

SING! & Dream				
Backstage Helper/s	**Group**	**Students**	**Dressing Room**	**QUICK CHANGES (<5 minutes)**
Morning Concert: - Rachelle Wormald - Jamie Galley - Miss Chelsea **Evening Concert**: - Victoria Slyderink - Miss Chelsea	Intermediate/Advanced	21 Students	Downstairs room	Inter/adv Jazz → inter/adv acro - 1 dance **Hollie & Azi:** Beg/Jnr Aerial → Inter/Adv Aerial 1- Back-to-back **Ebony:** Inter/Adv Aerial 1 → Inter/Adv Aerial 2 - Back-to-back Inter/Adv Aerial 2→ Combo (jazz) - 1 dance Combo (tap) → Beg/Jnr Balley - 1 dance **Elijah**: Inter/adv acro → Beg/Jnr Acro - back-to-back Beg/Jnr Acro → Inter/Adv Tap - 1 dance **Olivia & Anneliese**: Inter/adv acro → LC Kids (Jazz) - 1 dance LC Kids (Jazz) → Inter/Adv Contemp - 1 dance Inter/Adv Contemp → LC Kids (tap) - 1 dance LC Kids (tap) → inter/adv hip hop - 1 dance
- Miss Emily - Miss Trinity	Beginner/Juniors	17 Students	Stage Right Dressing Room	Beg/Jnr Combo (Tap) → Beg/Jnr Ballet - 1 dance
Morning concert: - Jessica Duff - Adults **Evening Concert:** - Adults	La Crème Kids & Adults	14 Students	Stage Left Dressing Room	

Backstage Parent Volunteer Information

Thank you for volunteering your time to assist backstage during rehearsals and performances. Your support plays a crucial role in ensuring the concert runs smoothly and safely for all students.

Volunteer Schedule

As a Backstage Parent, you are required to attend the following sessions with your assigned group:

💜 **Saturday 17th October – Laurel Bank Park Hall**

- 8:45am – 12:30pm (All volunteers welcome, but not a problem if you cannot attend)

💜 **Friday 23rd October**

- 4:15pm – 6:30pm (all volunteers welcome to get an understanding of show run & the venue)

💜 **Saturday 24th October**

- 9:15am – end of concert
- 2:15pm – end of concert

Please Note: These times differ slightly from those listed in the general information pack. Volunteers are asked to arrive **15–20 minutes prior** to the start of each session to be ready when your group arrives.

Your Key Responsibilities

- Supervise your group of students at all times, keeping their safety and well-being as the top priority.
- Ensure students remain in their designated areas.
- Assist with costume and hairstyle changes as required, including bathroom trips.
- Conduct costume and appearance checks before students go on stage.
- Escort younger students on and off stage.
- Most importantly – help the students **have FUN!**

Check-In & Safety Procedures

- **Sign In/Out:** Each student must be signed in on your sheet with a tick at drop-off and crossed off at collection. Parents will be encouraged to drop off and collect efficiently without lingering.
- **Sanitiser:** Available in each dressing room. Please supervise younger children when using it.
- **Illness:** If a student appears unwell or becomes ill backstage, notify Miss Bec immediately so parents can be contacted. If you are feeling unwell, please stay home.
- **Cleaning:** Supplies will be provided in each room – please use them to maintain a tidy and hygienic space

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Backstage Pass & Clipboard

Each volunteer will be issued a **Backstage Pass** upon arrival, granting access to rehearsals and performance areas. Please:

- Wear your pass at all times.
- Return your pass at the end of each session.

Each group will also receive a **clipboard** containing:

- Student list (including medical/behavioural notes and dressing room locations)
- Concert running order
- Costume checklist
- Rehearsal schedules

You'll also have access to a supply bag for your group's use. Please return your **clipboard, pass, and supply bag** at the end of each rehearsal.

Emergency Contacts: Miss Bec will have emergency contact details for every student on hand. See her if you need to reach a parent.

Hair, Make-up & Costumes

🚫 **Please do NOT do any child's hair or make-up** if they arrive without it completed. This is the responsibility of their parent/guardian.

✅ You *may* assist with quick changes to hairstyle during the concert if required. Seniors can typically manage on their own, but younger students may need help.

If a student arrives without the correct hair, makeup, or costume, they **will not be permitted to perform**. We do have a limited box of spare accessories (e.g. headpieces), but please ensure borrowed items are returned.

Before students go on stage, check:

- No earrings, nail polish, tattoos, or wristbands.
- Costumes and headpieces are worn correctly and securely.
- Ballet shoe drawstrings are tucked in, and ribbons neatly secured.
- Stockings are clean and hole-free. Stirrup tights must cover the ankle (no exposed skin).
- Students have enough lipstick on.
- No regular underwear – only nude briefs, bras, or body stockings.
- All younger students have had a bathroom break

During Rehearsals & Performances

- Close the dressing room door once your group is inside.
- All students must remain backstage for the **entire concert**.

Feedback & Communication

We welcome your feedback – feel free to leave notes in your group's clipboard or email us with any comments or suggestions.

If you notice, incorrect costumes/hair/makeup, dirty shoes, holes in stockings or misbehaviour backstage please notify Miss Bec so we can follow up with parents.

Being a backstage volunteer is both rewarding and essential to the success of our concert. We couldn't do it without you – thank you for helping make this season a fantastic experience for our students!

With gratitude,
Miss Bec & the LCDA Team

