

## Helpers Information

Thank you so much for offering to help with the show!

- **All helpers must register on entry and exit of the building** at the Registration Desk. This will be downstairs in the Winter Gardens.
- The smooth running of the show and the safety of the children rely on all helpers arriving promptly **an hour before the show starts** so they can be there before performers.
- Only DBS checked chaperones will be allowed backstage – **no parents!**
- 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 only need to register helpers and children in the Winter Gardens - other performers will sign in on their dressing room doors.
- You may need to direct chaperones and performers to their dressing rooms.
- After the show or rehearsal, you must stay until everyone has been signed out.

### Front Of House:

- This is anyone helping as a **Programme, DVD or Refreshment Seller**, or at the **Box Office**.
- After signing in, please see Elaine Stott (by the refreshment stall) to collect your money float.
- Please help clear up your area at the end!

### Runners:

- Please collect your information pack when you sign in at the registration desk.
- Your job is to make sure you always have one group onstage, one in the wings and one on their way – do not let dancers come into the wings too early as we need the space.
- After the evening show, please assist with costume returns - any costumes to be given back (see the lists on dressing room walls) must go into the correct box or bag (they will be labelled with the relevant dance) and not home with the performer!

### Hair and Makeup Helpers:

- After signing in, please go straight upstairs to the hair and makeup tables on the Winter Garden balcony.
- You do not need to bring makeup or hairstyling equipment as this will be provided.
- 'Woodland Ballet' bunnies & bears need some basic facepaint for whiskers & noses

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Jo Sproston (A.I.D.T.A)(E.T.M)

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**Joze School of Dance**

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

### Quick Change Dressers

- Please collect your information pack from the registration officer when you sign in.
- Before the show or dress rehearsal starts, find your allocated dancers for Act I in their dressing rooms and collect their costumes for the quick changes. Collect the costumes you will need for Act 2 during the interval.
- Bring named carrier bags and hangers for each costume so you can hang them in the wings without them getting mixed up.
- Let the dancers decide which wing is best for them to change in. This will depend on their exit from their previous dance or their entrance for the next one. Make sure the costumes are hanging in the correct wing!
- Lay out and get ready (unfasten buttons and undo laces, for example) costumes in time for the dancer to be able to start changing straight away.
- Please get them changed on immediate exit from the stage!
- After the evening show, please assist with costume returns - any costumes to be given back (see the lists on dressing room walls) must go into the correct box or bag (they will be labelled with the relevant dance) and not home with the performer!

### Costume Washers

- Collect a box of costumes at the end of the evening show.
- Use a 30 degree delicate machine wash, and hand wash tutus.
- Bring a list of what costumes you have and what names are in them to the studio by the end of April

Saturday 4th April 2020 – 2pm & 6.30pm

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

Remember to print out your own tickets in advance!

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