



Security Guidelines

Dress Rehearsal & Performance Day
Check IN / Out Procedures & Tips

Thank you so much for volunteering for our Security Team during the Dress Rehearsal and on Performance Day! Here is a guideline for you so you know what to expect:

GENERAL NOTES:

1. There should always be at least (2) security team members on duty. One should be designated to walk students to/from the dressing rooms. The other will assist parents as they sign in/out their students. There will be multiple security team members during each shift to facilitate the process.
2. Make sure someone is always at the security table. Never leave it unsupervised.
3. No parents, siblings, or friends are allowed backstage unless it is an emergency! The only people allowed backstage are dancers, teachers, and chaperones and **they will all need to sign in at Security and wear a 4SDA identifying lanyard. When in doubt, keep them out, until they can be verified by Jason.**
4. In case of emergency, use the radio to contact Jason, call Jason on his cell.

CHECK-IN:

1. Please arrive on time for your scheduled shifts. Dressing room chaperones will arrive shortly after you, followed by the students. Sometimes they arrive earlier than expected!
2. Younger students must be escorted to their rooms, each time they are checked in. Division 1 – 5 students will likely be able to find their designated room on their own after being checked in the 2nd time around for the performance. Use your best discretion.
3. Students will be coming in waves for the dress rehearsal, but for the performances, most students will be arriving at the same scheduled time. Please be prepared for it to be very busy from 9:45 – 10:15 AM and 1:45 – 2:15 PM.
4. Remind Rosebud/Bluebell parents at check-in that they are required to pick up their student at intermission, and may stay and watch the remainder of the performance.
5. Parents of students who are only in Act 1 may choose if their student will be picked up at intermission. They must notify you so you can let the chaperones know in advance.
6. There are a number of students who are old enough to check themselves in, but will need to be signed out by a parent or guardian unless noted otherwise (See #3 in Check-Out)
7. ALL students should be checked in a half-hour before each show. If there are any students who are not checked in by this time, please begin to call their parents.
8. Wait until every student is in their assigned dressing room before leaving the security area.

CHECK-OUT:

1. Chaperones, teachers, and security team members will bring students to the security table to be checked out in groups. Again, this will be in waves during the dress rehearsal, but will be a lot busier during intermission and after the performance(s).
2. Act 1 ONLY dancers may be checked-out at intermission. Rosebud/Bluebells are required to be picked up at this time, unless otherwise noted on the sign in/out sheet or per Jason.
3. Each student must be checked-out by a parent or guardian. Older students must be given permission by a parent and will be noted if this is the case.
4. Make sure all students have been checked-out before closing and leaving.

THANK YOU FOR VOLUNTEERING!

WE WOULD NOT BE ABLE TO PUT ON A SUCCESSFUL PERFORMANCE WITH YOUR HELP!