

Dressing Room B/D/E Volunteer

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

The B,D, and E Dressing Rooms are all close to each other. The “B” area is the actual dressing room below the stage; the “D” area is just outside the B Dressing Room by the lockers; the “E” area is just outside the B Dressing Room by the vending machines. D and E are open areas with portable chairs. All three areas have a TV monitor; on which you can watch the show.

Overview of B/D/E Volunteer Tasks

- Help students pre-set their costumes in the quick-change room located just off Stage Right (Q), the (D) dressing room area (which has somewhat become the new quick change area), and/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.)

- A Dressing Room B/D/E Roll Sheet. This lists, for each dance number, the students in the B/D/E Dressing Room who are in the dance; their costume, tights and shoes for the dance; where each student is coming from (usually A,B,D,E,Q or H), and where they should go after the dance.
- An Example of how to read the above Roll Sheet.
- A Quick Change/Special Instructions 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, 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 this up at the front table when you arrive.)
- A Rented Costume List; these costumes (if any) need to be collected at the end of the show.
- Map of the inside of the theater, with locations of all of the volunteer positions on the back.

Before the Show

Report to Dressing Room B/D/E and put a name tag on.

- 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 B/D/E. Put your name tag on, so people will know you are a volunteer.

As students arrive, check them off on your Roll Sheet, and have them pre-set their quick change costumes.

- Students have been told to arrive by 30 minutes before the show's start time. As the show time nears, check to see if anyone is missing. If so, notify the Runner Coordinator or Mr. Paul.
- As students arrive, check the Quick Change List. 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), the (D) dressing area, or the Hallway (H). Please check them off on your Quick Change list once you have confirmed that they have done so.

- The actual “Quick Change Room” is sometimes crowded, so we may place older students who have quick changes (but who are typically more self-sufficient) in the B/D/E area instead of in the Quick Change Room. If the student has a “Q” or an “H” next to their name, they are supposed to use the Quick Change Room or the Stage Left Hallway. If they have a “BQ”, “DQ”, or “EQ”, they have a quick change, but they are going to handle it in the BDE area. Note these symbols before the show starts. Encourage the BQ/DQ/EQ students to pre-set their costumes so that their accessories and shoes are ready to go, and during the show be ready to assist them if they need help during the quick change.
- Note where the intermission is. You might see that a student is in #15 and #16, which seems like an impossibly quick change. However, the intermission is probably after #15, so you actually have more time.

Keep the Room organized.

- Encourage the dancers to store their things in an orderly fashion. Encourage them to pre-set their costumes, shoes, and accessories, to make changes go more smoothly. Ideally, shoes and costumes should be labeled with their names. Pens/markers are in the supply box.
- FIRE HAZARD – DON’T LET STUDENTS HANG COSTUMES ON LIGHTS !!!
- There are large supply boxes in Dressing Rooms A and B. Look over the supply boxes so you are aware of what is available - hair pins, bandaids, sewing supplies, safety pins, etc.
- Identify any potential problems - missing costumes, lost shoes, etc. - so that we have time to address them before the show starts.
- Report any problems to the Runners and/or Mr. Paul.

Note Food Rules

- Remind students that they may drink water during the show, but they may not eat. If they have not eaten recently, encourage them to do so before the show begins. They should not eat in costume. They should eat away from costumes and dance gear; the open area opposite the lockers may be a good choice.

Gather students who are only in Act 2

- Some students are only in Act II. If there is enough room in the audience, these students will be allowed to sit out front to watch the first Act if they wish. They must return to the dressing room before the Intermission. The students who can go out front have the word “Audience” before their name on the Roll Sheet. We will let you know, on the day of the show, exactly how the students are getting out front. Wait until all Act 2 students are there before sending the group up.

During the Show

Stay aware of the performance order and make sure that dancers are ready for their next number.

- Help students with costume and hair changes, as needed.
- Most older students in the B/D/E rooms are self-sufficient. When they need help, it is usually with quick changes, and/or with hair changes and headpieces. Sometimes the students help one another, and sometimes they need your help. Younger students will need more help. Check your roll sheets – students Level 7 and lower probably need help.

Please make sure that:

- Students are wearing the proper costume, including tights, shoes, and hair style. See Roll Sheet.
- Underwear and Bras are not showing, and straps are securely hooked. (Shouldn’t be wearing underpants anyway.) Use safety pins if needed.
- Ballet shoes have the elastic strings on the front of the shoes tied securely and tucked inside.
- Jazz and Tap shoes (with laces) are double knotted.
- Headpieces are secure and not loose. Give them a tug. They should not move. Hairpins and bobby pins should be in the supply box.
- For buns, hair is properly pulled back in the bun with a hair net and gel. There are additional hair supplies in the supply box.
- No students are wearing jewelry, or string ankle or wrist bracelets. Cut them off. Scissors in supply box.

Help the Runners gather the students to go up to the stage.

- If someone is missing, or late getting ready, notify the Runners or Mr. Paul. (The Runners, who take the dancers from the dressing rooms to the stage, are usually in the hall outside the B dressing room.) Mr. Paul can pause the show if needed, so long as he knows.
- "B/a" "A/b" - Several students have this denoted under their "Dressing Room" heading. This means they are currently located in the dressing room denoted by the capital letter, but that the rest of their class is in the dressing room denoted by the small letter. After the student gets in their costume, send them to the room where the rest of their class is. Remind them to return to the correct dressing room when the dance is done.

Keep track of the students.

- Be firm but kind with the students in Dressing Room B/D/E, if they are not doing what they are supposed to be doing.
- Please do not release students into the audience during the show. If students are done with their numbers, they still need to stay in the dressing rooms until the intermission (when their parents should pick them up if they are finished) or until the end of the show.
- "Dressing Rooms" D and E are actually open hallway areas. Because of this, students from D and E who need to change clothes are allowed to use the bathrooms to do so. Students in B should change in B.
- B Dressing Room students may move out to D/E if the B Dressing Room is congested. Likewise, students assigned to the D&E Dressing Room areas may move into the B room if it is not congested. I will leave it up to the B/D/E volunteers where you would like to put people.

If your children are dancing

- Please 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. If your child is dancing and you need to get up to the stage to see, come up the stage left stairway and either watch from the wings or pass out from the stage left audience port. Come back to the dressing room as soon as possible. We do not want to leave the room unattended for long periods of time.

Busy periods/Idle periods

- There will be times when there is nothing going on in the room and times where you might need extra help. We intend to send help at the times we know are hectic, but please ask a runner coordinator to find you some help if you ever feel overwhelmed.
- There will be times when there are many girls in Dressing Room B/D/E and times when there are few. There have been shows where the students did not really need much help, and the volunteer did not have very much to do. In other shows, the volunteers in these rooms were very much needed and had a lot to do. Because we cannot judge in advance whether a student is going to need help during the show or not, we tell all volunteers to bring something to do or to read if it gets boring. Any recommendations or feedback you can make to make this room a better place would be appreciated.

During the Intermission

- Please do not let the students who are in Act 2 up into the lobby during the intermission. The intermission is only ten minutes. During the intermission, we will be preparing and placing students for the next few numbers. The students need to stay in their dressing rooms and prepare for their next number. The only exception to this is for students who have been approved to help at the performing group concession table. We will provide you with a list; students not on the list should not go up.
- Some students may be finished with their numbers by intermission. In this case, their parents should pick them up during intermission. They may stay and watch the show from the audience, or go home.

Awards

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

Rented costumes

- 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. Rented costumes are also noted on the Roll Sheet with an X in the Rented Costume heading.

After the show

- Please make sure the Dressing Room is neat and clean at the end of the show. Please don't let the students leave the room if the room is a mess.
- Please check the bathrooms. They often leave this room a mess.

If there is another show following this one

- Volunteers for the next show should arrive just as the first show is ending. Please stay and help the students in the room until the new volunteers arrive.

Food between the shows:

- 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.