



BACKSTAGE VOLUNTEER NOTES

Parent Helper _____

Child's Name _____

Child's Class _____

Arrival Time _____

Thank you for volunteering for this year's Nutcracker performance. As always, we could not execute this show without the help of our families and friends.

You will need to be present for the dress rehearsal. Please arrive with your child at your specified arrival time indicated above.

Please check in at the front table to receive your backstage lanyard. Only parents with volunteer lanyards will be allowed backstage and in the auditorium prior to the show. You will be directed by MDA staff on where to go from there.

DRESS REHEARSAL

During dress rehearsal, everyone will be seated in the audience unless they are changing or preparing to go onstage. Please help to keep the dancers quiet and grouped together. If you need to step away to take a child to the bathroom or ask questions, please make sure there is another adult that can keep an eye on your group.

After the dress rehearsal is over, students and volunteers will return to their dressing area to get ready for the show. This is a good time to have students use the bathroom, check costumes, and eat a clean snack. Please make sure snacks are clean. If they are not, they will need to cover up or come out of their costume to avoid spills. When the show begins, please make sure the students are quiet and stay in the dressing area until it is their time to go to the stage. A staff member will come get the students when it is their time.

DURING THE SHOW

- **Pre-level helpers** must go to the wings of the stage with their group. This is where you will watch the dance from. Once the dance is over, you will return with the dancers to the dressing area to wait for the final bow.
- **Upper level helpers** will oversee the dressing room area. Please stay on top of dancers about keeping their costume pieces organized. Some students will have a change and some will not. Please help with pinning anything that needs to be pinned. Please make sure you follow your child to the stage when it is their turn to dance so you can watch them perform.

DISMISSAL AFTER THE SHOW

All students will take a final bow in their costume at the end of the show. Please make sure the students are lined up in one straight line as they go backstage for the bow. After the bow, students will go back to their dressing area to change, retrieve their belongings, and be checked out.

- **Pre-level students** will return their costume pieces to the costume bin. Once each student has their costume removed and has their belongings, you will follow a staff member to the stage to dismiss the students one at a time. Please remain with your group until each student is dismissed. Ms. Shannon will be on the stage to help dismiss, as well. You are then free to leave.
- **Upper level students** will pack their costumes in the original bags as they were taken home. Please make sure each student has each costume and accessory that it came with according to the packing slip. They will take this home with them. (They will return the costumes at their next class.) After their costumes are packed and they have their belongings, they can check out with Ms. Shannon from the stage. Students are not allowed to leave until they check out. Please stay until each student is dismissed. You are then free to leave.

NOTE: ONCE WE HAVE THE NAMES OF ALL VOLUNTEERS, THE BACKSTAGE HELPERS WILL RECEIVE A COPY OF THIS COMPLETED FORM.

UPPER LEVEL DRESSING ROOM HELPERS

- **Ballet 1** — (need 3)
- **Ballet 2-4** — (need 4)

PRE-3 LEVEL HELPERS

- **Monday Pre-Ballet-3** — (need 1)
- **Thursday Pre-Ballet-3** — (need 2)
- **Thursday Pre-Jazz/Hip Hop** — (need 1)
- **Saturday - Pre-Ballet 3** — (need 3)
- **Saturday - Pre-Jazz/Hip Hop** — (need 1)
- **Saturday - (Contemporary Minis** — (need 1)

OTHER SUPPORT STAFF

- Pre-3 dressing room staff:
- Upper level dressing room staff: Ms Alex
- Stage manager: Ms Miranda Banks-Mahlum
- Backstage Runners during show:
- Set and Curtain operator: Ms Athena Gallian
- Stage left quick change: Ms Linda
- Front of house: Ms Linda

OTHER VOLUNTEER HELPERS NEEDED

- **USHERS (SEE SEPARATE PDF FOR USHERS NOTES)**
- **LOBBY HELP (BEFORE SHOW)**
 - **Tickets** — (Ms Linda and 1 volunteer)
 - **Check In Students and Volunteers-** (need 1)
 - **Escort Students Backstage** — (need 1)