

GRACE ACADEMY OF DANCE AND PERFORMING ARTS
(905) 338-0210
www.graceacademy.ca

PARENT VOLUNTEER FORM WE NEED YOUR HELP!

We recognize that this is a hectic time for everyone as you try to put together costumes for your dancer and drive back and forth to rehearsals. We hope that during show week you will see how your work has helped contribute to a wonderful and exciting week for your dancer and that you will be proud to see them dance with confidence on the stage. We are very grateful!

We are asking for the assistance of **all parents** to help make our year-end production an enjoyable experience for everyone.

VOLUNTEER JOB DESCRIPTIONS ARE LISTED IN THE PERFORMANCE HANDBOOK. PLEASE FILL OUT AND HAND IN YOUR PARENT VOLUNTEER FORM IF YOU HAVEN'T ALREADY DONE SO. EXTRAS ARE AVAILABLE AT THE STUDIO.

Volunteers are needed for each day that we are at the theatre. If you are available on more than one day, it is very helpful to have you assist in the same area each day. In all areas, experienced volunteers will act as leaders and are there to show you the ropes if it's your first time. **Please join the team!**

Our Sunday afternoon rehearsal requires backstage supervision, runners and security. At our junior dress rehearsal it is very helpful to have experienced parents of our older dancers assisting us. If you are a parent of one of our student teachers, or another older dancer, please consider signing up to help on that day!

PARENTS WHO ARE NOT VOLUNTEERING WILL WAIT UPSTAIRS IN THE LOBBY OF THE THEATRE DURING DRESS REHEARSALS AND WILL BE ASKED TO CLEAR THE BACKSTAGE AREA DURING ALL SHOW TIMES.

IT IS IMPORTANT FOR THE ORGANIZATION AND SAFETY OF ALL DANCERS, THAT ONCE DANCERS ARE IN COSTUME, PARENTS WHO ARE NOT VOLUNTEERING WILL NOT BE ALLOWED BACKSTAGE.

During the Show/Rehearsals there is a **table set up in the hallway across from the dressing rooms (beside the drink machines)**. This is where volunteers will gather at the beginning of each night to be assigned to their areas by an experienced volunteer.

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SECURITY

Each dancer must be checked out with our security volunteers before they go home. Junior dancers (nursery/pre-primary/primary 1st year ballet/primary 2nd year ballet/primary modern/grade 1 modern/primary tap) have 2 sign outs. The dancer must first be checked out with the parent volunteers in charge of each class. Security volunteers will then be stationed at the 2 exits of the backstage area. Security volunteers will have a list of all dancers in the performance. No dancer will be allowed to leave without an adult (SEE BELOW).

WE ASK FOR EVERYONE'S PATIENCE AT THE END OF THE SHOW - **we ask that only one parent/guardian should come backstage to check their dancer(s) out at security.** Security volunteers will also collect DVD order forms and any other envelopes that may need to get to Miss Knapp.

1. Dancers enter and exit through the Stage Door that is located at the back of the Oakville Centre for the Performing Arts. Security check out for all dancers will be at the Stage Door. Enter quietly so that noise does not carry up to the stage.

2. NO DANCER will be allowed to leave the theatre without an adult unless there is a signed consent form on file with security (in the case of dancers who are 16 and older). DO NOT ASK YOUR DANCER TO MEET YOU IN THE PARKING LOT. You must come to the Stage Door to meet them.

3. **The Theatre will be CLOSED between performances on Saturday.** All dancers, parents and teachers must leave the building. **PLEASE BE AT THE THEATRE ON TIME TO PICK UP YOUR DANCER.** It is a very short break before call time for the evening performance and each year we are left waiting on parents who fail to pick up dancers until well after the performance has ended. Arrange to carpool with another family if you are unable to arrive on time.

4. **A Security Form MUST be filled out and handed in to the Studio PRIOR to the show by parents of ALL dancers. It will acknowledge your permission of the following for your child:**

- to sign out of the theatre after the Saturday matinee without an adult (an option provided for older dancers)
- to leave the theatre unaccompanied (student is 16 years old or older)
- Who your child is allowed to leave the theatre with (you will be asked to provide the first and last name of each person who is allowed to sign your child out and to include your own first and last name on this sheet)

NO EXCEPTIONS – IF RECEIPT OF THIS FORM IS NOT ON FILE WITH SECURITY, YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITHOUT YOU PRESENT

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DVD

Video cameras and flash photography are NOT permitted in the theatre. This will be strictly enforced by the ushers during the performance. A professional video will be filmed during one of our performances. All dances will be included in this video – junior dancers will be filmed during dress rehearsal to ensure that we have footage of everyone. Our videographer, Gregson Lodge, will also be filming “behind the scenes” footage during dress rehearsal – he will have a name tag on so that you will know who he is.

Orders for DVDs will be accepted until June 25th. The cost is \$40 for a double DVD set. Orders received after June 25th are \$45. Cheques should be made payable to Gregson Lodge and cash should be sent in an envelope marked clearly with your name.

Orders can also be left with the Security Volunteers at the Stage Door during performance week. DVDs are usually ready for pick up during registration dates at the end of the summer.

Drop by to see a preview showing of the DVD at our annual Lemonade Party on Saturday, June 10th, 11am-1pm.

Photos

A professional photographer will also photograph each dance “in action” at the dress rehearsal. Photos will be available for purchase – information will follow. In addition, a volunteer Grace Academy mom will take photos “behind the scenes” during the week. These photos will be kept in a photo album at the studio and copies can be made for dancers as requested.

PARENT VOLUNTEER FORM

PLEASE RETURN THIS FORM NO LATER THAN MAY 8TH SO THAT WE CAN PLAN OUR VOLUNTEER SCHEDULE.

NAME:

PHONE NUMBER:

EMAIL:

I AM WILLING TO HELP IN THE FOLLOWING AREAS (job descriptions are listed in the Performance Handbook)

HAIR []

MAKEUP []

AS A RUNNER []

IN "QUICK CHANGE" []

CHANGING YOUNG DANCERS []

BACKSTAGE SUPERVISION []

SUPERVISION OF 3-6 YR. OLDS []

SECURITY []

DATES AVAILABLE:

MAY 28TH [] MAY 29TH [] MAY 30TH [] MAY 31ST []

JUNE 1ST [] JUNE 2ND [] JUNE 3RD 1PM [] JUNE 3RD 7PM []

- Sunday, May 28th – Technical Rehearsal (All students performing in 5 shows)
- Monday, May 29th – Junior Dress Rehearsal (Juniors only)
- Tuesday, May 30TH -Full Dress Rehearsal (All students performing in 5 shows)
- Wednesday May 31st -Saturday, June 3rd - PERFORMANCE NIGHTS (and Sat matinee)

DVD ORDER FORM

THE DVD WILL CONTAIN THE FULL SHOW WITH ALL DANCES INCLUDING BEHIND THE SCENES FOOTAGE TAKEN DURING DRESS REHEARSAL.

THE COST FOR DVD IS \$40 EACH

NAME: _____

PHONE NUMBER: _____

NUMBER OF COPIES: _____

PLEASE MAKE CHEQUES PAYABLE TO GREGSON LODGE OR SEND CASH IN AN ENVELOPE CLEARLY MARKED WITH YOUR NAME.

ORDERS RECEIVED AFTER JUNE 25TH \$45

SECURITY FORM

DANCER'S NAME:	
PARENTS PHONE NUMBER:	CELL: _____ HOME: _____
PARENT'S NAME:	

My child _____ has permission to:

Sign out of the theatre after the Saturday matinee without an adult yes / no

Leave the theatre unaccompanied (student is 16 years old or older) yes / no

Sign out of the theatre with the following adults:

(Please include the first and last name of each driver, and include your own first and last name)

_____ SIGNATURE OF PARENT/LEGAL GUARDIAN

_____ DATE

PLEASE RETURN THIS FORM NO LATER THAN MAY 18th