



Backstage Parent Info

This is long but PLEASE READ THOROUGHLY, MULTIPLE TIMES!!!

Backstage Parents MUST...

****Check in at Backstage Parent Table in the theatre lobby to receive Backstage Parent Bag**

****Be present IN your assigned dressing room (not just arriving) 15 minutes prior to your show's scheduled rehearsal and/or recital times.**

****Stay backstage at rehearsal until your class' dance(s) are complete and all your dancers are signed out by guardian.**

****Stay backstage at the FULL recital until the end of the show and all your dancers are signed out by guardian.**

What will be included in my "Backstage Parent Bag"?

1) A Class Roster – This will list every student who should be present to perform in your class.

****Dance Company Members will be highlighted on your roster as they change in their own dressing area and will meet their classes backstage just before performing.**

****If a dancer on your roster is in multiple classes and will be coming to your class later in the Show (after performing with another class) this will be noted on your roster so you know to expect her/him late.**

****If a dancer on your roster is in multiple classes and needs to be sent to their next class after they dance with your class, this will be noted on your roster along with the dressing room and class you should send them to. Sometimes they just need to be sent to a different area within the same dressing room.**

2) One Bag of Tap Ties – These will already be in bags and used for Creative Dance and Intro B/T/J classes

****Place tap ties in each dancer's tap shoes immediately when they arrive to you. They should be tied in a bow.**

****After performing, please try your best to recollect the tap ties and leave in your "Parent Bag" at the end of Show.**

3) "Backstage Parent" Name Badge

****Please wear the name badge at all times while backstage for the safety of our dancers. If you see someone without a badge please immediately tell the Backstage Room Helper (floating in each room).**

4) Notes from Class Teacher – Not all teachers will provide notes

****For some classes a teacher may leave the order to have her students lined up in once backstage. Please have the students ready and in order until the teacher takes over.**

5) Markers & Pens – For labeling all student items with a name & for parent use at sign-in and sign-out.

Reminders:

****At the conclusion of each Show encourage everyone to move quickly out of the dressing areas as another group of dancers and parents will be coming in for their rehearsal/Show.**

****NO food or drinks except water and approved snacks in dressing rooms (pretzels, crackers, goldfish)**

****Props will be provided to the dancers once backstage by DXP staff**

****For students with multiple classes, they should be "signed-in" with the first class they perform with and "signed-out" from the last class they perform with.**

Items for Backstage Parents to bring:

**** There will be an "extras" box in each dressing room with hair accessories, nail polish remover, band-aids, etc..**

1) ENTERTAINMENT - If you have a young group bring coloring books, small toys, portable DVD players, etc. as it is your responsibility to keep the dancers calm, happy and together while backstage. ☺

The recitals will be shown on monitors in each dressing room for the students to watch as well.

2) SMILES, EXCITEMENT & PATIENCE!

How the Rehearsals and/or Recitals will work:

1) Signs will be posted on the dressing room designating exactly which part of the room your class should dress, sit, etc.

2) ONE female guardian will be allowed backstage at check-in time to "sign-in" their dancer with you.

Please follow these procedures...

1. Have guardian "sign-in" on the class roster. They will need to sign-in at rehearsal (if applicable) and recital.

2. Check that the student has ALL costume pieces and that everything is labeled with a full name.

3. Tell guardians they should now go enjoy the Show and to come "sign-out" their dancer at the END.

****If your Show has a rehearsal, parents can sign-out students when their dance(s) are complete.**

****For recitals every student MUST stay the full show. NO early sign-out.**

- 3) Keep your group calm and in their area within the dressing room. They MAY NOT leave the dressing area for any reason except to go to the bathroom (with an adult for younger students or in a pair for older students). Frequently double check your roster to make sure all of your students are still present.
- 4) Students should be fully ready at all times so they can quickly line-up when a Backstage Runner (DXP staff member) comes to get them.
 1. When the Runner arrives very quickly help line-up your class.
 2. Follow the Runner and take your class to the group photo area. Keep the class quiet so the photographer can quickly take their photo. *The photographer and photo assistant will pose the dancers.*
 3. **If the class has 2 costumes pictures are ONLY guaranteed to be taken in the 1st costume.**
 4. After the photo follow the Runner and walk your class backstage to the wings. Some teachers may provide notes in your backstage parent bag of an order to line-up the students while backstage.
 5. When it is their turn, the teachers will walk the dancers on-stage. You will go through the door that leads directly from backstage to the audience. The front row is reserved for backstage parents.
 6. When the dance is finished go back through the door to meet your class backstage and return to dressing room.
- 5) Once you return to the dressing room change costumes (if necessary) as quickly as possible. Otherwise, stay with your students and entertain them until it is time for final bows and/or sign-out.

****IF A DANCER IS ALSO IN ANOTHER CLASS... (This will be noted on your class roster)**

 1. **Help these dancers quickly gather their belongings and get to that class' dressing area to change costumes.**
 2. **YOU will "sign-in" this dancer with their next class.**
 3. **If there is a quick change for a dancer (will be noted on your roster) please change them into their next costume and send them directly backstage. The child can retrieve their belongings and you can officially "sign-in" the dancer with the class after they perform.**
- 6) At the end of all Shows, except Show A (2-3yr olds), there will be a "Final Bow" for all dancers.
 1. Please be ready to line-up students in last costume when a Runner announces the "Final Bows" coming up.
 2. They will wear their last costume. BUT if tap, they change out of their tap shoes into Ballet/Jazz shoes (for safety).
 2. You will walk your line of students backstage.
 3. After the bows are done, walk your students back to their dressing area where **one guardian per child will come backstage to "sign-out" their dancer by signing the class roster and, if applicable, turning in their "safety pin."**

Backstage Parent FAQ's:

- 1) *What if a dancer doesn't show-up for the show and/or rehearsal?*
At 15 minutes past check-in time please inform the Backstage Room Helper (they will be floating around each room) that you have a no-show student. The DXP Staff will contact this family and figure out what is happening.
- 2) *Two of my own children are in different classes. Can I watch both of my children's performances?*
Yes. Simply inform another backstage parent that you are stepping away for a moment. You may go through the backstage door that leads directly to the front row of the audience to watch.

Questions?? Contact Jessica - Jessica@DanceXplosionAustin.com

Thank you for helping make the Recitals possible. We could not do this without you!