



Toowoomba Concert – Backstage Team

Welcome to our Backstage Team for 2024! – Toowoomba Concert

The Little Mermaid

Backstage Helper	Group	Students	Dressing Room	QUICK CHANGES (<5 minutes)
Nicole Madden Emily Bowden Miss Chelsea	Intermediate/Advanced	7 students	Stage R dressing room	Lynleigh & Miss Chelesea – Inter aerial to Beg Aerial (back to back while reigs changing)
Melissa Blum Kayleigh Johannessen Open Performance team to help	Intermediate/Advanced Beginner La Crème Kids	16 students	Downstairs room	
Lea Bowden Renee Radke Casey Tully Miss Kass	Beginner	12 students	Stage L dressing room	Miss Kass – LC Kids to Beginner Tap, Beg ballet – inter/adv jazz-beg acro-inter/adv acro
Shana Flood	Backstage Coordinator			

Vision

Backstage Parent	Group	Students	Dressing Room	QUICK CHANGES (<5 minutes)
Melissa Blum Kayleigh Johannessen Open Performance team to help	Inter/advanced Adult Performance Team	41 students	TBA	Grace – 1 min to change from jazz to ballet

As a Backstage Parent Volunteer, you will be required to:

- Attend rehearsals & performances for your designated group on :
- Sunday 20th October:
 - From 3pm

Please note the times listed above are different to those in the information pack as we require backstage volunteers to arrive 15-20 minutes before the designated start time for rehearsals and performances to ensure you are there for when your group arrive.

- Keeping an eye on your group of students at all times with safety in mind.
- Keeping the dancers in their designated area
- Assisting dancers with hair and costume changes, bathroom visits, etc. and performing costume checks before your group takes the stage.
- Escorting younger students on and off the stage.
- Ensure the students have FUN!

Information

- Sign in & out – students will be separated by age groups for drop off/collection. We ask that students are signed in with a tick on your sheet & cross them off on collection. Parents will be encouraged to drop off and collect their child in a quick manner with no lingering around.
- Sanitiser – Santiser will be accessible in each dressing room (please supervise the younger ones as they love bathing in it!)
- Illness – please let Miss Bec or Miss Ashleigh know immediately if a student becomes ill backstage or is presenting signs off illness upon drop off and we will notify their parents for immediate collection. If you are ill, please stay home also.
- Cleaning – we will have cleaning supplies in each dressing room, we ask that you please use.

Backstage Pass and Clipboard

All Backstage Parents will have a Backstage Pass, which gives you access to all rehearsals and backstage on the performances – your pass can be collected on entering the rehearsal and returned before you leave. Please wear your pass at all rehearsals and the performances, so the students know they can seek assistance from you and so we can easily identify anyone who is not supposed to be in the hall.

A clipboard will be allocated to each group of students. Inside you will find:

- A list of student names in your group, who needs to be signed in or out at interval, Medical Conditions/behavioural advice and where their dressing room is situated
- Concert Running Order
- Costume Checklist
- Rehearsal schedules

Each group will have a bag of supplies for you to use as required.

Please ensure you return your backstage pass, supplies bag and clipboard at the end of each rehearsal.

Miss Ashleigh & Miss Bec will have a list of emergency contact details for each student on us at every rehearsal, so please come and see us if a parent needs to be contacted.

Hair, Make-up and Costumes

Please **UNDER NO CIRCUMSTANCES are you to do a child's hair or make-up if they have arrived without it done.** This is the responsibility of each child's parent and will help to prevent parents relying on backstage volunteers to do it for them in future.

You will however, be required to assist the students in the changing of their hairstyle during the rehearsal/concert, if required. Most senior students will

be capable of doing this themselves, but Intermediates and below will required help.

If a child arrives to the full dress rehearsal or to the concert without the correct hair, make-up or costume requirements they are **NOT** to go on stage. (There will be a box with some spare headpieces and accessories that students may borrow (please ensure they are returned) but we do not have spares of everything)

Some things to check before the dancers hit the stage:

- No earrings, nail polish, temporary tattoos, hair ties around wrists, knitted bun nets (for ballet)
- Check costumes and headpieces are on correctly and securely
- Check elastic drawstrings (worms) are tucked into ballet shoes or ends of ribbons tucked in for older girls
- Stocking are clean and have no holes. Stirrup stockings need to be pulled over the toes when students are

wearing them with shoes so that no skin is showing at the ankle.

- Students have enough lipstick on
- No undies are worn – nude bra & brief or body stocking only
- Toilet run for the little ones

Rehearsals & Performances

Please close the door/dressing room door once you have everyone you need in your group. All students are required backstage for the entire concert.

Feedback & Communication

We do appreciate any feedback you may have from rehearsals, so please feel free to write a note in your clipboard or send us an email so we can all work together to ensure the concert runs smoothly for the children.

If there are any children who have holes in stocking, dirty shoes, incorrect hair or make-up, are not in correct costume, or have misbehaved please advise me so we can contact their parents.

Volunteering your time backstage can be both challenging and very rewarding. Without you the concert would not be possible. The students and the directors sincerely appreciate your assistance in making their Concert Season a great one!

THANK YOU! 😊