASS' CORRECT PHOTO TIME)

GROUP & INDIVIDUALS:

- Individual and Group Photos will be taken by AlyMae Images.
- Digital order forms will be sent out through email close to May 4th.
- Pictures will be taken directly after Finale practice.
 - Group photos will be taken promptly at the time indicated for your dancer's class.
 - Group photos are HIGHLY RECOMMENDED
 - Individual photos are OPTIONAL
 - Please arrive ready with makeup, hair, and in costume for your photo time.
 - **If you do not arrive in time, your dancer's photo may be skipped.**
 - If your dancer is NOT ordering any individual pictures, they may leave after their class's Group Photo has been taken.
 - If your dancer has multiple costume photo times, they may wait or get ready in the studio room or out of the way in the main room.

Photo Day: Saturday, May 4th @ Legion Building					
CLASS NAME	CLASS DAY	CLASS TIME	PHOTO DAY	PHOTO TIME	COSTUME COLOR
CREATIVE DANCE	MONDAY	10:45-11:20 AM	Sat, May 4th	9:45 AM	Aqua
CREATIVE DANCE	MONDAY	3:45-4:20 PM	Sat, May 4th	10:00 AM	Lavender & Rainbow
CREATIVE DANCE	TUESDAY	3:45-4:20 PM	Sat, May 4th	10:15 AM	Lavender & Rainbow
CREATIVE DANCE	WEDNESDAY	3:45-4:20 PM	Sat, May 4th	10:30 AM	Aqua
DANCE FOUNDATIONS 1	MONDAY	4:25-5:25 PM	Sat, May 4th	10:45 AM	Pink & Coral
DANCE FOUNDATIONS 1	THURSDAY	4:25-5:25 PM	Sat, May 4th	11:00 AM	Pink & Coral
DANCE FOUNDATIONS 2	TUESDAY	4:25-5:25 PM	Sat, May 4th	11:15 AM	Lavender
DANCE FOUNDATIONS JAZZ	WEDNESDAY	4:25-4:55 PM	Sat, May 4th	11:30 AM	Hot Pink & Black
9-11y BALLET	TUESDAY	5:30-6:15 PM	Sat, May 4th	11:45 AM	Burgundy
9-11y TAP	TUESDAY	6:20-7:05 PM	Sat, May 4th	12:00 PM	Rainbow & Black
9y+ TAP	THURSDAY	5:30-6:15 PM	Sat, May 4th	12:00 PM	Rainbow & Black
9y+ LYRICAL	WEDNESDAY	5:00-5:45 PM	Sat, May 4th	12:15 PM	Rose Gold
9y+ JAZZ	THURSDAY	6:20-7:05 PM	Sat, May 4th	12:30 PM	Blue & Black

DRESS REHEARSAL & DANCE RECITAL DAYS

Dress Rehearsal – Wednesday, May 15th

Dance Recital – Thursday, May 16th AND/OR Friday, May 17th

(See your costume info sheet for the correct call time)

@ the Mt. Carmel High School Auditorium (201 N Pear St.).

ARRIVAL:

- Dancers should arrive with correct makeup, hair, and in costume according to their first performance in the Recital show order (TBA). PLEASE WEAR STREET SHOES TO ARRIVE.
 - Please wear a slip on cover up to protect your costume
 - Or a change of clothes may also be brought for after rehearsal
- ALL dancers will need to sign-in at the check-in table (volunteers needed) - Younger dancers (Creative Dance, Dance Foundations 1&2) will need a parent or guardian to sign them in, the same parent/guardian will check them out (a wristband will be given).
 - Older dancers (Age 9&UP) do NOT need a parent/guardian, they can sign themselves in.
 - After checking-in, dancers will follow supervisors to wait with their group in the gym 2 dressing room.

WHAT TO BRING:

- ALL costumes, tights, shoes, hair pieces, etc.
 - Keep costumes in a garment bag.
 - Keep tights/shoes/hair pieces in a sealable dance bag.
 - A nude leotard may be worn underneath for modesty.
- Makeup Bag – for touch-ups ONLY; arrive with makeup on.
 - eyeshadow, eye liner, mascara, bright pink blush, red lipstick, etc.
 - Q-tips, tissues, cotton balls, makeup wipes, nail clippers, tweezers, etc.
- Hair Bag – for touch-ups ONLY; arrive with hair up.
 - Brush, comb, hairspray, hair gel, bobby pins, hair ties, hair net, hair pieces, etc.
- Medications/Allergies – ALL medicine should be checked-in with the dressing room nurse with a note or prescription information.
 - Please contact ESD asap with any medical concerns.
- Misc. – Water bottle (NO other liquids please), NO MESS snacks, NO MESS activities for entertainment, band-aids, extra clothes, street shoes, etc.

CHECK-OUT:

- Once excused, dancers MUST clean up their area in the dressing room
 - Double check that ALL belongings are accounted for and brought home
- For safety, ALL dancers MUST sign-out with check-in/out volunteers before leaving the building to go home.

BACKSTAGE ETIQUETTE:

- This applies to ALL backstage areas including the Gym 2 dressing room, senior hallway, backstage, & on stage.
- ALL water drinks should be in no-spill containers.
- ALL food should be NO MESS and stored in a lunch bag.
- Please keep noise to a minimum
 - NO talking in the senior hallway or backstage unless prompted by stage leaders (in this case whisper only).
- If your dancer has a costume change, please DO NOT change in the open.
 - Please use covered changing stations provided, or the bathrooms.
- Dancer MUST stay in the dressing room area until they are called for by the Stage Leader to perform or by the Check-In/Out Supervisor to return to parent/guardian.

AUDIENCE ETIQUETTE:

- ALL audience seats are free and first come first served
 - ALL volunteers will receive 5 reserved audience seats for the show of their choice.
 - Seat reservations will be in alphabetical order based on the volunteer's last name.
- NO ONE may enter the auditorium until the Greeter volunteers have opened them.
- FOR SAFETY, AUDIENCE MEMBERS ARE NOT ALLOWED IN THE DRESSING ROOM.
- Please refrain from entering/exiting the auditorium once the Recital has begun to avoid distractions from the performance.
- Please NO flash photography/videography during the Recital performance.
 - A professional videographer will be capturing the performance to be purchased at a later date.
- Applause is traditional and encouraged AFTER the dancers complete their individual performances. Please refrain from shouting or cheering during the dance.

Dance Family Expectations:

- Double check your Costume Info Sheet for all items BEFORE arriving at the venue
 - Packing a Rehearsal/Recital bag the day before can help alleviate stress
 - Don't forget to pack... all tights, all shoes, hair pieces, costumes/skirts, make-up/hair bag, bottled water, mess-free snacks, and medications
 - Make sure ALL items have your dancers name written on them somewhere
- Please arrive promptly according to your dancer's Call-Time (Also listed on your dancer's Costume Info Sheet)
- Dancers should arrive ALREADY in costume, hair, and makeup ready to go
 - Please wear street shoes to arrive!! A cover up can also be worn over costume
- Parents/Guardians of YOUNGER dancers MUST check-in their dancer at the check-in table before dropping them off/leaving the building
 - Any medications sent with your dancer MUST also be checked-in with the nurse
- Parents/guardians will receive a colored wristband with their dancer's name
 - Please KEEP this wristband as it will be used to check-out your dancer
- **Dress Rehearsal (May 15th):**
 - PLEASE NOTE: Dancers MUST attend the Dress Rehearsal in order to participate in the Dance Recital
 - After check-in, dancers will be directed to our dressing room area in Gym 2, and will stay with their class during the entire rehearsal
 - Parents/guardians are welcome to stay and sit in the auditorium during rehearsal
 - Please ONLY volunteers in the gym 2 dressing rooms
- **Dance Recital (May 16th & 17th):**
 - After check-in, dancers will be directed to our dressing room area in Gym 2, and will stay with their class during the entire recital performance
 - Parents/guardians are NOT allowed in the dressing room during this time
 - Parents/guardians may wait in the lobby until doors open to the public at 5:30pm
- Please wait to check-out your dancer until AFTER the Final Bows at the end of the show
- Please present your wristband to the check-in/out supervisors in order to check-out and retrieve your dancer after the show
 - Please wait in the lobby entrance until your dancer is retrieved
 - Parents/guardians/audience members are NOT allowed in the gym 2 dressing room, only volunteers are allowed
 - See the nurse at the check-in/out table for any/all medications to be taken with you
 - Double check that ALL items/costumes/shoes are accounted for before leaving the building

Check-In/Out Procedures:

Crew & Volunteers – (Dressing Room Moms, Check-In Supervisor, Dressing Room Nurse, Show Leaders)

- CHECK-IN:
 - Crew & Volunteers MUST sign the check-in sheet once arrived, then meet Ms. Paige in the Auditorium for review, updates, or directions
 - Crew & Volunteers are expected to be present for the entire duration of the rehearsal/recital you are helping with
 - If an emergency arises were you must leave the building during the rehearsal/recital, please make sure the check-in supervisors are informed before leaving and upon returning
- CHECK-OUT:
 - Please sign the Check-Out sheet before leaving the building at ANY point during the rehearsal/recital

Older Dancers – (Ages 9 & UP)

- CHECK-IN:
 - **Dress Rehearsal May 15th, Dance Recital May 16th & 17th:** Dancers MUST check-in during their call time (indicated on costume-info sheet), then find their group in the Gym 2 dressing room until rehearsal/recital time
 - Dancers may check-in themselves & do not need a wristband
- CHECK-OUT:
 - Dancers' area in gym 2 dressing room MUST be cleaned and ALL personal items gathered before being released
 - Dancers MUST sign out with check-in/out volunteers before leaving the gym 2 dressing room area to go home

Younger Dancers – (Ages 3 to 8)

- CHECK-IN:
 - **Dress Rehearsal May 15th, Dance Recital May 16th and/or 17th:** A parent or guardian MUST be present to check-in your dancer during their call time (indicated on costume info sheet). Then a supervisor will direct your dancer to wait with their group in the Gym 2 dressing room until rehearsal time
 - Parents/guardians will receive a colored wristband with their dancer's name
 - Please KEEP this wristband as it will be used to check-out your dancer
- CHECK-OUT:
 - The parent or guardian with a wristband MUST present it to the supervisor to check-out and retrieve their dancer
 - A supervisor or volunteer will retrieve your dancer from the Gym 2 dressing room, parents/guardians please wait by the check-in/out table until your dancer returns

Dress Rehearsal (May 15th) Timeline:

TIME	EVENT	NOTES
3:05 PM	Crew Set-Up (Stage Leader Volunteers Included)	*Review show order, backstage flow, lights, sound, video, photo setup, etc. Prepare stage (tape, props, etc.)
4:15 PM	Rehearsal A Volunteers Arrive	*Volunteers MUST check-in, then meet Ms. Paige in the auditorium for instructions
4:30 PM	Rehearsal A Dancers Arrive	*Dancers MUST check-in, then sit in the Gym 2 dressing room with their group
4:45 PM	Rehearsal A Begins	
5:15 PM	Rehearsal B Dancers (IN FINALE) & Rehearsal B Volunteers Arrive	*Volunteers MUST check-in, then meet Ms. Paige in the auditorium for instructions *Finale Dancers MUST check-in, then sit in the Gym 2 dressing room with their group
5:30 PM	Rehearsal B Dancers Arrive & Finale Rehearsal Begins	*Dancers MUST check-in, then sit in the Gym 2 dressing room with their group
5:45 PM	Rehearsal A & Finale Rehearsal Ends, Rehearsal B Begins, (Rehearsal A Dancers & Volunteers are dismissed)	
7:00 PM	Rehearsal B Ends, (Rehearsal B Dancers & Volunteers are dismissed)	
7:15 PM	Clean Up & Check-Out	*Dressing Room Moms take their group back to gym 2 dressing room; help dancers clean up/change/supervise until checked-out
7:45 PM	All Out	*ALL items are taken, NO trash left, ALL dancers checked-out

Dance Recital (May 16th & 17th) Timelines:

TIME	EVENT	NOTES
3:05 PM	Crew Set-Up	*Review show order, backstage flow, lights, sound, video, etc. Prepare entrance decor
4:50 PM	ALL Volunteers Arrive	*Volunteers MUST check-in, then meet Ms. Paige in the auditorium for review
5:00 PM	Call/Check-In for Older Dancers <i>Dance Foundations 2, 9-11y Ballet, 9+Tap, 9+Jazz, 9+Lyrical</i>	*Parent/Self check-in, then find group in gym 2 dressing room
5:15 PM	Call/Check-In for Younger Dancers <i>Creative Dance, Dance Foundations 1, Dance Foundations Jazz</i>	*Parent/Guardian check-in, then find group in gym 2 dressing room
5:30 PM	Doors Open to Public Audience	*Dancers MUST remain in gym 2 dressing room; NONE allowed in entrance/auditorium at this point; Audience NOT allowed in gym 2 dressing room
6:00 PM	Show Start	*ALL dancers/volunteers in places, ready to be called
7:00 PM	Show End	*ALL dancers MUST return to gym 2 dressing room IMMEDIATELY after final bows
7:15 PM	Clean Up & Check-Out	*Dressing Room Moms help dancers clean up, change, supervise until checked-out; NO audience members allowed in gym 2 dressing room; Dancers can visit in the entrance area AFTER checked-out
8:00 PM	All Out	*ALL items are taken, NO trash left, ALL dancers checked-out

Check In/Out Supervisor Expectations:

- Please arrive 30 minutes before your Dress Rehearsal start time (4:15pm OR 5:15pm May 15th) and arrive no later than 4:50pm on your Dance Recital day (May 16th OR May 17th).
- All volunteers are required to sign their name on the volunteer check-in sheet upon arrival.
 - If a volunteer is not present more than 5 minutes after required arrival time, please call or send a text to the volunteer's number provided on the check-in sheet, THEN notify Ms. Paige ASAP.
 - ALL volunteers are required to be present during the entire duration of their Dress Rehearsal/Recital day. If a volunteer checks-out to leave due to an emergency, please notify Ms. Paige ASAP.
- One supervisor MUST be present at the check-in/out table during check-in/out times
- A table and check-in/out sheets will be provided and setup by crew beforehand
 - Crew will also tear down the table/collect sheets
- Guard and supervise the entrance to the senior hallway area
 - No Parents/Guardians/Audience members should enter the senior hallway OR gym 2 dressing room
- Direct older dancers & parents/guardians of younger dancers where to sign their names on check-in/out sheets
- Give wristbands with dancer's name to parent/guardian of younger dancers
 - Dress Rehearsal (May 15th): BLUE wristband
 - Dance Recital (May 16th): GREEN wristband
 - Dance Recital (May 17th): YELLOW wristband
- If any dancers are missing/not checked-in less than 15 minutes before BOTH rehearsal or recital day, please call the parent/guardian number provided on the check-in sheet
 - (If no response: please report any missing dancers to Ms. Paige ASAP)
- During rehearsal runthrough/recital show, supervisors may join the audience (Please make sure ALL have been checked-in or reported missing to Ms. Paige before leaving station)
- Supervisors MUST return to the station directly after Final Bows to begin the check-out procedures
- Check the parent/guardian wristbands for the correct color/name and record they have been checked-out before retrieving their dancer. (One supervisor may check wristbands/record names while another supervisor retrieves dancers from the gym 2 dressing room)
- FOR SAFETY, PLEASE DO NOT ALLOW AUDIENCE MEMBERS INTO THE DRESSING ROOM
- Once all dancers have been recorded as checked-out and retrieved, you may leave the station
 - (crew will tear down tables/collect sheets)

Dressing Room Nurse Expectations:

- Please arrive 30 minutes before your Dress Rehearsal start time (4:15pm OR 5:15pm May 15th) and arrive no later than 4:50pm on your Dance Recital day (May 16th OR May 17th).
- All volunteers are required to sign their name on the volunteer check-in sheet upon arrival.
 - ALL volunteers are required to be present during the entire duration of their Dress Rehearsal/Recital day. Please check-out if you must leave due to an emergency, and notify Ms. Paige ASAP.
- During Check-In for your dress rehearsal (May 15th) and dance recital days (May 16th or 17th), please sit at the check-in station in the front entrance to gather dropped off medications
 - Record any medications dropped off by parent/guardians on the medical records sheet, place medications in a provided gallon ziplock bag, write dancer's name on baggie, take with you to dressing room once all dancers are checked-in, administer as needed.
- During the rehearsal runthrough/recital show, aid in supervising dancers in the dressing room. Be prepared with medical equipment in the case of an injury or emergency. Take note of any medicine/allergies and administer when needed.
 - Please be willing to temporarily supervise a group of dancers if a Dressing Room Mom joins the audience for their dancer's dance number. (Dressing Room Moms should ask beforehand and should return immediately after to relieve you)
- One nurse MUST be present in the gym 2 dressing room at ALL times.
 - You may join the audience during your dancer's dance number and return promptly afterwards.
 - During Finale and Final Bows, you may join the audience also.
 - Please sit in the reserved volunteer/crew seats during these times.
- After the Final Bows, please gather all dropped-off medication and return to the check-in/out table to return medications to parents/guardians.
 - Parents/guardians MUST present their colored wristband with their child's name in order to verify their medication and have it returned.
- Once all dancers have been recorded as checked-out and medications retrieved, you may leave the station.

Dressing Room Mom Expectations:

- Please arrive 30 minutes before your Dress Rehearsal start time (4:15pm OR 5:15pm May 15th) and arrive no later than 4:50pm on your Dance Recital day (May 16th OR May 17th).
- All volunteers are required to sign their name on the volunteer check-in sheet upon arrival.
 - ALL volunteers are required to be present during the entire duration of their Dress Rehearsal/Recital day. Please check-out if you must leave due to an emergency, and notify Ms. Paige ASAP.
- **Dress Rehearsal (May 15th) & Dance Recital (May 16th & 17th):**
 - Upon arrival, please check-in, then meet in the auditorium for a brief review or update of tasks. Then, proceed to the Gym 2 dressing room to set-up your area
 - Set-Up: A costume-info sheet will be taped to the wall indicating your group's designated area. Please keep your class from wandering away from this area.
 - Blankets/quilts will also be provided to help cushion/section off your area
 - Please ensure dancers have NO messy food/drink (bottled water, dry snacks are okay)
 - Once dancers arrive, please stay with your group the entire rehearsal time (No dancers should be left unsupervised)
 - Supervise and entertain your group of dancers in your designated area until called by show leaders to enter the senior hallway
 - Entertainment Ideas to bring: coloring books (no markers), puzzles, portable video player, board games, etc.
 - This year, we will also have a TV with a live video feed of the performances in the dressing room for dancers/volunteers to watch
 - Dressing Room Moms may sit in the reserved volunteer seats during their group's dance number, please return promptly afterwards
 - After your group's dance on stage, direct them back to the group area
 - ALL groups will be called back for Final Bow, follow the show leaders directions
 - After bows, direct dancers back to group station until checked-out (check-in/out supervisors ONLY should bring students up to the lobby)
 - Please stay with your group until ALL dancers have been checked out

***ADDITIONAL NOTES for Dressing Room “Moms”**

DIRECTING YOUR CLASS:

When your class is called to the senior hallway, please follow your class into the hallway and follow the Stage Leader’s instructions. The Stage Leader will check that all costume pieces are correctly placed during this time. Dancers should be silent. Please wait here once the class proceeds backstage. Please DO NOT enter the backstage area, we have very limited space! Stage Leaders will direct your class at this point. When dancers return from their class’s performance on stage, direct them back to the “dressing room” until final bows.

WATCHING YOUR CHILD’S PERFORMANCE:

If you have volunteered for your child’s class, you may watch in the audience (in the reserved front row seats) during their performance. Please return to the senior hallway promptly afterward to collect your class and direct them to their dressing room area.

OR: if you have volunteered for a class other than your child’s, you MUST FIRST acquire another willing/available volunteer to supervise your class in the dressing room, then may watch in the reserved seats during your child’s performance. Please return backstage to your class promptly afterward. PLEASE NOTE: This year, we will also have a TV with a live video feed of the performances in the dressing room for dancers/volunteers to watch.

FINAL BOWS:

During Final Bows at the end of the show ALL Dressing Room Moms will be called by Show Leaders to bring their class into the senior hallway in a specific order. Have your class hold hands and stand in the hallway to prepare for bows. An older dancer will take over to help them backstage and across the stage.

After final bows, ALL dancers MUST return to the dressing room. Please collect your class and direct them to your station in the dressing room. Help them clean up and collect their things. Dancers may ONLY leave the dressing room area when a parent/guardian has presented their wristband to sign them out. For safety, please DO NOT let your class leave until they are collected by a check-in supervisor. Please DO NOT leave the dressing room until ALL of the dancers in your class have been signed out.

(Older dancers MUST check out before leaving but do not need a parent/guardian).

Greeter/Bouncer Expectations:

- This volunteer role is needed ONLY for the Dance Recital days, May 16th OR May 17th.
- Please arrive no later than 5:00pm and meet with Ms. Paige & to pick up programs.
- Doors should remain closed and no audience members should be in the auditorium until doors open to the public at 5:30pm.
- At 5:30pm promptly, prop open doors to the auditorium and pass out programs to those entering.
- Close the auditorium doors at 6:00pm (as the show begins).
- Please make sure no-one enters or exits the auditorium during a dance number. Doors may only open in between dance numbers to minimize distractions.
- Once the house lights turn on after the end of the show, help prop open the auditorium doors for the audience to exit.

Stage Leader Expectations:

- Please arrive 30 minutes before your Dress Rehearsal start time (4:15pm OR 5:15pm May 15th) and arrive no later than 4:50pm on your Dance Recital day (May 16th OR May 17th).
- All volunteers are required to sign their name on the volunteer check-in sheet upon arrival.
 - If a volunteer is not present more than 5 minutes after required arrival time, please call or send a text to the volunteer's number provided on the check-in sheet, THEN notify Ms. Paige ASAP.
 - ALL volunteers are required to be present during the entire duration of their Dress Rehearsal/Recital day. If a volunteer checks-out to leave due to an emergency, please notify Ms. Paige ASAP.
- Before the rehearsal/recital begins, help dancers find their group area in the dressing room
- Once rehearsal/recital begins, follow the given show order to call the next group on-deck in the senior hallway.
 - Here, dancers will be checked for all tights/shoes/hair-pieces/costumes in place
- Allow the class that finishes their performance on-stage to leave first, then the next class may enter the wings/stage area.
- When all classes have performed, line up Creative Dance, Dance Foundations 1/Jazz to prepare for the final bows

Additional Tasks:

- Vending– help sell flower bouquets, water bottles, or cookies
- Set-Up– help place tables/signage/rope off reserved seats, etc.
- Decorations– help place decorations using a given planogram