

# STEP-BY-STEP DRESS REHEARSAL & PERFORMANCE PROCEDURES!

## DRESS REHEARSAL PROCEDURES- Dancers in 3rd Grade (2015/16) & Under! Creative Movement, Precombo I & II, Intro Combo, Junior Combo 1-3, Junior Ballet 1-3

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 at the above time- no earlier!**
- **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 (assignments coming via email).
- Report to your assigned dressing room and check in with the staff located outside each dressing room.

### NEW CHECK IN & OUT PROCEDURES!

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

- Please sign your child in at the table outside your dressing room before entering the dressing room. You will receive a badge with your child's name on it. **You will need to turn this badge back in to pick up your child after rehearsal!**
- After signing in, please check-in with your Class Moms\* in the dressing room and be sure to introduce your child to the Class Moms! (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.) *\*The Class Dads in the Boys Dressing Room fill the same role as Class Moms!*
- You can then help your child get dressed in their **FIRST COSTUME** (not their Daddy & Me costume). However, at this point they need to wear ballet or jazz shoes, **NOT their tap shoes!**
- Once your child is ready, **YOU AND YOUR CHILD** should head out into the auditorium to await further instructions. **LEAVE their tap shoes and belongings in the dressing room** and be sure both your child and the Class Moms know where to find these items as you, the parent, WILL NOT be returning to the dressing room until after rehearsal!
- **Double check that all of their dance shoes are labeled, as they WILL not be wearing them backstage the entire time and dance shoes look alike!** (Masking tape and markers are available in each room!)

### REHEARSAL PROCEDURE INFORMATION:

- We will begin rehearsing Daddy & Me Dances at 5pm. Please be seated in the auditorium with your child ready for rehearsal instructions at that time! You do NOT need to wear Daddy & Me Costumes!
- **We will make important announcements as soon as the Daddy & Me rehearsals are complete (see times above) so EVERYONE needs to be present in the auditorium.** We will do our best to begin and end as promptly as possible. PLEASE DON'T BE LATE!
- 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:

- Please have one parent (preferably a Mom) return to the dressing room with the badge you were given.
- Show the badge to the staff outside the dressing room for admittance and then help your child change out of their costume and gather ALL of their belongings. **Please be sure to take all costumes and accessories home with you and double check that everything is still in order for the performance!**
- Let the Class Moms know you are leaving and be sure to **SIGN YOUR CHILD OUT AND TURN IN YOUR BADGE AS YOU EXIT THE DRESSING ROOM!**

### PERFORMANCE PROCEDURES- Dancers in 3rd Grade (2015/16) & Under!

(Please note- 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:

- Report to your dressing area at your appointed call time (one hour prior to performance time- see above chart). **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 check in with the staff located outside each dressing room.

#### CHECK IN & OUT PROCEDURES!

#### CHECK-IN INFORMATION: (slightly different for the performance than the dress rehearsal!)

- Please sign your child in at the table outside your dressing room before entering the dressing room. You will receive a badge with your child's name on it. **You will need to turn this badge back in to pick up your child after the finale!**
- After signing in, please check-in with your Class Moms. You can then help your child get dressed in their **FIRST COSTUME** (it might be their Daddy & Me costume).
- Once your child is ready, make sure both your child and the Class Moms know where to find any additional costumes, accessories **and their ballet or jazz shoes** (they will wear ballet/jazz shoes for the finale and also if they go up to the balcony to watch the performance!)
- **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!** Dancers will remain with their class for the entire performance.

#### CHECK-OUT INFORMATION: (Parents will not be allowed to check out their child until after the finale.)

- Please have one parent (preferably a Mom) return to the dressing room with the badge you were given.
- Show the badge to the staff outside the dressing room for admittance. You can then gather your dancer and their belongings (they **DO NOT NEED to change out of their costumes after their final performance**- this way you can take pictures with family and friends in the lobby or outside- but don't wear your dance shoes outside!).
- Let the Class Moms know you are leaving and **BE SURE TO SIGN YOUR CHILD OUT AND TURN IN YOUR BADGE AS YOU EXIT THE DRESSING ROOM!**