

# Instructions for PARENT HELPERS

*KBDS SHOWTIME 2016 June 18, 19*

*Thank you for being part of the backstage team who will provide a safe and happy environment for all of our dancers!*

## THE DAY OF THE SHOW:

- **ARRIVAL:** Please arrive at the theatre one hour before the show to insure that your own child/children are checked in and tended to.
- **KBDS TEAM:** You will meet Rebecca Hart who is the Manager of the Cafeteria (children) when you check in, they will give you a colorful Hawaiian lei and parent helper badge.
- **IN CHARGE:** You will then be given your class table and sitting area to monitor.
- **FACILITY:** There will be a facility layout chart on the wall in the Cafeteria. Be sure you know where the bathrooms are in the hall, the access to the stage area, emergency exits, etc.
- **FOOD/DRINK:** Please bring a water bottle or a light snack for yourself, if so inclined, water and snacks are also on sale outside the cafeteria. All food and drink must remain in the cafeteria at all times!
- **ASSISTANCE:** Any questions, please be sure to ask. We are a team!

## YOUR RESPONSIBILITIES INCLUDE:

- Staying with the class you are assigned to for the duration of the show.
- Helping all students with their needs or concerns.
- Check with Rebecca if you need any assistance at all.
- You will be instructed when to leave the cafeteria and head to the stage during the show.
- You will meet a volunteer at the stage door who will instruct you when to enter the stage.
- **FROM THE WINGS:** Once backstage, you will have the opportunity to watch the dance from the immediate wings on the stage or, if you choose, you may leave the children at the stage door and go back into the theatre to watch it from the audience and then meet the class outside the stage door after their performance ASAP. Let the volunteer at the stage door know if you are going into the audience to view the performance.
- **GRAND FINALE:** Parent helpers will also escort the class to the stage door for the Grand Finale and then back to the cafeteria afterwards.
- **SAFETY:** ALL parents of the students are available in case of an emergency. We have a seating chart available, so please be certain to communicate with Rebecca if you feel there is any need whatsoever.
- **BATHROOM:** If you take a child to the bathroom or use a restroom yourself, please be certain another Parent Helper nearby will watch your station while you are gone, or ask for assistance.
- **COSTUMES:** Diana will be available to mend any costume malfunction. Let her know immediately!

Any questions, please speak with Rebecca and they will be happy to clarify any item of concern. Thank you again for making SHOWTIME 2016 a happy, healthy performing experience for our dancers. We are so proud of them and grateful for all of you. **Thank You -you are a blessing!**