

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.

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 - Fri 4th April	6pm	6.15pm	7pm	9.45pm
Junior - Sat 5th April	1.30pm	1.45pm	2.30pm	3.45pm
Senior - Sat 5th April	5pm	5.15pm	6pm	8.45pm

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