

Dressing Room A (Gym) Leader

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

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.

1. Map of the inside of the college showing where all the volunteers are posted.
2. List of all Gym Volunteers, which tables each of the volunteers are watching so you know what they are supposed to be doing.
3. Sign In/Out List – All students in the gym need to sign in and out with you using this list. This tells each student's name alphabetically, what numbers they are in, and what tables they are sitting at. Parents will need to signature when they drop their kids off and pick them up.
4. Roll Sheet, by dance number – This lists, for each dance number, the students in the gym are in the dance; their costume, tights, and shoes for the dance; where each student is coming from (usually the gym, but could also be Q if they have quick changes), and where they should go after the dance. It includes only those numbers, which include students from the Gym.
5. An example of how to read the roll sheet
6. A Quick Change sheet-listing students with quick changes. Some students have quick changes that require them to use the Quick Change Area (Q). A "Q" next to their name will indicate this.
7. A Program of the show, listing all of the dance numbers; pick one up at the front table when you arrive.
8. List of "Act 1 Only" Students – These students can be signed out at intermission by a parent to either go home or watch the show (if they have a ticket, or can sit on a parents lap).

Overview of Dressing Room A Leader Tasks

- Each class is sitting at a designated table in the Gym. 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 (Gym) Roll Sheet. Runners will be taking the students to and from the stage. The Gym has one Leader and two or three floaters (assistants). Your job as a 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 a floater 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 the next numbers are ready to go when the runners come to pick them up.

Before the Show

- When you arrive, enter the college by the main door, pick up a nametag from the table in the lobby, and follow the signs to the Gym. Put your name tag on, so people will know you are a volunteer.
- 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.
- If you are starting the evening 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. The leader should be standing inside the Gym doors with the enclosed sign-in/out list. This list has each student's name and the tables the students should be sitting at. Please make sure you get the parent or guardian's signature when they drop their dancer off. The Leader and the floaters should help the students find the tables that have been reserved for them. Some students may see their classmates at other tables and want to sit with them, please make sure they go to the table they are assigned to.
- As their parents bring their children to the room, check for the following things:
 1. If the student is wearing any jewellery, especially earrings, ask the parent to remove the jewellery and keep it with them during the show.
- If the student has a Quick Change, ask the parents to help the student place their costume in Q, then bring the student back to the dressing room.

Pre-Set Costumes for Quick Changes

- As students arrive, the Leader should check the Sign-In Sheet or the Quick Change Sheet for students who have quick changes. The Sign-In Sheet 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 as a quick reference list. Both will tell you who has quick changes. Students on the sign-in sheet who have a "Q" before their name should place their costumes for their quick change dances (check the Quick Change List for which dances these are), along with any accessories, shoes, and hair items, in the Quick Change Area (Q). 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 your Quick Change List once you have confirmed that they have pre-set the costume.

Students who are only in Act 1:

- Students who are only in Act 1 can be picked up at intermission to either go home or watch the rest of the show (if they have a ticket or are young enough to sit on a parent's lap). See the Act 1 Students list. Ask Katie if you do not have this list. (The Roll Sheet also indicates which students are done; the word "done" is written next to their name on their last number – their last number is also on the Act 1 Students list).
- Students who are only in Act 2 must still arrive 1 hour before the show starts just like everybody else, even if they don't dance until after intermission. These students must also stay in the change room for the 1st half of the show, not in the audience.

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 Roll Sheet 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 runner 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 (bathroom at the back of the gym). 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, as 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. The volunteers in charge of each table should know who is supposed to be there and who is not.
- Handle any conflicts about hair, food, jewellery, underwear, etc. Volunteers helping the individual classes have instructions to enforce certain rules (e.g. that students have their hair in a tightly secured bun) Make sure volunteers have gotten their children ready for their numbers.
- Help students who are more than one number get to their new costumes after their numbers are done.
- Cover any volunteers who need to leave for any particular reason. The volunteers should notify the room leader if they have to leave.
- Children do not need to stay at their tables as long as the gym stays organized. In the past, many students have pulled up chairs to watch the TV at the front of the room, or practiced their dances.

General Notes:

- if you have a problem or concern, notify the Room Leader, one of the Runners, Dawn or Katie
- There may be errors in the line up lists that we gave to the Volunteers in the Gym. We often don't discover these errors until Recital Day. 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 they cannot take out their earrings because they just got them pierced. In the supply box, there should be Band-Aids. Cut off a small piece and put it over the earring. If there is an issue, get Dawn from the stage.
- Try to arrange to have the table volunteers go with the classes (especially the young ones) if there aren't any students remaining that their table, as they go on stage.

When volunteers' children are dancing

- In the past we have allowed volunteers to leave their positions to watch their children perform. This year however, we have asked that parents only volunteer for the show that their child is not performing in, or otherwise performing for the second time. Volunteers are not to leave their tasks to watch their child perform.

Intermission

- Students should be signed out at the intermission if they are done dancing. 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 Miss Dawn know. She will make an announcement to have that family come back stage to pick the student up.

Rented Costumes to Collect

- This year since it was a non-costume year, parents have rented costumes from the studio, and they need to be returned. Costumes will be returned on May 28th for picture day. If a parent tries to give back a costume, simply remind them to keep it until Photo Day on the 28th. If they do not plan on attending photo day they can certainly return them after recital by leaving them on their table in the gym. Any costumes left behind will be brought back to the studio.

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 1st or 2nd act.
- If someone is insistent on taking his or her child, use your judgement. 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 until 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 Miss Dawn. If it is the same parent insisting on taking the child and they have no good reason, they are just breaking the rules, tell them they need to wait until intermission or the end of the show. If this creates a problem, please contact Dawn.

Food/Snack – students in both shows

- Students who are performing in both shows will need to eat between the shows. Typically, students eat outside in the grass, or if they are older, they walk down the street to Tim Horton's or KFC. Students should not stay in their costume between shows; 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 college or lagging in the dressing rooms without a parent or adult present. Staff and volunteers will not be available to supervise between shows, as they will be preparing for the next one. Students should either leave the college during this time; wait outside, or in the lobby.
- DO NOT LET CHILDREN EAT SNACK IN THE GYM DURING THE SHOW. This prevents messes and potentially ruining their costumes with stains (water is okay).

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 the students have made a mess, don't let them leave until they have cleaned it up. Make sure the Gym 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 Miss Dawn

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.