

Dubuque Dance Studio

Memos for volunteers:

1. Make sure that as dancers arrive that one of you is at the check in table, gathering kiddos to bring them to their dancer table.
2. Just a reminder: many times people will think that I have too many volunteers, as they possibly stand and talk to each other.... please remember, that you are there to talk to the kiddos!!; to get them excited, remind them it's a party, check their shoes; make sure taps are tied and that ballet strings are tucked inside shoes. It's important that this interaction takes place please.
3. Dancers should be back stage "three" before they perform, please, thank you.
4. Please remind them that we should not talk back stage – please remind them every time they come back stage / please remind them to walk softly if they have their tap shoes on 😊

Memos for dancers:

1. All dancers must arrive dressed, your 1st number performance outfit on, make up applied, hair complete
2. Please do not touch or mess with anything in the theater or backstage.
3. Please be sure you leave your changing room/space "SPOTLESS"
4. BE SURE THE COLOR OF YOUR TIGHTS – MATCH THE COLOR OF YOUR SHOES
5. Pink (or white) tights go over tan tights --- **DO NOT ALLOW THE WAIST BAND TO SHOW – VERY IMPORTANT!!!**
6. COMPANY MEMBERS - Preset all of your props –
 - a. you are responsible to make sure all of your equipment is labeled with your name if it is your property
 - b. if it is the property of the studio, you are responsible to preset anything needed and to put it away when finished. Remember, the studio does not charge your parents for the props, so you are expected to take care of them and be responsible with them.
7. Back stage
 - a. PLEASE - DO NOT TALK
 - b. PLEASE - DO NOT TOUCH THE LEGS/SIDE CURTAINS
 - c. WHEN IN THE "WINGS"/BY THE LEGS – PLEASE STAY IN THE SHADOW, OTHERWISE YOU ARE VISABLE TO THE AUDIENCE
8. You should be back stage three numbers before your number
 - a. DO NOT TALK BACK STAGE
 - b. Please make sure that you stay "back", back stage until it's your turn to enter
 - c. While on the side of stage prep yourself: smile, focus, relax and be confident
 - d. The stage is yours – OWN IT!