

# Dressing Room A Volunteer

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

*NOTE: To protect the dance floor, street shoes cannot be worn in Dressing Room A; you must leave them at the door. Consider bringing slippers to wear during the show.*

## **Overview of Dressing Room A Volunteer Tasks**

- Help students pre-set their costumes in the quick-change room located just off Stage Right (Q), the (D) dressing area located by the lockers outside the downstairs stage stairways, or the hallway on Stage Left (H), so that they are ready for the quick changes.
- Help students in and out of their costumes and hair changes during the show.
- Coordinate with the Runners to gather the students needed for each dance number.
- Monitor students to be sure they are where they are supposed to be, and are doing what they are supposed to be doing.
- Notify Mr. Paul or Miss Kim if you encounter any problems.

## **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.

- List of all Dressing Room A Volunteers and which tables they are caring for.
- An Example of how to read the Roll Sheet.
- The Dressing Room A Roll Sheet, which includes:
  - The names of the students at your table.
  - Their costume, tight and shoe colors.
  - If they are in another number before your table's dance (and therefore possibly not with you at the start of the show).
  - If they are in a number after your table's dance (and therefore need to be helped into another costume).
  - If they have costumes that need to be placed in one of the quick change areas.

## **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 put it on, then follow signs to Dressing Room A. Remove your street shoes before entering the room.
- Report to the Dressing Room A Leader, whose name is posted on top of the enclosed Roll Sheet.
- In Dressing Room A, there are ten tables. On the included Roll Sheet, in the upper right corner of each listed dance, is a heading "Vol Table". After each student's name there is a listing "Student at Table". The first listing tells you what tables you are taking care of. The second listing tells you which table the students are sitting at. The first listing might tell you that you are watching tables 4 and 5; however, there might be students in the same dance listed as sitting at both tables 4 and 5, and tables 3 and 8. You need to only take care of the students sitting at the tables you are assigned (i.e. in this case – tables 4 and 5); other volunteers (in this case) are taking care of the students at tables 3 and 8.
- In the room, in addition to the parents at the tables, there is a "Room Leader" and two or three "Assistants". During the show, the assistants have no assigned tasks. Their only job is to help you if you need it. Ask the Leader for help if something comes up that you are not sure how to handle.

## What to do as Students Arrive

- **Mark off students as they arrive, on your roll sheet.**  
By 30 minutes before the show's start time, all students should have arrived.  
NOTIFY THE ROOM LEADER IF ANYONE IS NOT PRESENT.
- **Make sure students are wearing the correct costume for their first number.** (See Roll Sheet.)
- **Help students organize their things.** If they have more than one costume, help them arrange their costumes so they can find them quickly. If they have hair changes, locate where their hair stuff is and put it with their costumes. Check that their names are in their costumes and shoes, especially if they have costume changes.
- **Identify any potential problems** - missing costumes, lost shoes, etc. - so that we have time to address them before the show starts. If any costumes, accessories, or shoes are missing, notify the Room Leader.
- **Pre-set for quick changes.** Any student who has a "Q", "D", or "H" before their name on your roll sheet needs to put this costume, including shoes, accessories, and anything needed for changing their hair, in the Quick Change Room (Q), in the (D) dressing area, or the Stage Left Hallway (H) and not keep it in Dressing Room A. Please notify the Room Leader if a student has not done this.

## Keep the students occupied.

- **Most importantly - Keep Order!** Do not let the students run around. There will be a lot of students in the room. Keep them somewhat sedated. It is OK if they get up to watch the TV monitor of the show, or if they move around quietly, but we do not want the room turning into a zoo, where kids are hanging on barres and the noise level is so high that you can't hear yourself think.
- **Try to keep the students happy,** and be there for support. They are excited about dancing for their families and if you can do anything or say anything that helps to make them feel special on this day, we will be indebted to you.
- **Older students sometimes like to practice.** If they are quiet, orderly, and there is room, students may stand up near their table and quietly practice their dances. If they are unruly, they must sit down.
- **Crayons/paper:** There should be crayons and paper in the supply box for the younger children.

## During the Show

- **Get the students ready for their number, and help the Runners take them to the stage.**  
During the show, the students will be called for and taken to the stage by other volunteers (called "Runners") when it is time for their number. Please go with the Runners and help them bring the children to the stage. You may either watch their dance from the wings or go out front to the audience to watch the class if you wish. You can get to the audience from the "stage left" side of the stage (but not from the "stage right" side). Once you are up on the stage, ask how to get out front. It is very quick and simple. After their dance is done, collect them from the wings and bring them back to Dressing Room A immediately. Please care for them until their parents pick them up.
- **Some children have more than one number in the show.** They might be coming from another class before they get to you and need help changing costumes and maybe hair (from bun to pony or vice versa), or they might be going to another class and need costume/hair help. Check your roll sheet and plan ahead. If they need to change costumes and/or hair, please help them do it quickly, and then help them find their new table if they have to change tables. All of the tables are close together. If someone has a hair or a costume change that you are not sure how to do; don't panic, ask the Room Leader.

- **If your table's dancers are only in the second Act**, they might be taken out front to watch Act 1, in seats reserved for them. This can only be done if there are enough seats available in the auditorium. Ask the Room Leader if this is going to be possible.
- **Encourage students to use the bathroom if needed.** A few numbers before they have to line up, ask all students if they need to go. For younger classes, it is best to take the whole class to the bathroom. In addition, if a child has to go 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, take them quickly.
- **If someone has to go to the bathroom** and time is short (e.g. theirs is the next number) ask if they can wait. If they can't, take them quickly. We will have to hold the show; let the runners know.
- **Students should not eat in the Dressing Room.** Ask students to save any snacks for later.

### **Hair Changes:**

- Some students may need to change their hairstyle during the show. Look under each class listing. There should be a costume description and a note about hair. If you need help, please ask the Dressing Room Leader or an Assistant.
- 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.

### **Before students go on stage, please make sure that:**

- Students have used the bathroom if needed.
- Students are wearing the proper costume. See Roll Sheet.
- Students are wearing the proper tights and shoes. See Roll Sheet.
- Underwear and Bras are not showing. Straps are securely hooked. Safety pins in supply box.
- Their shoes are on the correct feet.
- Ballet shoes have the elastic strings tied securely and tucked inside.
- Jazz shoes with laces are double knotted.
- Tap shoes have elastic sewn through the eyelets.
- The elastics and bows on all shoes are secure. Give them a tug. Needle and thread in supply box.
- Headpieces are secure and not loose. Give them a tug; they should not move. Hairpins in supply box.
- For buns, hair is properly pulled back with a hair net and gel. Hair stuff in supply box.
- No students wear jewelry, or string ankle or wrist bracelets. Cut them off. Scissors in supply box.

### **Students MUST Change in the Dressing Room NOT the Bathrooms!!**

- Students who are concerned about modesty have been told that they should wear a nude colored leotard under their costume. When they take off their costume, they are still covered. If they need to change their tights, they should underdress or overdress their tights. This means that they either wear both pairs of tights for their first number and then take the top pair off for their second number, or wear one pair of tights for the first number and put the second pair of tights on top for their other numbers. There should be no reason a student needs to get completely undressed if they do not want to; and there should be no reason a student needs to leave the dressing room during the show to change a costume.

### **If your own children are dancing:**

- Please keep track of which number we are on. You should have a good idea of where we are in the show by which numbers are being called. Just before your child's number, come up the stage left stairway and either watch from the wings or, between numbers, pass out from the stage left audience port. PLEASE LET THE ROOM LEADER KNOW YOU ARE LEAVING. Return promptly to the dressing room.

### **Awards**

- We will be giving out 5, 10, 15 year, and Graduation awards just before the Finale. Students who are going to receive awards in this show have the word "Award" after their name on the Roll Sheet. Please assist the Runners in getting these students up to the stage.

### **Dismissing the Students**

- Students who have all of their dances in Act 1 should be picked up by their parents at Intermission. Students who dance in Act 2 should be picked up after the show.
- Help students who have finished their dance(s) pack up their things, so they are ready to be picked up.
- Help the Room Leader as parents come to pick up their children. The door area can get congested, so the Room Leader may have the students stay at their tables while she calls their names.
- Please stay with your table until all of your students are picked up by their parents.
- Make sure the area around your table is neat and clean, and help pick up the rest of the room.
- If all of your students' numbers are finished, and they have been picked up, you may leave. However, please do not leave until you have checked with the Room Leader. Sometimes emergencies come up and additional help is needed.
- If you leave at Intermission, you may go out front and watch the rest of the show if you wish.