

# 2022 MORITA'S SCHOOL OF DANCE RECITAL VOLUNTEER FORM

If you are interested in being a backstage volunteer, please fill out the form below and return to your instructor or e-mail this form to [msdancestudio68@hotmail.com](mailto:msdancestudio68@hotmail.com).

Backstage volunteers will be chosen by our staff and volunteer spots are limited according to class size.

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I am interested in being a Recital Volunteer during  
(circle which recital time you'd like to volunteer for):

**Recital #1 - Saturday, December 10th at 12:00PM**

**Recital #2 - Saturday, December 10th at 3:00PM**

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Class Date/Time: \_\_\_\_\_

Please select which jobs you would prefer to have:

- 1- First choice
- 2- Second choice
- 3- Third Choice

\_\_\_\_\_ Backstage Mom - assist in escorting and supervising dancers during recital. You will stay with the class at all times. Backstage Mothers must arrive 1 hour before recital to be placed and ready for dancers to start showing up. Please see other side of paper with full responsibilities. (The number needed per class is determined by class size.)

\_\_\_\_\_ Programs/Ticket Sales/Seating - assist staff with handing out programs, ticket sales, and helping guests find seats on recital day. Helpers must arrive 45 minutes prior to the recital. (4-5 needed for each recital)

\_\_\_\_\_ Dancer Check-In - assist in checking in dancers prior to the recital starting. Helpers must arrive 45 minutes prior to the recital. (2-3 needed for each recital)

\_\_\_\_\_ Backstage Security - assist with backstage overall supervision making sure only authorized individuals are backstage. If you chose to be security, you MUST stay within your designated area, please do not leave to be with your child's class. (3 needed for each recital)

**Thank you for volunteering. We greatly appreciate it!**

### **Responsibilities of a Backstage Mom for Dance Recital:**

- Please arrive 1 hour prior to your recital time dressed in all black (black bottoms and shirt).
- A name tag will be provided by us, which should be worn at all times.
- Find the dressing room that is labelled with the class time you will be helping with. Make sure you are with the correct class. Please wait there for dancer drop off.
- Only bottled water and clean snacks are allowed backstage...we've seen fruit punch, soda, and Cheetos stains on costumes over the years and it's not a good idea.
- Please sit with your class until a staff member comes for you to prepare to go onstage.
- Place your class in the correct line-up (provided by your instructor).
- Go with your class onstage and watch the performance from the side of the stage. Please check your class line-up sheet to know which side of the stage your class starts and ends on. If your class starts and ends on different sides of the stage, at least one backstage mom must be on both stage right and left...at least one waiting with the dancers before they go onstage, and at least one waiting to collect them after they've performed onstage.
- Please remain with your class in the dressing room until all dancers have been released to a parent/guardian. No dancer shall be left unattended. Only designated parents (with a wristband on) shall be allowed to pick up their dancer. When a parent picks up their dancer, please check the name on the wrist band and ensure it matches the dancer they are leaving with.

### **Responsibilities of a Backstage Security Volunteer**

- Please arrive 45 minutes prior to your recital time, dressed in black (black pants and shirt).
- Assist with backstage overall supervision making sure only authorized individuals are backstage.
  - Authorized individuals during the recital – Staff Members and Backstage Moms dressed in black and name tag/bag on.
  - Authorized individuals before and after (dancer drop off and pick up) – Only designated parents with a wristband on.
- Must stay within your designated area at all times.