**Backstage Volunteers –Information Sheet**

* Detailed lists and info will be provided at each table. It will be important for each volunteer to read through and understand the requirements for each group of dancers they are assigned to.
* Each group should choose a lead parent to help coordinate.
* The day of dress rehearsal, a costume coordinator will visit each table/group and explain the costumes and how they should be worn.

**General Rules**

* Ensure no child leaves the gym.
* No running or playing active games, we do not want any sweaty kids or messed up hair or makeup when they go on stage.
* Keep the children calm, if you have coloring books or no mess activities for the younger kids, please bring them.
* No eating or drinking while in costume at dress rehearsal and they can only eat if they have a long enough break. For the shows, there will be no food allowed.
* Make sure the children use the bathroom early or during intermission to not impact timing.
* Make sure hair is off their face.

**Costumes**

* Help keep costume pieces together for each dancer. Changes are quick and items are often left on the floor by the dancers.
* Ensure proper tight color and shoes for each dance – this will be indicated next to each dancer and dance.
* Ensure all costumes look the same for all dancers (hair pieces on the right side of the head, bows, and other accessories positioned the same); all will be discussed at dress rehearsal.
* Make sure straps are flat and bra straps are hidden.
* Ensure dancers do not remove costumes over their head. If the costume requires this, please help them to prevent lipstick stains.
* At the end of each show, ensure all parts and costumes are hung up neatly and grouped by dancer, they should be organized the same as they arrived!
* Dancers requiring quick changes will be identified next to their name and dance at each table along with a previous Diane’s School of Dance alumni who will be assigned to assist each dancer during quick changes.

**Makeup**

* Makeup will be applied in order of the dancer’s scene, please be aware of the scenes your dancers are in and ensure they have ample time to have their makeup applied. The scene order will be provided at each table.
* Check their makeup often; ensure they do not have smudged lips or other issues. If needed, send them to makeup and have it reapplied.
* The following dances require extra time due to special makeup requirements:
	+ Enchanted Toys
	+ Wooden Soldiers
* For makeup application, the dancer should not wear the costume or ensure the costume is fully covered with an oversized shirt or robe the dancer is instructed to bring.

**Finally**

* Timing is very important with this show. It will move along very fast, therefore be aware of everything going on to ensure there are no disruptions.
* Most importantly, stay calm around the dancers and have fun! If they see the parents stressed, they will be stressed. We want this to be a wonderful experience for all the dancers.