

# ARTS IN MOTION DANCE ACADEMY - CLASS MOM GUIDE

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**THANK YOU, THANK YOU, THANK YOU, THANK YOU** for volunteering to be a Class Mom!!!!

It means a lot to me and all of the dancers that you are taking the time out of your busy schedule to fulfill this very important role. Class Moms play a vital part in making sure the Recital runs smoothly. Please read this information carefully to make sure you are on top of everything for show week.

## Class Mom Duties

- Make sure dancers are calm, quiet, and happy in the dressing rooms during tech rehearsal and on Recital day. Feel free to bring quiet activities to keep your dancers occupied in the dressing room.
- Help dancers change costumes, make sure they are stage-ready (hair and makeup in place, costume & accessories on correctly, no jewelry, no nail polish, ballet shoe ties tucked in, hip hop and tap shoe ties double knotted, etc.)
- Help younger dancers with bathroom breaks.
- Line dancers up in the proper order when called to do so by backstage staff.
- Facilitate parents signing out their dancers. See below for details.

## Dressing Room Details

- Parents who are NOT Class Moms are not permitted in the dressing rooms during tech rehearsal/recital.
- Class Moms will be given their name tags when they sign in at the sign-in table. Folders will be at their group table.
- Your folder contains names of students, costume/accessory details and instructions, lineup orders for class dances and the Finale, parent sign-out sheet, parent contact info, and tech rehearsal/show orders.
- All Kids in Motion and Recreational dancers are in Dressing Room 1, the Cousins Theater, just behind the check-in table.
- Accelerated and Adult Dancers are in Dressing Rooms 2 & 3, backstage.
- Dressing Room 1 will have tables designated for each class/group. Dancers must keep their belongings at their table. Dancers are allowed to mingle with other groups. Class Moms should know where all their dancers are at all times.
- The order of tech rehearsal and the show will be posted throughout the room and will also be in your Class Mom folder.
- A few garment racks are available in the dressing room to hang costumes, but parents are welcome to bring extras from home.
- Miss Maggie will be our Dressing Room Attendant. She will have communication with backstage staff and lobby staff via walkie talkie for emergencies.
- In addition to her magical walkie talkie powers, Miss Maggie will also have extra hair supplies, costume accessories, Finale tshirts, and tights. Dancers who need new tights or costume accessories will be charged for these items to their card on file after the show.

## Getting Dancers to/from the Stage

- Class Moms will be notified by Maggie or another staff member when it is time to line up.
- There is signage to direct you from the dressing room to the stage. Be sure to wait for a backstage staff member where signage indicates to do so.
- Remind dancers that backstage is the "Quiet Zone." All talking should **stop** when you see "Quiet Zone" signs.
- Class Moms will stay with their dancers until it is time to drop them off with backstage staff.
- After dropping off their dancers, Class Moms enter the audience through the door marked **CLASS MOMS ONLY**. The front row of the seating section directly beside this door is reserved for Class Moms.
- Please **ONLY** open this door **IN BETWEEN** dances, during the audience's applause.
- After their class's dance, Class Moms will exit the audience through the door they entered, turn left towards the stage, and pick up their dancers from the stage door. There will be signs to tell you where to pick up your dancers.
- Staff will wait with dancers in the backstage hall until Class Moms pick them up. Young dancers will **NEVER** be unattended.
- Class Moms then take their dancers back to the dressing room.

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## Signing Dancers Out

- Parents get a wristband with their dancer's last name and pickup location written on it. The wristband color matches the color of the balloons at your table in Dressing Room 1.
- Dancers in Dressing Room 1 will be signed out from the dressing room. Parents with wristbands will be permitted in the dressing room only for signing their dancers out. They will NOT be permitted in the dressing room for the duration of the rehearsal and show.
- Dancers in Dressing Rooms 2 & 3 will be signed out from Lobby Door D. Class Moms must meet parents at this door.
- Check that the last name on the parent's wristband matches the dancer's last name on your class list.
- **PARENTS MUST SIGN OUT ON THE CLASS LIST BEFORE LEAVING WITH THEIR DANCER.**
- **After all of your dancers have been signed out, please check your table/area for any trash or items that have been left behind. Return lost & found items to the sign-in table.**
- Class Moms may leave after all of their dancers have been signed out. Sign out on your class sheet. Leave your folder on your table and return your nametag to the check-in table before leaving the venue.

## TECH/DRESS REHEARSAL AT THE MODLIN CENTER:

Saturday, June 8<sup>th</sup>

- Class Moms should arrive 45 minutes prior to their group's first scheduled rehearsal.
- You will be responsible for your dancers from arrival time until students are dismissed.
- Know where your dancers are at all times
- Non-Class Mom parents are NOT permitted in the dressing rooms during rehearsal.
- Class Moms should be aware of the timeline of the rehearsal. Dancers must be in their line order waiting in the dressing room at least 15 minutes before their scheduled rehearsal time.
- If your dancers have a long wait time between Finale and their class dance, they are welcome to sit *quietly* in the audience to watch other classes rehearse, or they can stay in the dressing rooms. Groups must stay together.
- Dancers who will be at the rehearsal for longer periods of time are welcome to bring snacks/dinner to eat. **Make sure your dancers are wearing a cover-up over their costume while eating.** No nut products permitted.
- THERE IS NO FOOD OR DRINK ALLOWED IN THE AUDITORIUM

## RECITAL DAY!

Sunday, June 9<sup>th</sup>

- Class Moms, please arrive an hour and fifteen minutes before your show time. Check in at the check-in table, then go to your assigned dressing room table.
- Dancers must stay in the dressing room until it is time to line up for their first dance.
- Students will then change into their next costume. Your class list will indicate if any of your dancers are in multiple dances. ALL dancers perform in the Finale.
- Class Moms will again line up dancers in order and take them to the stage, etc.
- There are unfortunately not enough reserved Class Mom seats for all Class Moms to have a seat for the Finale. You are welcome to sit on the floor during the Finale or stand to the side of the door. Please do not block the door.
- After the Finale, all other dancers and Class Moms return to the dressing room.
- Class Moms must stay with dancers in the dressing rooms until all of their dancers are signed out by their parents.
- We are **not** dismissing dancers from the stage as we have in previous years. All dancers in Dressing Room 1 will be picked up from their dressing room. Parents with wristbands will be let in the dressing room to sign out their dancers.
- Dancers in Dressing Rooms 2 & 3 will be signed out from Door D in the Lobby. Class Moms must meet parents at the door to for sign-out.