



WELCOME TO OUR BACKSTAGE TEAM FOR 2025! – TOOWOOMBA CONCERT

RIO				
Backstage Helper/s	Group	Students	Dressing Room	QUICK CHANGES (<5 minutes)
Jessica Duff <i>(Morning concert)</i> Clare Watson <i>(Morning concert)</i> Azaleah Lim Vanessa Sartor Chelsea Bowden Emily Bowden Johanna Jeitz Shana Flood	La Crème Kids, Beginner/Junior Intermediate/Advanced Assistant Teachers	31 Students	Downstairs room	<ul style="list-style-type: none"> Beg/Junior Jazz – Beg/Junior Tap – one dance between (9 dancers) Beg/Junior Tap – Beg/Junior Acro – one dance between (6 dancers) Beg/Junior Acro – Beg/Junior Ballet – one dance between (2 dancers) Beg/Junior Ballet – Beg/Junior Aerial – One dance between (3 dancers) <p>Assistants who have back to back changes Harper F (lots in a row) Elijah G Anneleise Miss Kass</p>

Sparkle				
Backstage Parent	Group	Students	Dressing Room	QUICK CHANGES (<5 minutes)
Clare Watson <i>(morning concert)</i> Chelsea Bowden Emily Bowden Shana Flood	Adults Intermediate/Advanced	16	TBA	<ul style="list-style-type: none"> Inter/Adv Contemporary - Inter/Adv Hip Hop - one dance between (2 dancers)

Volunteer Schedule

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

♥ Saturday 18th October – Laurel Bank Park Hall

- 8:15am – 12:00pm (All volunteers welcome, but not a problem if you cannot attend)
- 8:45am – 12:00pm (All volunteers welcome, but not a problem if you cannot attend)

♥ Friday 24th October

- 3:45pm – 6:00pm (all volunteers welcome to get an understanding of show run & the venue)

♥ Saturday 25th 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

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**

**LCDA TOOWOOMBA
STUDIO EOY
CONCERT 2025**

Rio & Sparkle
SATURDAY 25TH OCTOBER
10AM & 3PM

WWW.LCDA.NET.AU

La Crème **DANCE** Academy