



# 4S Dance Academy

## Backstage Chaperone Responsibilities & Guidelines

### **Attendance: Required to attend BOTH the Dress Rehearsal & Performance**

- Please plan to attend both the dress rehearsal and the performance. If you are chaperoning a room with your child, please be mindful that you are in charge of watching ALL students assigned to that room.
- You may watch your child dance from backstage, as long as there is another chaperone present in your assigned room as needed.
- Please stay out of the way of other dancers, crew, and out of view of the audience. If you can see the audience, they can see you!
- Please do not bring any other children with you as you chaperone.

### **Your Arrival & Departure as a Chaperone**

- Please arrive 15 minutes prior to your call time. Students will not be sent to their assigned room unless a chaperone is present.
- If there is a child in your dressing room, there must be a chaperone in there as well. Coordinate with other chaperones in your assigned room as needed when leaving the room for any reason.
- At least one chaperone MUST stay until all of your dancers have departed through security.

### **Dancer Arrival, Hair, Makeup & Costumes**

- As students arrive, please help each dancer hang their costume and get settled into a space/chair in the room.
- Headpieces will be given to chaperones at check-in, and they will be responsible for distributing and securing them on the dancers before they go on stage. Staff will come around to each room to assist with how to secure headpieces and skirts for Rosebud/Bluebells/Lilac during the dress rehearsal.
- Please assist & have younger dancers use the bathroom as needed. Ask them to go before they travel to stage
- Make sure children avoid running, eating, sitting and hugging in costumes. Make up can get messy!
- Bring a supply kit in case a student shows up unprepared.
- Suggestions for your supply kit:
  - ✓ Bobby pins, Hair ties, Safety Pins, small sewing kit
  - ✓ Extra makeup & Q-tips to hygienically share + makeup remover/wipes
  - ✓ Clear polish for runs in tights

### **Traveling to & From the Stage: Walk and Keep Quiet**

- Please keep your dancers in a group or groups if they enter from both sides of the stage.
- Please prevent children from running, chasing and screaming backstage. It is vital to remain calm and quiet so other groups can hear when they are being called to the stage, to prevent costume damage and to not disturb the performance. This may be a challenge as dancers will likely be very excited!
- It is helpful to practice lining up their lines or dances while you wait.
- Please help line them up quietly and quickly in their Stage Left & Stage Right lines (if applicable) when it is close to their number(s). A backstage runner will come to the door of your Dressing Room to escort your dancers to the stage.
- You may accompany your group with the Backstage Runner to the stage doors. there may be some waiting time for you to help chaperone in the hallway before the dancers enter the stage.
- You may watch from backstage, but you must be prepared to gather students when they exit so you can walk them back to the dressing room. Be sure to check which side students exit the stage from and plan to watch from that side!
- When the dancers are done rehearsing, you'll be advised if they will practice again or if they can change out of costume. Check with one of the stage runners if you are uncertain.

### **Special Circumstances**

Some dancers will need your assistance for quick changes. Be prepared for these instances. Please keep an eye on the clock and be aware of where we are in the program so you can be ready with their next costume and headpiece as needed.

### **Activities for the Dressing Room**

- Please take charge of your room to keep the dancers safe and their costumes neat.
- Dancers are not allowed to roam the halls and should be accompanied to the restroom.
- There will be periods of waiting. It is helpful to bring an activity, as well as an iPad or DVD player/movie to pass the time.
- If you bring a movie, please bring an appropriate movie for your age group.
- If you bring an activity, please be sure it is not messy. Stickers, construction paper, crayons etc. would be appropriate.

### **Snacks & Water in the Dressing Room: NO PEANUTS PLEASE!!!**

- Parents will be advised to send a snack and a labeled water bottle with their dancer. Please monitor any foods from home that may stain the costumes or contain peanuts.
- You may choose to bring a dry snack and water/cups to share. Please no sticky, messy items and avoid products with nuts as some students have allergies.
- Snack Suggestions: goldfish, pretzels, graham crackers, baby carrots, ETC.
- Dancers should not eat in their costumes. They may wear a shirt over when eating, but it is still better to wait until they are in their street clothes if time permits.

### **Time to Leave!**

- Act 1 only dancers may be released during intermission. Rosebud/Bluebells are required to be picked up at this time unless noted otherwise.
- Please get Act 1 only dancers changed for intermission pickup right away. Parents should confirm intermission pick-up at check in. Check with security as they can let you know.
- All Act 1 and 2 students are invited to join the Final Bow, though we recommend the Rosebud/Bluebell students to be picked up at intermission.
- Please return the room to the condition you found it. Have the dancers help! They should throw away their trash, collect their belongings and clean up their area.
- Please help hang the costumes in the dancer's costume bags and carefully replace the accessories. Please take care to keep the nametags on their hangers.
- There will be a Lost and Found that will be returned to the studio if not claimed at the theater.
- Please escort your dancers with their belongings to security for check-out.
- Security volunteers will call for the dancer groups or for the dancers individually when their families arrive.
- Please be patient and attentive as there will be a lot of activity happening in a small space and time frame to get dancers back to their families safely and quickly.

### **We are here to support you as you support the dancers!**

Thank you so much for your help, we could not put on a successful production without you, and hope you enjoy the excitement of being backstage!!