

Dressing Room A Leader/Assistant

Time to be at the Theater: 1½ hours before the show for which you are volunteering is scheduled to begin.

Note: At Swarthmore's request, to preserve the floor, street shoes may not be worn in Dressing Room A.

Please plan accordingly - you may want to bring a pair of slippers to wear.

Information You Will Need

You will need the following information. If a particular item is not ready ahead of time, we will provide it when you get to the theater.

- Map of the inside of the theater showing where all the volunteers are posted.
- List of all Dressing Room A Volunteers and which tables they are caring for.
- Instructions for Dressing Room A Volunteers, which each of the volunteers who are watching each table got, so you know what they are suppose to be doing.
- Sign In/Out List - All students in Dressing Room A need to sign in and out, at the table at the front of the hallway, using this list.
- Roll Sheet, by name - Listed alphabetically by students in A. This tells each student's name, what numbers they are in, and what tables they are sitting at.
- Roll Sheet, by dance number - This lists, for each dance number, the students in the A Dressing Room who are in the dance; their costume, tights and shoes for the dance; where each student is coming from (usually Dressing Room A, but could be Q, D, or H if they have quick changes), and where they should go after the dance. It includes only those numbers which include students from Dressing Room A. This list notes the students who are only in Act 2 and can potentially sit out front during Act 1; the word "Audience" will be before the student's name. This list also notes the students who are going to receive awards after the show; the word "Award" is after the student's name.
- An Example of how to read the Roll Sheet.
- A Quick Change sheet listing students with quick changes. Some students have quick changes that require them to use the Quick Change Room (Q), the (D) dressing area by the lockers, or the Stage Left Hallway (H). A "Q", "D" or "H" next to their name will indicate this.
- A Program of the show, listing all of the dance numbers; pick one up at the front table when you arrive.
- A Rented Costume List; these costumes (if any) may need to be collected at the end of the show.
- List of "Act 2 Only" Students - These students can be taken by a volunteer out to the auditorium to watch Act 1, if there is enough room in the audience. (Ask Mr. Paul about this before the show.)
- Map of Seating in Auditorium indicating where these students and volunteers can sit. Follow the signs.)
- Copy of Form used if Parents insist on taking their children early.

Overview of Dressing Room A Leader Tasks

- Each class is sitting at a designated table in Dressing Room A. Some classes, if large, may be sitting at more than one table. Also, several classes may share tables with other classes. Signs have been posted around each table with each class' name on it. Volunteers have been assigned to watch each class; you will have a list of their names and the table they are sitting at. This information is also posted on the Dressing Room A Roll Sheet. Runners will be taking the students to and from the stage. The A Dressing Room has one Leader and two or three Assistants. Your job as Leader is to help the volunteers watching the tables, answer their questions, and coordinate with the Runners. If a task needs to be done, as a rule, you should assign it to an assistant rather than doing it yourself. Make sure you have your nametag on so other volunteers know whom you are (and make sure they have their name tags). Make sure next numbers are ready.

Overview of Dressing Room A Assistant Leader Tasks

- The assistants' only defined task is to help sign students in and out at the security table at the beginning of the show, at the intermissions, and at the end, and to cover certain classes when other volunteers need to leave the room to see their children. Outside of these tasks, an Assistant Leader is a floater at the beck and call of the Room Leader. We assign two or three assistants to the room. Before the show, one assistant will go out to sign in students at the table located at the end of the hallway (by the main stairway), while the other two will stay with the Room Leader and help get the students situated at tables. During the show, several classes might have a large number of students who have costume and/or hair changes – for which the volunteers at these tables are going to need help (the Performance roll will tell you what classes these are). Assistants should keep track of which tables need help. Assistants take charge of the A Dressing Room if for any reason the Leader is not there.

Before the Show

- When you arrive, enter the theater by the main door, pick up a name tag from the table in the lobby, and follow signs to Dressing Room A. Put your name tag on, so people will know you are a volunteer.
- Remove your shoes before entering the dressing room. (Street shoes cannot be worn in Dressing Room A).
- Introduce yourself to the other volunteers in the room.
- There is a supply box in the room containing safety pins, hair supplies, crayons & paper, pens, sewing supplies, etc. Familiarize yourself with what is there, in case it is needed during the show.
- Ask all children if they have to go to the bathroom. Possibly, demand that they go.
- As one show ends and we prepare for the next show, there are signs above the tables in the room listing which students are at which table. The signs for the current show need to be changed to the next show. The next show's signs are taped to the wall, underneath the current signs. If needed, take down the top layer of signs so that the next show's signs are visible.

As Students Arrive

- Students need to sign in and sign out so we can keep track of them. One of the assistants will sit at the Security Table down the hall. She will sign students in and send them to the Leader. The Leader should be standing inside the A Dressing Room door with the enclosed Student Roll list. This list has each student's name and the tables the students should be sitting at. The Leader and the other Assistants should help the students find the tables that have been reserved for them. Some students are in more than one number; make sure they go to the table of their first number.
- As their parents bring their children to the room, check for the following things:
 1. Ask the child to leave their street shoes outside of the room.
 2. If the student is wearing any jewelry, especially earrings, ask the parent to remove the jewelry and keep it with them during the show.
 3. If the student has a Quick Change, ask the parent to help the student place their costume in Q, D, or H, then bring the student back to the dressing room.

Pre-Set Costumes for Quick Changes

- As students arrive, the Leader should check the Student Roll or the Quick Change Sheet for students who have quick changes. The Student Roll lists each student, what table they are sitting at, and what dressing room (or quick change area) they should be in for each dance. The Quick Change Sheet lists only those students who have quick changes and is a quick reference list. Both will tell you who has quick changes. Students on the list who have a "Q", "D", or an "H" after a particular dance should place the costume for that dance, along with any accessories, shoes, and hair items, in the Quick Change Room (Q) on stage right, in the D dressing Area (D) by the lockers, or the Hallway (H) on stage left. Ask their parent or a volunteer to go with them, help them place the costume, and bring them back to the dressing room. Please check them off on your Quick Change list once you have confirmed that they have pre-set the costume.

Students who are only in Act 2:

- Students who are only in Act 2 can be taken by a volunteer out to the auditorium to watch Act 1 (if there is enough room in the audience). Specific volunteers in Dressing Room A should have been assigned to take these students out. See the Act 2 Only Students list. Ask Mr. Paul if you do not have this list. (The Roll Sheet also indicates which students can potentially sit out front during Act 1; the word "Audience" is written before the student's name.)
- The Dressing Room A volunteers who are taking these students out should also have a copy of the same list. They should wait until the Leader tells them it is OK to go. We usually take them out 5 minutes before the show starts; however, if it is crowded and you want to get the students out of the room, earlier is fine. The only problem with taking them out early is if an Act 2 student arrives late to the theater and comes to the dressing after the group has left the dressing room. In this case, if another volunteer is free to take them to the audience, do so; if not then the student will have to stay in the dressing room.
- These students should be in their costume and make-up for their first number before they go.

During the Show

- There will be volunteers acting as runners bringing the students to and from the dressing rooms to the stage. They have the Lineup Sheets for the show and should know what order to put the students in and what side of the stage to bring them up on. (We also have line up lists up on stage and your Performance Roll also lists what order the students should be in.) If you can line up the students before they leave the dressing room it makes things easier, however it is not absolutely necessary. After the numbers, the runners will bring the students back to the dressing rooms.
- The volunteer runners will keep you posted as to when the show is supposed to start.
- Be aware of where we are in the show (ask the runners) and be aware of what numbers need to be prepared next.
- Handle bathroom issues. Have the volunteers again ask all students if they need to go a few numbers before they have to line up. For younger classes, it is best to take the whole class to the bathroom. If a child has to go to the bathroom, and there is time, have someone take her to the bathroom; if there is no time, ask the child if they can wait; if they can't wait, take them quickly, and we will hold the show.
- Ask all volunteers periodically if all students are present for their dances. Students are sometimes coming from other numbers and we don't want to lose track of anyone. Each volunteer has been instructed to help certain classes. Please visit each volunteer and make sure all students are there. You have the master roll list. Some students are in more than one number and therefore might be at a different table when you check for their name. The volunteers in charge of that class should know who is supposed to be there and who is not.
- Handle any conflicts about hair, food, jewelry, underwear, etc. Volunteers helping the individual classes have instructions to enforce certain rules. (e.g. that students have their hair in a bun with a hair net and gel.) Make sure volunteers have gotten their children ready for their numbers.

- Help students who are in more than one number get to their new costumes and tables after their numbers are done.
- Cover any volunteers who need to watch their own children as they perform on stage. The volunteers should notify the room Leader if they are leaving to go up on stage. .
- Children do not need to stay at their tables as long as the room stays organized. In the past, many students have pulled up chairs to watch the video monitor at the front of the room.

Hair Changes:

- There are usually several hair changes during the show. Volunteers may need help doing hair. Look under each class listing. There should be a costume description and a note about hair. Please assist the classes in getting their hair changed and confirm that the hairstyle is correct.
- Some volunteers may not know how to change hair. Some students may need to change their hair quickly. If you find you are short of help, please send a messenger up to the stage and we will find people to assist you.
- Sometimes dancers use "fake ponytails" or "hairfalls" to make hair changes easier. Typically, the fake pony is put on directly over a bun, making it easy to go from bun to pony or pony to bun. There are several different varieties. All varieties need to be fastened securely; we don't want them to fall off! As a rule, you should use hairpins to secure the top of a fake ponytail and bobby pins to secure the bottom of a fake pony tail. Hair listings that say "Bun/Fall" mean they have their hair in a bun and that they should be wearing a fake pony/hairfall on top of it.
- Each year, several Moms (who are not volunteering) ask if they can come back during the intermission to help do their children's hair. We have been told by past volunteers that it was often better if the parents did not come down to the dressing room. We, therefore, told the parents that we would be able to handle all hair changes. If a mom insists on coming down anyway, please let them help.
- Occasionally, parents bring children to the dressing room with their hair decorated with all sorts of colorful bows, bangles, balls, and other paraphernalia. This is obviously a no-no. We do not want these things in their hair. They have to be removed. Call Mr. Paul if there is a problem.

General Notes:

- If you have a problem or concern, notify the Room Leader, one of the Runners, Mr. Paul, or Miss Kim.
- There may be errors in the line up lists that we gave to the Volunteers in Dressing Room A. We often don't discover these errors until the Dress Rehearsal. If we find the errors are pertinent to what you need to do, we will get the corrections to you before the show.
- Earring policy – what to do with children that tell you that they cannot take out their earrings because they just got them pierced. In the supply box, there should be bandaids. Cut off a small piece and put it over the earring. If there is an issue, get Paul from the stage.
- Try to arrange to have table volunteers go with the classes (especially the young ones) as they go to the stage.

When volunteers' children are dancing

- If your children are dancing, keep track of what number we are on. You should have a good idea of where we are in the show by what numbers are being called. Assign someone to cover your tasks while you are gone. Come up the stage left stairway and either watch from the wings or pass out from the stage left audience port. (Ask someone to show you how to do this.) Come back to the dressing room as soon as possible. We should have enough volunteers in the room to cover when someone needs to leave.
- If you need to watch your child make sure somebody is in charge of the room until you get back.

Intermission

- Students will need to be signed out at the intermission. If any younger student who is only in Act 1 is not picked up by their parent when the rest of their class has been picked up, please let Mr. Paul know. He will make an announcement to have that family come back stage to pick the student up.

Rented Costumes to Collect

- You may need to collect rented costumes, if this is the last show in which they are being used; see the Rented Costume List. Please check this list off as you collect costumes, making sure all headpieces and accessories are returned. Everything should be placed in the rented costume boxes, which should be somewhere in the room. It is best to plan to collect these costumes as soon as they are finished with. We cannot let students leave if they have rented costumes. The volunteers watching this class should also have this list, and rented costumes are also noted on the Roll Sheet with an X in the Rented Costume heading.

Awards

- We will be giving out 5, 10, and 15-year awards at the end of the show. On the "Performance Roll" all students that are going to receive awards after the show have the word "Award" after the student's name. Please assist the runners in getting these students up to the stage at the end of the show. Students who are only in Act 1 should not wait backstage for Act 2 if they are receiving an award. At the intermission send them out to the audience with their parents and we will call them up from the audience.

Parents are supposed to wait to pick up their children

- Parents are supposed to wait until the intermission or the end of the show to pick up their children, not during the middle of the first or second act. All parents signed a permission form agreeing to wait until the intermission or the end of the show to pick up their child. Every year, though most of our parents are great, we find one or two rude parents.
- If someone is insistent on taking his or her child, use your judgment. If it is the same parent who signed the child in and they have a valid emergency, let them take their child. If it is not an emergency, ask if they can wait till the end of the act to pick up their child.
- If the person insists on taking the child and is not the same person who signed the child in, we can't let that child go (note: we sometimes have child custody battles going on). They must speak to Mr. Paul. If it is the same parent insisting on taking the child and they have no good reason, they are just breaking the rules, they must fill out the Form that informs Mr. Paul who they are and how they missed the several messages we sent asking them not to do this.
- In the end, we really can't keep a child if a parent insists on breaking the rules. But if someone is just breaking the rules because it is merely inconvenient for them to keep them, let's not rush to help them. Please tell them they have to wait until you have a free moment to quietly get their child. If you have other things to do, make them wait. They are not supposed to enter the room (except for an emergency).

Food/Snacks – students in more than one show on the same day

- Students who are performing in more than one show in a day will need to eat between the shows. Typically, students eat in the hallway upstairs by stage left, in small groups with a parent. They should not eat while wearing their costume; encourage them to change into warm-ups or street clothes. They should return to the dressing room promptly; we have to keep the students moving to get ready for the next show.
- Students should not be walking around the upstairs lobby without a parent. Keep them downstairs until their parent signs them out.
- DO NOT LET CHILDREN EAT SNACKS IN THE ROOM DURING THE SHOW!!!

End of the show

- As one show ends and another begins, please change the class signs (just below the table numbers on the wall above the table) to the next show.
- Please nicely ask the table volunteers to start cleaning up before the end of the show. If students have made a mess, don't let them leave until they have cleaned it up. Make sure the Dressing Room is clean.
- Volunteers for the next show (if there is one) should arrive 1½ hours before the next show's scheduled starting time. They should then take over. Please brief the next set of volunteers to let them know how things stand.
- If any children have not been picked up by their parents, please notify Mr. Paul.

Closing

- We have tried to get this information written down in such a way that you could understand it. If you do any tasks that are not written here, would you please let us know so we can put it down on paper for future shows? Any suggestions would be helpful. Other questions: Is there information here that is useless to you? Could anything be done that would make this more helpful? Let us know your thoughts. Thank you.