

San-Marie Stage School - Backstage Helper Information Sheet.

Thank you for taking the time to help out at the San-Marie Show.

Please wear your Chaperone badge (if it applies) at all times.

Your call time is set 15 minutes before the arrival of students.

Costumes will be set out in the order they are required, most will be on a labelled hanger naming the performer and the dance title, please make sure they are returned to the same place that you found them, this will make it easier for the next set of chaperones/parents. San-Marie Staff count every item of clothing before each performance, we would be really grateful if all items are returned as found rather than put in each individual child's box. Please put all accessories back into the bags so they are easy for us to count before each performance.

As you will need to stay with students while they are in the dressing-room we ask if a helper needs to visit the WC we ask that they do so before the children arrive or when their dressing-room students are on stage.

Chaperones go to the door to collect the first set of children. Once they have up to 12 students they must return to their room. Only a second chaperone may go and collect further children, otherwise performers will be brought to your room.

Once all of your students have arrived please introduce yourself and inform them that on no account can any performer leave the dressing room without a chaperone. Please also check they have all the correct items in their box. Bright white socks, Capezio Tights, shoes etc. Any problems please ask as we do have additional items to purchase. All drinks (water only) should be kept at a central point and please remove any sticky sweets so that they are eaten when costumes are not being worn.

If you are working backstage we would be grateful if you could help escort children to their dressing room. If you have any spare time please check to see if any students need to visit the WC.

FIRE – In case of a fire, you will hear a loud bell. Please line your students up with a chaperone at the front and parents at the back. Please do not collect any belongings. Please keep your door shut until a member of the staff knocks. They will escort you through to the safest exit, and to a meeting point where we shall all assemble and wait for further instructions. If there are performers on stage, chaperones and parents will be lead without their children.

PHOTOGRAPHY – On no account can any chaperone, parent or student take photos backstage of any person/performer. We have a licensed photographer who will take photos of all of the children during the dress rehearsal.

If a student in your group wishes to go to the toilet the chaperone will need to take all 12. We do have chaperones who will be knocking on doors from time to time to see if there is anyone needing to go to the toilet.

When it is time for the children to perform, please line them up at the dressing room door in plenty of time. Our runners will collect the children and lead them to the stage. Parents and chaperones will not leave the dressing room.

At the end of the show, please line your students up; they may take with them their empty bottles, their hair accessories and make-up. Please leave all boxes with shoes and tights in the room until the last performance has taken place.

Just a few notes that have helped make things easier in the past.

Portable fans. *Please label item and make sure someone will bring it to stage door after last performance.*

TV/videos and any other thing that may keep children entertained no colouring pens please.

Do not dress children too early as they cannot eat, drink or sit on the floor once dressed.

They will be called three dances before they perform, my advice is to put on shoes, socks and prepare hair prior to putting costume on.

Thank you once again for your time and help.

Lisa & Julie x