



CLASS VOLUNTEER & CHECK-IN CREW VOLUNTEER MEETING AGENDA

Sat, May 15 12:30-1:30 via Zoom Meeting

Please attend this meeting to learn more about volunteer opportunities at the Dance Concert! (Attendance not mandatory, but strongly suggested!! ☺)

We will be covering the following information:

Prayer & Thank You!

Thank you for volunteering your time to share your own gifts and talents with our students for the dance concert. Your assistance is **essential** to make the concert a success for students and parents alike. We appreciate your willingness to be a blessing!

Check-In Crew Information

- The Check-In Crew is headed up by the MKS Front Desk Staff.
- Checking in: yourselves, Class Volunteers (they receive color-coded tags) & Students
- Check in Tickets for each 3-5, 5-8, 8-11 & Special Needs class students at the Concert. One adult female with a ticket will be allowed in the dressing area after the show to pick up their dancer(s).
- Parent Protocol - Parents are allowed to walk the students to the dressing area but cannot remain there once the child is settled.
- Once students are settled in, all Class Volunteers will be aware & let a Head Runner or MKS Staff member know if someone is backstage **without** a name tag for that time period.

Class Volunteer Information (formerly known as "Wardrobe Mistresses" at MKS)

- Students & Class Volunteers stay in the Dressing Areas backstage during the entire show. Students will be on stage for their dance(s) and for the Final Bow.
- Please arrive at your designated arrival time. See your reminder from Signup.com or the Timeline in the Concert Info Packet.
- Dressing Area Ideas:
 - Blankets/Quilts to form a special area
 - Color Wonder, Word Puzzles, Sewing Cards, Beads, Stickers, Tangrams, Magnet Dolls, Paper Dolls, Jigsaw Puzzles, Card & Board Games, Legos, Crafts - something for parents/instructor/etc., please no glitter, scissors, or runny glue,
 - Do not let younger students have access to make-up!
 - Videos – Veggie Tales, Christian cartoons, etc. - age-appropriate & wholesome content
 - Practice Line-ups - these are posted in your area, Costume & Make-up Check, Rest Room Breaks, Snack Break-check allergies
 - Other Movement Games/Activities - Duck, Duck, Goose, Freeze Dance, etc.
 - Take Pictures of your group and share on BAND with your class #Hashtag
 - Older dancers may get bored while waiting too. Bring games, puzzle books, adult coloring books & colored pencils, crafts, etc.
- There will be signs in the dressing areas designating where your class should set up.
- A Costume Information Sheet will be available with appropriate Costume and Hair details. Uniformity is key! Ask the Head Volunteer in your area for help as needed.
- Student Line-up sheets, Rosters, & the Concert Program will be available in the dressing area.
- Envelopes will be available from your area's Head Volunteer for collecting student tickets at the end of your time backstage. Once the envelope is full and all kids are picked up from one female from their family, please turn the envelope back in to your area's Head Volunteer.
- If you are helping with a class that your child is not in, let a fellow volunteer know, as well as the Head volunteer for your area.
- Keep track of when your child will be dancing, and you may go out to watch at that time too.
- Please be aware of students in your group who are in other dances as well - coordinate with the other volunteers. Be aware of any needed hair changes plan accordingly. Typically: Tumblers - low ponytail, Dancers – hair buns
- Boys are in the boys' tent - please be aware if you have a male in your class, so he is sure to line up with you.
- Please maintain a tidy area and clean up your spot at the end of your time backstage. Thank you!
- End of Show: Only 1 adult female family member with ticket.
- Students are to remain in their dressing area with their group unless approved by the director.

Health & Ingestibles

- **Allergies & Medications** - Please be in communication with the parents as well as the nurse on duty. Receive any medications from the parent and alert/turn it into the nurse.
- **Food** – Recital-appropriate snacks include pretzels, Goldfish, etc. (nothing that has major food coloring issues please) **Please check your posted roll sheets & with parents about food allergies & medications. NO NUTS!**
- **Drinks** - Water, Propel, & colorless Capri Suns are acceptable – please no colored drinks, and for your sake, avoid lots of sugar! ;)

Monitor and maintain uniform appearance of dancers

- **All costumes matching, Correct Tight colors, Make-up fresh, Hair pieces all in same spot, Hair secure, No jewelry, No colored nail polish or temporary tattoos.**
- Check for jewelry & nail polish while students are being dropped off so jewelry can be given to parent, and parent can remove nail polish. Double-check they have all costume pieces & tights, etc. too.
- Making decisions regarding “issues” with any of the above - Please work with the Head Volunteer for your area and/or the runners on any inconsistencies or missing accessories. We have some tricks up our sleeves & are happy to help!
- Make-up Demonstration – online video at www.mykingstudio.com on the Dance Concert page.
- Ballet slipper bows all tied & tucked in, Tap & Jazz shoes tied securely and knotted
- Correct line-ups - these are posted in your area, holding hands/no talking

Sequence of Moving Toward the Stage -> On-Stage Performance Time -> Back to Dressing Area

1. **Communicate with Head Runners:** Be familiar with your order of performance, route, & have your class ready when needed! The runners will provide multiple warnings/announcements with times too.
2. **Monitor Rest Room visits & time them appropriately:** Please allow plenty of time for dealing with costumes!
3. **Dressing Room Warning:** The head runners will let you know when your group will need to be ready to go. This is when you line the students up in order and wait for her to come back to get you. This is NOT the time to get students dressed, go to the bathroom, etc. All of these things should be done ahead of time.
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6. **After the performance (Hallway):** After watching your class dance, head back to pick them up. The bouncer will again indicate when it is okay to leave the auditorium between numbers. You can then pick them up from where you dropped them off and take them back to their designated dressing area.

Class Volunteer Notes to Parents & Student Names List

- We can forward an email from Class Volunteers with a note from you to the students' parents in the class requesting food/activity items and giving reminders about costumes, hair, make-up, times, etc. You can also reach out to other parents directly through the BAND private chat function if you are both on there.
- You can choose to provide all needed items - snacks, drinks, activities - or you are welcome to request items to be sent in before/during the week from other parents.
- This is a good time to introduce yourself & ask about allergies/medications too. www.snacksafely.com
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Q&A

Closing Prayer & Thank You once again!

See **Page 8** of the **Concert Info Packet** for the **5:00/7:30 Concerts TIMELINE** 🕒



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 - Do not let younger students have access to make-up!
 - Videos – Veggie Tales, Christian cartoons, etc. - age-appropriate & wholesome content
 - Practice Line-ups - these are posted in your area, Costume & Make-up Check, Rest Room Breaks, Snack Break-check allergies
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 - Take Pictures of your group and share on BAND with your class #Hashtag
 - Older dancers may get bored while waiting too. Bring games, puzzle books, adult coloring books & colored pencils, crafts, etc.
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