

2024 SPRING RECITAL VOLUNTEER GUIDE



Thank you for volunteering to be an MCDA backstage volunteer. Our recital volunteers play an integral role in making sure that dancers are calm, well-prepared, and get on stage quickly for their performance.

Please read the following information carefully so that you are informed about your important role in this exciting event!

General Volunteer Details:

- **Dancers MUST use the dressing room that they are assigned.** If we cannot find a dancer, they may miss their number. Dancers should sign in for each show.
- Parents who are not Backstage Volunteers are not allowed to stay backstage.
- Backstage Volunteers should know where their assigned dancers are at all times.
- Each dressing room will be assigned a Crew Chief who will communicate any issues with staff and have the folder with dancers' names, costume/accessory details, lineup orders for the finale, and the Show Order.

- The show order will be posted in each room as well as in the Volunteer folder.
- Each dressing room will have extra supplies like tissues, Clorax wipes, etc.
- Backstage Volunteers will be given name tags when they check in with staff.
- The Crew Chief will also have extra tights, hair supplies, and costume accessories. Dancers who need these will be charged to their account after the show.
- A few garment racks will be available in each dressing room, but parents are welcome to bring their own from home.

Magic Movers/Go-Go Groovers Dressing Room Details:

1 Signing In & Out

- Parents will sign in their dancer and get a number upon arrival.
- Dancers will sit with their class at a table with their dance bag
- PARENTS MUST SIGN OUT THEIR DANCER BEFORE LEAVING AFTER THE SHOW!
- Collect their bag tag before they leave.
- The last name on the parent's number must match the student's last name on the sign in/out sheet.
- After all the students have been picked up, please pick up any trash, collect all Lost & Found Items, and return your completed sheets & folder to the Volunteer Check-In Table.

3 Getting On & Off Stage

- Any dancer who is tap dancing in the show needs to have ballet shoes on for the finale.
- Volunteers will be told when it is time to line up dancers.
- Remind dancers that once they leave the dressing room it is a "Quiet Zone"
- Volunteers will stay with the class until staff takes over, at that time, you can watch your dancers from the side curtain.
- After the performance, take the dancers back to their dressing room.
- Never leave young dancers unattended!

2 During the Show

- Make sure that dancers are calm, quiet, and happy during the show.
- Feel free to bring some quiet activities to keep the dancers occupied in the dressing room.
- Make sure dancers are ready to go on the stage- shoes tied, makeup and hair done, no jewelry.
- Help dancers use the bathroom
- Line up the dancers in show order when called to do so by staff.

General Best Practices:

- Please let staff know if a dancer is missing from the sign-in sheet or a dancer is in the wrong dressing room.
- Remind dancers to keep their dressing room space tidy and free of garbage.
- Dancers are NOT to eat or drink anything colored, sticky, or messy in costume. Water is always the best practice.
- Do not leave your dressing room until all other dancers have left and cleaned up their areas.