

# Runners

*Arrive at the theater 1 hour 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.*

## **Overview of Runner Tasks:**

- Report to the Runner Coordinator. She will let you know when to gather the students for each number.
- Take students from their dressing rooms to the stage at the appropriate time. Return them to their dressing rooms afterwards.
- Keep the dressing room volunteers informed as to the progress of the show.
- Inform the Runner Coordinator of any problems, or delays.

## **Before the Show**

- Stop by the table in the lobby to pick up a nametag. Write your name on it and put it on.
- Check out where all the dressing rooms are to familiarize yourself with the theater. You will be bringing students to the stage from Dressing Rooms A, B, C, D, and E. There is also a Quick Change Room (Q), and another quick change area in the stage left hallway (H). See the enclosed map of the theater. There are two stairways by the "B" dressing room that lead up to the stage, one to Stage Left and one to Stage Right.
- The Runner Coordinator will stand just outside the B Dressing Room. Her name is listed at the top of the "Performance Line Up List".
- Work with the dressing room volunteers and the Runner Coordinator to determine if all dancers are present, and if there are any problems (missing costumes, etc.). The Runner Coordinator will keep Mr. Paul informed.
- Although we intend to start the show on time, sometimes there are parking or facility issues that may delay things. Mr. Paul will keep the Runner Coordinator informed as to when we are going to start. Runners should keep the dressing room volunteers informed.

## **During the Show**

- Bring the students to the stage from A, B, C, D, and E. Take the students up the stairs and deliver them to the volunteers stationed on each side of the stage. After their dance, pick up the students and return them to their dressing rooms.
- You will have a line up sheet that states which dressing rooms students are in, which side of the stage they need to be brought to, and from which side of the stage they should be picked up after their dance. Signs indicating "Stage Right" and "Stage Left" are posted on the stairway doors by Dressing Room B.
- Some classes need to be lined up in a specific order; the line up sheet will specify this. If you cannot figure out an order (sometimes young children will not tell you their names if they are scared), send them up in any order. We have line up sheets up on stage and will double check once the students are there.
- If a student is not present when you are lining up their class, ask the volunteers in their dressing room. If you cannot find the student, let the Runner Coordinator know and bring up the rest of the class.

- NOTE: Some Dressing Rooms have an A/b, or B/e, or B/e, etc. The capital letter denotes the dressing room the student is assigned to. The small letter denotes the dressing room where most (if not all) of this student's classmates are. This student might have been moved to the dressing room denoted by the small letter so they could be with their classmates. You may need to check both dressing rooms.
- Older students can be left alone once they are in the stairwell. Make sure someone stays with younger students when they are in the hallway, stairwell, or wings. Students in Dressing Room A are the youngest. The volunteers watching these classes have been told to come with you to help with the children if you ask. Definitely ask them to help if the students are age 7 and under, or if the class is large. Once they are up in the wings the stage R and L people should take care of them. Love them a whole lot.
- After a number, you generally only need to worry about picking up the younger students who came from Dressing Room A. Most Dressing Room B/D/E students are older and should know how to get back by themselves. As a rule, any student in the Child 5 level or lower should be picked up and escorted back to their dressing room. Students in Level 6 or higher should be able to get back by themselves.

## **Keep Dances Moving**

- The Runner Coordinator will be double checking to make sure all of the Dressing Rooms and Runners are on schedule. Keep reporting to her. She will let you know how fast to bring numbers to the stage.
- You need to constantly let the Volunteers know in the Dressing Rooms what numbers we are on.
- We usually want 1 number on stage, 1 in the wings, 1 in the stairwell, and 1 or 2 lining up outside the Stage Right and Stage Left stairwell doors. Anticipate lining up according to this schedule. For example, when dance #1 is finished, #2 will go on stage, and #3 will move from the stairs to the wings. Runners should bring #4 up the stairwell, begin lining up # 5 in the hallway, and check on #6 in their dressing room.
- If you can, have students go up the stairs during applause, to minimize noise, especially if it is a large group or if they are wearing tap shoes.

## **Pausing the Show**

- If the volunteers in the dressing rooms have any problems they have been told to relay them to you. You should let the Runner Coordinator know if there are any problems. You can also bring any messages to Kim or Paul up on Stage Left if you cannot find the Runner Coordinator.
- If we cannot find someone when it is their turn to dance, or if there is a delay of some sort (usually to do with a costume problem), inform the Runner Coordinator or Mr. Paul immediately; we will pause the show.
- If we somehow inadvertently forget someone and their dance has already started, inform the Runner Coordinator or Mr. Paul immediately. A few years ago, there was a collapse of several double check systems and a dance was started while a student was still in the Quick Change Room. Had we known, we would have stopped the number and started over again.

Note: The reason why a person misses a dance is important. If we miss someone because they have been totally irresponsible (e.g. they show up two hours late; they run off on their own in the theater, don't tell anyone where they are, and we can't find them), maybe we wouldn't stop the show. But if we are in charge of the student and we somehow mess up, the dance number has to be stopped and started over. Keep Mr. Paul informed; he will decide how to handle any such situations.

## **Intermission**

- During the intermission, we will be preparing and placing students for the next few numbers. Mr. Paul will let the Runner Coordinator know when we plan to re-start the show. Keep the dressing room volunteers informed.

## **Awards**

- We will be giving out several awards just before the Finale. You will be given a list of these students. We need to bring them to the stage before the closing announcements. Gather the students from their dressing rooms and bring them to the wings of the stage one number before the announcements.

## **After the Show**

- Please report back to Mr. Paul. Sometimes there are last minute things that need to be done.

## **Special Note**

My apologies. There are always mistakes on these forms that we do not catch. If you find anything that does not make sense or that is totally incorrect, ask before the show (if you notice it before the show) and we will either fix it or wing it. We have several people up on stage during the shows that are there to handle the mistakes we have made.