



2018 Recital Volunteer Information

If you have questions you can reach Erin at info@danceworkskenora.com or by calling or texting 464-3666. If trying to reach Erin on the day of recital she can more quickly view and respond to a text or an e-mail.

DRESS REHEARSAL

Volunteers Needed For...

- Class Supervisors - 9 volunteers needed
 - Supervise dancers, assist with hair/makeup, gather dancers before their performance, ensure all dancers are picked up.
 - Class supervisors needed for:
 - Creative Movement (Thursday) - 4:15pm to 6:30pm
 - Creative Movement (Saturday) - 4:15pm to 6:30pm
 - Creative Movement & Tap (Tuesday) - 4:15pm to 6:30pm
 - Creative Movement & Tap (Saturday) - 4:15pm to 6:30pm
 - Dance Foundations Ballet (Monday) - 4:15pm to 6:30pm
 - Dance Foundations Jazz (Thursday) - 4:15pm to 6:30pm
 - Dance Foundations Tap (Saturday) - 4:15pm to 6:30pm
 - Primary Ballet / Jazz / Tap - 4:15pm to 8:00pm
 - Primary Ensemble - 4:15pm to 8:00pm
- Check-In & Backstage Supervisors - 1 volunteer needed - 4:15pm to 8:00pm
 - Check dancers off on arrival and assist backstage for the length of dress rehearsal.
- Stage Manager - Irene McCuaig
 - Control stage door entrance. Ensure that dancers are lined up prior to their performance and be a final check that all dancers are with their class and wearing appropriate costumes.

Dress Rehearsal Details

- Recital dress rehearsal will take place from 4:45pm to 8:00pm on Friday, May 11 at the 7 Generations Event Centre.
- Rehearsal will run roughly in an age based order rather than show order.
 - Dancers arrive 4:30pm with hair/makeup done and change into their costumes upon arrival.
 - Pickup at 6:15pm for Creative Movement and Dance Foundations level classes.
 - Pickup at 7:45pm for all Primary, Junior and Senior level classes.
- Dancers will be able to sit and watch rehearsal before and after they have finished dancing.
- Parents will not be allowed to stay for rehearsal unless they are volunteering.

Volunteer positions needed for the matinee and evening shows are listed on the next page.

RECITAL

Front of House Volunteers Needed For...

- Ticket Sales/Entrance - 2 volunteers needed per show - 12:30pm to 1:45pm OR 5:30pm to 6:45pm
 - Sell tickets at door, stamp hands, check-in online tickets, tally total numbers.
- Usher - 1 volunteer needed per show - 12:45pm to 3:30pm OR 5:45pm to 8:30pm
 - Aid audience members during the show (if required), limit entrances and exits during performances.

RECITAL

Backstage Volunteers Needed For...

- Backstage/Class Supervisors - 8 volunteers needed - 12:30pm to 3:30pm OR 5:30pm to 8:30pm
 - Class supervision for Creative Movement, Dance Foundations, & Primary classes. Supervise dancers, assist with hair/makeup, remind dancers to warm-up and practice backstage, and assist with costume return at end of evening show
- Quick Change Supervisors - 2 volunteers needed - 12:30pm to 3:30pm OR 5:30pm to 8:30pm
 - Be aware of dancers with quick changes, assist as needed with hair and makeup.
- Costume Return Supervisor - 1 volunteer needed at evening show - 6:00pm to 9:00pm
 - Responsible for organizing the costume return bins, checking off costume returns, etc. *Will be assisted by Erin and the backstage supervisors at end of show.*
- Stage Assistant - 1 volunteer needed per show - 1:00pm to 3:30pm OR 6:00pm to 8:30pm
 - Supervise dancers once they enter the stage door and are lined up waiting to perform.
- Stage Manager - Irene McCuaig
 - Control stage door entrance. Ensure that dancers are lined up prior to their performance and be a final check that all dancers are with their class and wearing appropriate costumes.

Recital Details

- Recital will start promptly at 1:30pm and at 6:30pm on Saturday, May 12 at 7 Generations.
 - All dancers participate in both shows. Run time is approximately 90 minutes.
 - All dancers will remain backstage for the entire show and will be returning to the stage at the end for the curtain call.
- Parents are allowed backstage for drop-off and pick-up only (unless they are volunteering).
 - Primary/Junior/Senior level classes arrive 45 minutes prior to curtain.
 - Creative Movement and Dance Foundations level classes arrive 30 minutes prior to curtain.
- Dancers arrive with hair/makeup done and change into their costumes upon arrival.
- After the evening show the dancers must clean their change room area and return their costume.

Thank you for volunteering your time!