

STEP-BY-STEP DRESS REHEARSAL & PERFORMANCE PROCEDURES!

FOR DANCERS IN 5TH GRADE (2016/17) & UP!

(These instructions are by age & apply to both Evening & Matinee Shows!)

DRESS REHEARSAL PROCEDURES: These are slightly **different** from the Performance Procedures, so please be familiar with the procedures for both events!

MATINEE DRESS REHEARSAL TIMES

Daddy & Me Dancers- Arrive 4:30pm, Start 5:00pm
All Other Dancers- Arrive: 5:00pm, Start: 5:30pm

EVENING DRESS REHEARSAL TIMES

Daddy & Me Dancers- Arrive: 4:30pm, Start: 5:00pm
All Other Dancers- Arrive: 5:15pm, Start: 5:45pm

ARRIVAL INFORMATION:

- Please arrive at the designated time listed above for your dancer. **You may enter Hendricks Hall/ Dressing Rooms no earlier than 30 minutes prior to your rehearsal time.**
- **Wait to change into your costume until you are at Hendricks Hall.** This allows no opportunity for wrinkling, spills, etc.
- Enter the theatre building through the front entrance of Hendricks Hall, go down the stairs and follow the hallway/ signs to your assigned dressing area (see room assignment sheet).
- Report to your assigned dressing room and follow the check in procedures for your class!

CHECK IN & OUT PROCEDURES!

CHECK-IN INFORMATION: (the procedure is different for dress rehearsal than the performance!)

Dancers in 5th-6th Grades (2016/17 School Year):

We recognize that these dancers are older and don't need as much assistance backstage. However, in the interest of your child's safety, we still ask parents to sign their child in and out at this class level.

- Parents, please sign your dancer in at the table outside your dressing room before entering the dressing room. (If possible, please have a mom come backstage as dancers will be changing, but if a dad needs to come backstage, please remain outside the dressing room.)

Dancers 7th Grade & Up (2016/17 School Year):

Dancers must report to their assigned room and check in so we know you have arrived. **Parents DO NOT NEED to sign these dancers in or out.** Make sure you use this room as your dressing room; do not switch to another room to be with your friends. This is where our staff will find you throughout the rehearsal and performances.

All Dancers:

- Once you have checked in, you will need to change into your **FIRST COSTUME (YOU DO NOT NEED TO WEAR YOUR DADDY & ME COSTUMES FOR REHEARSAL)** and report to the auditorium by your designated rehearsal time (see above). Do not wear your tap shoes for the Daddy & Me rehearsals or the finale rehearsals.
- Students who will not have time to return to their original dressing room to change between numbers, will need to set their next costume, shoes, and all accessories in their quick change area before coming into the auditorium. Staff will show them where to put their things. **We will make sure these students know who they are and where they need to go for their quick change(s).**

REHEARSAL PROCEDURE INFORMATION:

- We will begin rehearsing Daddy & Me Dances at 5pm. Please be seated in the auditorium ready for rehearsal instructions at that time! You do NOT need to wear Daddy & Me Costumes! PLEASE DON'T BE LATE.
- **We will make important announcements as soon as the Daddy & Me rehearsals are complete so EVERYONE needs to be present in the auditorium at the start time listed above.** We will do our best to begin and end as promptly as possible.
- After announcements, we will call students up to the stage from their seats in the auditorium to start rehearsing with the Finale.
- CS Staff will accompany all students back to the dressing rooms after we have rehearsed the finale. We will then go back to the beginning of the show and run through each number once in order.
- At this point, students will remain backstage until they are done rehearsing their routines and parents should remain in the audience.
- **WHEN A STUDENT'S LAST NUMBER IS FINISHED REHEARSING, THEY MAY LEAVE REHEARSAL. THEY DO NOT NEED TO STAY TO REHEARSE THE FINALE AGAIN.**

CHECK-OUT INFORMATION:

- If you signed your child in, please be sure to sign your child out so we can account for the whereabouts of all students at all times.
- **Please be sure to take all costumes and accessories home with you and double check that everything is still in order for the performance!**

PERFORMANCE PROCEDURES: (These are slightly different than during Dress rehearsal!)

MATINEE PERFORMANCE TIMES

All Dancers- Arrive: 1:00pm, Start: 2:00pm

EVENING PERFORMANCE TIMES

All Dancers- Arrive: 6:00pm, Start: 7:00pm

ARRIVAL INFORMATION:

- Please arrive at your appointed call time (one hour prior to performance time- see above). **Please DO NOT arrive earlier as staff and volunteers need time to prepare!**
- **Again, wait to change into your costume until you are at Hendricks Hall.**
- Report to your assigned dressing room and follow the check in procedures for your class!

CHECK-IN INFORMATION:

- Parents need to sign in dancers in 5th-6th Grades.
- Dancers in 7th grade & up need to check themselves in.
- Once you have checked in, dancers will need to change into their FIRST COSTUME.
- Be sure to set any quick changes you may have and line up assistance if needed!
- **Parents- unless you are a backstage volunteer, we ask that after you help your child get ready for their first number, you then return to the audience to enjoy the show!**

CHECK-OUT INFORMATION: (Dancers will not be allowed to leave until after the finale.)

- If you signed your child in, please be sure to sign your child out so we can account for the whereabouts of all students at all times.
- **Please be sure to take all costumes and accessories home with you and double check that everything is still in order for the next performance!**