

## Helper Information 2025

*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.
- 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 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 & or Chaperone License 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.

### Refreshments:

- 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 in the Winter Gardens Foyer
- Please only sell tickets for the half hour before each show.
- Place winning tickets on the prizes for collection during the interval and after the show.
- All takings to be stored with Kim Simcoe on refreshments.

### Merchandise Stall:

- Katie McEwan is responsible for the setting up, signage and float in the Winter Gardens Foyer.
- Please sell for half an hour before each show and during the interval - NOT after the show
- You will have 2 tables in the Winter Gardens to use.
- All takings to be stored with Kim Simcoe on refreshments.

### 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.
- After the Saturday night show please help Sarah Tuner with costume collections

### Senior Tech Rehearsal - Monday 31st March at Theatre - NO costumes or hair & makeup needed

| Rehearsal at Kings Hall Theatre | Chaperone Arrival Time | Group 1         | Group 2  | Group 3 (Adult Dancers) |
|---------------------------------|------------------------|-----------------|----------|-------------------------|
| Senior                          | 5pm                    | 5.15pm - 6.30pm | 6.30-8pm | 8-9pm                   |

### Junior Show Rehearsal - Tuesday 1st April at Studios - NO costumes or hair & makeup needed

| Rehearsal at Studio | Chaperone Arrival Time | Student Arrival Time | Rehearsal Starts | Rehearsal Ends | Collection Time |
|---------------------|------------------------|----------------------|------------------|----------------|-----------------|
| Junior              | 4.15pm                 | 4.30pm               | 4.45pm           | 6.30pm         | 6.45pm          |

### Senior Medley Rehearsal - Wednesday 2nd April - NO costumes or hair & makeup needed

| Rehearsal at Studio | Contemporary Medley Times | Jazz Medley Times | Les Mis Times |
|---------------------|---------------------------|-------------------|---------------|
| Senior              | 5-6pm                     | 6-7pm             | 7-8pm         |

### Dress Rehearsal - Thursday 3rd April at Kings Hall Theatre - Please arrive in first costume with hair & makeup done

| Dress Rehearsal at Kings Hall Theatre | Chaperone and Helpers Arrival Time | Student Arrival Time | Rehearsal Starts | Rehearsal Ends | Collection Time |
|---------------------------------------|------------------------------------|----------------------|------------------|----------------|-----------------|
| Junior                                | 4.15pm                             | 4.30pm               | 4.45pm           | 5.45pm         | 6pm             |
| Senior                                | 6.15pm                             | 6.30pm               | 6.45pm           | 9.15pm         | 9.30pm          |

**SHOWTIME!** Performers also **cannot stay between shows** unless they are working at the show and are authorised by Miss Jo. This is due to the theatre rules and license laws.

| Showtime at Kings Hall Theatre | Chaperones and Helpers Arrival Time | Performer Arrival Time | Performance Starts | Collection Time |
|--------------------------------|-------------------------------------|------------------------|--------------------|-----------------|
| Senior                         | 6pm                                 | 6.15pm                 | 7pm                | 9.45pm          |
| Junior                         | 1.30pm                              | 1.45pm                 | 2.30pm             | 3.45pm          |
| Senior                         | 5pm                                 | 5.15pm                 | 6pm                | 8.45pm          |



Please purchase tickets online - [ticketsource.co.uk/joze-school-of-dance](https://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

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**Joze School of Dance**

[www.jozeschoolofdance.com](http://www.jozeschoolofdance.com)