

**\*PLEASE READ BEFORE MAKING THE COMMITMENT\***

# **ROOM MOMS/DADS**

**>>> SIGN UP AT THE TAKE FIVE OFFICE <<<**

**★SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from backstage.

**ARRIVE 1 HR. & 15 MINUTES BEFORE SHOWTIME:**

Show 1: Saturday, Dec. 16th, 2023 @ 4:30 pm  
Show 2: Saturday, Dec. 16th, 2023 @ 7:00 pm  
Show 3: Sunday, Dec. 17th, 2023 @ 4:30 pm  
Show 4: Sunday, Dec. 17th, 2023 @ 7:00 pm

arrive at your dressing room by 3:15 pm  
arrive at your dressing room by 5:45 pm  
arrive at your dressing room by 3:15 pm  
arrive at your dressing room by 5:45 pm

**ROOM MOM PACKET - ONE PER CLASS - PICK UP BACKSTAGE AT THE SHOWS**

- Packets contain Sign-in/out Sheets and Badges.
- Packet will go to the first Room Mom who picks it up.

**RESPONSIBILITIES**

1. You will report backstage to your assigned dressing room to greet your dancers and their parent.
2. Parents will “sign in” their child and help them with their costume and accessories.
3. **NO FATHERS, UNCLES, GRANDPAS OR BROTHERS IN THE GIRLS’ DRESSING ROOMS.**
4. You will remain in the dressing room, watching the class, until it is their time to perform. Dancers are not allowed to leave the dressing room without their parent.
5. Depending on your age group, you may have to assist dancers to the bathrooms or you may need to assist them into other costumes. You are responsible for making sure dancers are presentable for stage with their hair, make-up and accessories in their proper places.
6. A backstage coordinator will take you and your class backstage. They have stage charts and will be responsible for placing dancers in their correct order.
7. You will watch the performance up close, in the wings, backstage.
8. You will take your dancers back to the dressing room and remain with them until it is time to line up for the finale.
9. A backstage coordinator will line up your students for the finale. You will stay backstage while dancers are on stage.
10. After they bow, student helpers will assist your class off the stage and bring them back into the dressing room.
11. **ROOM MOMS ARE RESPONSIBLE FOR DANCERS UNTIL THEIR PARENT SIGNS THEM OUT.**
12. Parents will arrive to the dressing rooms. They must “sign out” their dancer. They will help their child out of their costume.
13. You must remain in the dressing room until ALL of your dancers have been picked up.
14. Please help clean up the room and see to it that no belongings are left.
15. Turn in badges and sign in/out sheets to a backstage Take Five Dance Staff member.

**SEE OTHER SIDE ABOUT “ROOM MOMS & DADS” >>>>>**

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# **USHERS & TICKET CHECKERS**

**>>> SIGN UP AT THE TAKE FIVE OFFICE <<<**

**★ SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from the auditorium.

## **ARRIVE 1 HR. & 15 MINUTES BEFORE SHOWTIME:**

Show 1: Saturday, Dec. 16th, 2023 @ 4:30 pm	arrive at your dressing room by 3:15 pm
Show 2: Saturday, Dec. 16th, 2023 @ 7:00 pm	arrive at your dressing room by 5:45 pm
Show 3: Sunday, Dec. 17th, 2023 @ 4:30 pm	arrive at your dressing room by 3:15 pm
Show 4: Sunday, Dec. 17th, 2023 @ 7:00 pm	arrive at your dressing room by 5:45 pm

## **RESPONSIBILITIES**

- 1. Pick-up Production T-Shirts at the Shows**  
Volunteers (Ushers/Ticket Checkers) will borrow a Take Five Dance Production black t-shirt. You will be able to pick up your shirt from the Take Five Box Office in the high school lobby on the day you are volunteering.
- 2. Clean Up - ALL VOLUNTEERS**  
Please help clean up the seats, rows, and aisles once the performance is over. This is a quick process since water bottles are the only thing allowed in the theater.
- 3. Digital Program Book**  
Volunteers will help explain the digital program book to guests. We will have posters with the QR Code to download/view the program book and guests will also be able to view the program book from our website at [TakeFiveDance.com](http://TakeFiveDance.com).
- 4. Ushers**  
Ushers will be posted in certain areas in the audience. You are responsible for “keeping the calm” in the audience. We have assigned a “Lead Usher” to explain specific duties. This will take place once everyone has arrived. Ushers might wear headsets and carry flashlights.
- 5. Ticket Checkers**  
Ticket Checkers will be posted in the Lobby. Please greet our guests with smiles, “hellos” and “welcomes.” Make sure tickets are for the correct show. *You may also be asked to be an Usher.*

**SEE OTHER SIDE ABOUT “ROOM MOMS & DADS” >>>>>**