

Helper Information 2024

Thank you so much for offering to help with the show, this is much appreciated from all at Joze School of Dance

General:

- Everyone must register and sign out at the registration desk on entry and exit of the building. This will be downstairs in the Winter Gardens.
- The smooth running of the show and the safety of the children relies on all helpers arriving promptly before performers - **see below for timings.**
- Only DBS checked helpers or under 18 helpers will be allowed backstage – no other parents/carers!
- Please help clear up any rubbish or lost property at the end of each rehearsal or show.
- Chaperones must read the separate Chaperone Duties document for information on their role.
- Contact Jo (details below) if you have any questions.

Registration Officers:

- Please arrive in plenty of time as you are registering everyone into the building!
- You will be working with our school administrator, Katie McEwan.
- You may need to direct other helpers and performers to their dressing rooms/areas - Reps Troupe will be around in their red hoodies plus our Teaching Assistants to direct students and answer any questions.
- After the show or rehearsal, you must stay until everyone has been signed out.

Quick Dressers:

- If you are over 18 please bring your DBS with you
- On arrival collect your running order at the registration desk and then go and find your dancers in their dressing rooms.
- Set an area in the wings for your dancers before each Act and make sure they know where their costumes are.
- Bring carrier bags, hangers and sharpie pens to write each dancer's name and the name of dance on the bag.
- Each quick change happens in the wings and you will be allocated a wing on your running order.

Tuck Shop:

- Kim Simcoe will be responsible for the setting up, signage, float, purchasing and pricing of refreshments etc. Sellers will be assisting her in selling the refreshments
- There is a designated refreshments area in Winter Gardens which consists of a counter with shelving underneath for stock.
- You will also have a supply of programmes to sell too & a donation bucket for programme money

'Panda' and Programme Selling:

- Programme selling will be for half an hour before each show - There will be a desk for the main programme seller plus programmes to sell on refreshments and the ticket office as well as with 'Panda'
- The donations buckets for programmes will all be stored with Kim Simcoe on refreshments apart from the ticket office donation bucket which will be kept with "Mrs Ticket", Kate James
- 'Panda' will be stored in the back kitchen - please return 'Panda' and the donation bucket when the front of house staff ring the final bell for the show to start.
- Please wander around Winter Gardens and the auditorium with 'Panda' posing for photos with any audience members! Please also sell some programmes.

Box Office:

- We are able to use the Kings Hall Ticket Office by the doors of Winter Gardens.
- You will sell any walk in tickets plus you will have a print out of all tickets pre-bought online to assist with queries and seat numbers - please supply your own cash float for walk in tickets
- You will also have a supply of programmes to sell & a donation bucket for programme money which you will then be in charge of.

Raffle:

- Sue Walters is responsible for the setting up, signage, float and tickets.
- Please only sell tickets before each show.
- Place winning tickets on the prizes for collection after the show.
- You will have 2 tables in the Winter Gardens to use.

Runners:

- Please collect your running order when you sign in at the registration desk.
- There is a one way system in place for the majority of performers - They will mainly enter stage right and exit stage left.
- Your job is to make sure you always have one group onstage, one in the wings and one getting ready.

Senior Tech Rehearsal - Wednesday 28th Feb at Theatre

Rehearsal Kings Hall Theatre	Chaperone Arrival Time	Student Arrival Time	Rehearsal Starts	Rehearsal Ends	Collection Time
Senior	5:00 pm	5:15 pm	5:30 pm	8:30 pm	8:30 - 8:45 pm

Junior Show Rehearsal - Thursday 29th Feb at Studio

Rehearsal Studio	Chaperone Arrival Time	Student Arrival Time	Rehearsal Starts	Rehearsal Ends	Collection Time
Junior	4:00 pm	4:15	4:30 pm	6:00 pm	6:00 - 6.15 pm

Dress Rehearsal - Friday 1st March at Kings Hall Theatre

Dress Rehearsal Kings Hall Theatre	Chaperone and Helpers Arrival Time	Student Arrival Time	Rehearsal Starts	Rehearsal Ends	Collection Time
Junior	4:00 pm	4:15 pm	4:30 pm	6:00 pm	6:00 - 6:15 pm
Senior	6:15 pm	6:30 pm	6:45 pm	9:30 pm	9:30 - 9:45 pm

Show Day - 2nd March at Kings Hall Theatre

Show Day Kings Hall Theatre	Chaperones and Helpers Arrival Time	Performer Arrival Time	Performance Starts	Collection Time
Junior	11:00 am	11:15 am	12:00 pm	1:00 pm
Senior Matinee	1:30 pm	1:45 pm	2:30 pm	5:00 - 5:15 pm
Senior Evening	6:00 pm	6.15 pm	7:00 pm	9:30 - 9:45 pm

Please purchase tickets online - ticketsource.co.uk/joze-school-of-dance

Remember to print off your own tickets in advance or have them available to scan on your phone

We ask all performers to sell a minimum 4 tickets each to allow us to continue to put on annual shows, Thank you