

## **Guidelines for Backstage Help**

**Thank you for volunteering to help backstage at Heart of the Valley Dance Academy's annual recital.** The following information will help you during your time backstage:

We would like to ask all backstage help to be at Kaukauna High School by 5:45 pm on Friday night, 12:15 pm for the Sat 1:00 show and 5:15 for the Sat. 6:00 show. Please wear your "Gotta Get That!" t- shirt which will be supplied by HOTV Dance. All staff and parent volunteers will be wearing these same shirts. T-shirt can be picked up at the front table.

- In each classroom you will have a list of the children who will be in your room. This will include each song and class time. Almost all volunteers will be in the same room as your child.
- Each room will have a plastic tub filled with supplies for the children. This will include crayons, coloring books and paper, puzzles, games, beads and string for bracelets, foam sticky shapes, etc. Each room may also have a TV- we will livestream the recital for rooms to watch.
- We will have staff at the main entrance checking all who enter the backstage area for a backstage pass. Students will then go to their designated rooms. All dancers must remain in the room at all times. There are bathrooms near the stage doors for dancers to use, and several dressing rooms at the end of the first main hallway- please escort young students there. Older students may leave to use the restroom or the dressing rooms but please keep track of students' locations. There are **no** bubblers/water fountains backstage.
- We have one person who will line up the numbers for the show. When it is time for a class to get ready to go on stage she will come to the room and bring them to the stage door. We try to have 1-2 classes waiting in the wings on stage and 1-2 classes waiting in the hall at all times. When your child's class is brought to the stage door, please feel free to join them. You can stand in the wings to watch your child dance but we ask that you return to your room after your child's performance is over.
- During the recital we ask that you try to keep the noise level in each room to a minimum. When in the halls and the backstage area we ask for whispers only. The noise in the backstage area can be heard in the auditorium if things get out of hand. Please remind dancers when they leave your room to keep their voices and their tap shoes as quiet as possible.
- Additional help will be available to assist with younger student costume changes. The end of the main hallway will have several changing rooms as well as racks to hang costumes. Dancers will be able to drop off costumes in this area and return to this area after dances to change. A parent will be stationed here to help dancers.
- As the end of the show nears we begin to line dancers up for our finale. Please accompany your students to the waiting area for the finale. If there are several parents in your room some can stay back to help pick up.
- All students will be accompanied back to the room after the final bow to be picked up by parents. No parents will be allowed to take their child from the stage and parents will not be allowed in the backstage area until all dancers are in the rooms. Again, we will have staff at the door checking everyone who enters for a backstage pass.
- Please clean up your room at the end of the night by putting all supplies back in the plastic tub, wipe off tables and be sure the floor is picked up. We really appreciate your help with this! When all students are gone from your room you are free to leave.
- **You are welcome to join us at our after party Saturday night following the show at The Moose Lodge, 900 Ducharme St. in Kaukauna. Food and Drinks will be provided by HOTVDA. We hope to see you there!**  
**Thanks again for volunteering to help!**