

# Show arrangements

**IMPORTANT** – On **13 & 20 March 2010** I need your help to ensure the show runs smoothly, by making sure performers are organised, on-time and prepared, as follows:

**Parents** – I am looking for a number of volunteers to help the teachers supervise and prepare the performers backstage on the above dates. Due to space constraints and security it is important that only authorised and identified parents (those with a backstage pass) are allowed backstage. Please see the attached application form. **Parents without a pass (except parents of babies) will not be allowed backstage for space and security reasons. Parents of Babies may come backstage in the corridor area. Please ask at the entrance.**

## **13 March** – Dress rehearsal at Wallington High School for Girls

- Nursery & Babies to arrive by 9:45am, finish at 10:15am
- Pre-primary pupils not in modern & tap / drama arrive at 10am and finish at 12:30pm
- All other pupils to arrive at 10:00am and finish at 2:30pm
- Pupils to be dressed but make-up and “ballet bun” not necessary.

## **20 March** – Performances at Wallington High School for Girls

**This is a long day for everyone. Please make sure that pupils have sufficient food and drink for the day. Performers can remain at the School during the day and will be supervised.**

### ***Matinee performance***

- Babies arrive by 1:15pm sharp, dressed and ready to proceed immediately through stage door
- All other performers arrive by 12:00pm, dressed, make-up and with “ballet bun” hair
- Doors open at 1:00pm
- Performance commences at 1:30pm
- Performance finishes at about 3:30pm.

### ***Evening performance***

- Babies arrive by 4:15pm sharp, dressed and ready to proceed immediately through stage door
- Doors open at 4:00pm
- Performance commences at 4:30pm
- Performance finishes at about 6:30pm.

### **IMPORTANT – Please note:**

- All performers are expected to attend **all** rehearsals and performances
- **Face make-up should include base-layer, eyes and lipstick – this is a must**
- Pupils should arrive in their ballet or modern & tap outfits if already given to them
- Parents with babies in the show who do not wish to remain for the rest of the show are advised to watch their child’s performance from the side of the theatre and collect their child immediately after their child’s performance – for which no ticket is required
- Please speak to me if you have any questions.

**By allowing your child to appear in the above Show, you consent without payment, for their likeness and performance to appear in a video reproduction of the matinee and/or evening performances of this Show.**

**PLEASE KEEP THIS SLIP**

# Show arrangements for Pre-Primary and Primary

## **Who is allowed back stage**

Unfortunately I cannot allow the parents of every pre-primary and primary pupil back stage. There is not enough space and the teachers need to be able to identify every adult back stage quickly and easily.

**If you want to come back stage during the rehearsal, matinee or evening performances you MUST volunteer to help (see enclosed form). You will be expected to help generally and must not only supervise your child.**

**I ask that all pupils remain backstage during the brief break between performances.**

We will need four adult volunteers for this age group for each session (rehearsal, matinee or evening). Therefore, I suggest parents for each class agree who (one or two people) will attend one of these sessions. Priority will be given to parents with recent CRB checks.

**There can be no exceptions to these arrangements on the day. ONLY OFFICIAL VOLUNTEERS WILL BE ALLOWED BACKSTAGE.**

## **Safety back stage**

All of the pre-primary and primary pupils use one changing room behind the stage area. This room will be supervised by at least one fully qualified teacher who will be assisted by three to four adult volunteers and older pupils.

Pupils will only be allowed to leave this room when called to the stage or if they require the lavatory, which will be supervised.

Pupils cannot leave the back stage area until the end of the performances. During the break between performances we will have some entertainment to keep pupils entertained. Frankly, they love it! If there are any upsets, we will call you if you leave a contact telephone number at the stage door.

**All pupils must be signed in and out of the school premises at the reception area every time they arrive and leave. We take the safety of our pupils extremely seriously. Please contact me if you have any questions.**

**Many thanks. Jane.**

# Show Volunteers

## Backstage Volunteers

We need a number of backstage volunteers to help at the dress rehearsal, the matinee and the evening performances of the March 2010 Show.

## Duties

Each dressing room will have a responsible teacher/s. You will be asked to help the teacher/s supervise children while they are backstage. This will include helping them with their costumes, supervising toilet trips, accompanying them from the dressing room to the stage area and helping generally.

We also need volunteers to run some of the front of house activities, such as the arrival and departure of pupils.

## Safety and security

To ensure the safety of our pupils, all volunteers will be required to provide the following information:

- Copy of a recent Criminal Records Bureau (CRB) disclosure (if held) **AND**
- Photo ID (i.e. passport or driving licence) **AND**
- Recent official bill (utility, credit card or council tax)

If you would like to volunteer, please complete and return the slip below along with a **black and white** photocopy of the information requested above.

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please tick which performance/s you would like to volunteer for:

Dress rehearsal (Sat, **13 Mar** 9.15am to 2.30pm)  *please tick*

Matinee performance (Sat, **20 Mar** 11.30am to 4.00pm)

Evening performance (Sat, **20 Mar** 3.30pm to 7.00pm)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Jane Tilley, Highfield Hall, 320 Carshalton Road, Carshalton, Surrey SM5 3QB

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*JDanceStudios checks:*

|     |      |         |       |         |
|-----|------|---------|-------|---------|
| CRB | Name | Account | Photo | Address |
|-----|------|---------|-------|---------|

# Carshalton Show 2010 – TICKETS

**jdancestudios**.com  
Classical Ballet – Modern & Tap – Drama – Singing

To book your tickets for the Carshalton Show 2010 on **Saturday, 20 March 2010** please complete the form below and hand to your dance teacher or by post to Jane Tilley, Highfield Hall, 320 Carshalton Road, Carshalton, Surrey, SM5 3QB.

The rehearsal and show will take place at Wallington High School for Girls, Woodcote Road, Wallington, Surrey, SM6 0PH .

## Your details

Parent full name: \_\_\_\_\_

Pupil/s full name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

I wish to order the following tickets:

|                             | <b>Front row</b><br>£11 each* | <b>Adult</b><br>£8 each | <b>Child</b><br>£4 each | <b>Total</b><br>£    |
|-----------------------------|-------------------------------|-------------------------|-------------------------|----------------------|
| Matinee – Doors 1pm; 1:30pm | <input type="text"/>          | <input type="text"/>    | <input type="text"/>    | <input type="text"/> |
| Evening – Doors 4pm; 4:30pm | <input type="text"/>          | <input type="text"/>    | <input type="text"/>    | <input type="text"/> |

I enclose a cheque payable to J Dance Studios/cash for :

\* Due to demand, I will reserve the first few front rows on a first come first served basis at £11 per seat for adults (£4 for supervised children).

**PLEASE RETURN THIS SLIP WITH YOUR PAYMENT**