

**JUNE RECITAL VOLUNTEERS**  
**"USHERS, TICKET COLLECTORS, PROGRAM BOOKS"**  
SIGN UP AT THE OFFICE

**SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from the auditorium.

**Responsibilities at the PERFORMANCE:**

- Arrive at the auditorium 30 minutes before the auditorium doors open. Doors open an hour before show time.

**Production Black T-Shirt - Ushers, Ticket Collectors and Program Book Volunteers** will borrow a Take Five Dance Production black t-Shirt. You will be able to pick up your shirt at Westview High School Theatre's Box Office. You must check in to receive your shirt and return the shirt after you are done volunteering.

**Clean Up - All Volunteers** will help clean up the seats and aisles once the performance is over. This is a quick process since water bottles are the only thing allowed in the theatre.

- **Ushers** will be posted in certain areas in the audience. You are responsible for "keeping the calm" in the audience. We have assigned a "Lead Usher" to explain specific duties. This will take place once everyone has arrived. Ushers might wear headsets and carry flashlights.
- **Ticket Collectors** will be posted in the Lobby. Please greet our guests with smiles, "hellos" and "welcomes." You may also be asked to be an Usher.
- **Program Book volunteers** will stand inside the theater and will hand out programs to the adults only. Please greet our guests with smiles, "hellos" and "welcomes." You may also be asked to be an Usher.

**JUNE RECITAL VOLUNTEERS**  
**"ROOM MOMS"**  
SIGN UP WITH YOUR INSTRUCTOR

**SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from backstage.

**Responsibilities for KEY ROOM MOMS at DRESS REHEARSAL:**

- Must pick up Room Mom Packet at the Back Stage Office

Room Mom Packet contains: Sign-in/out Sheets and Name Badges

**Responsibilities for ALL ROOM MOMS at RECITAL PERFORMANCES:**

- **Arrive at your dressing room 1 hr. and 15 minutes before showtime. Room Moms MUST BE ON TIME. Parents will be there to check in their child.**
- You will report backstage to your assigned dressing room to greet your dancers and their parent.
- Parents will "sign in" their dancer and they will help their child into their costume.
- You will remain in the dressing room, watching the class, until it is their time to perform.
- Depending on your age group, you may have to assist dancers to the bathrooms or you may need to assist them into other costumes. You are responsible for making sure dancers are presentable for stage with their hair, make-up and accessories in their proper places.
- A backstage coordinator will take you and your class backstage. They have stage charts and will be responsible for placing dancers in their correct order.
- **You will watch the performance up close, in the wings, just off of the stage.**
- You will take your dancers back to the dressing room and remain with them until it is time to line up for the finale (parade of dancers).
- A backstage coordinator will line up your students for the finale. You will stay backstage while dancers are on stage.
- After the final curtain, student helpers will assist your class off the stage and bring them back into the dressing room. From there, **Room Moms are responsible for dancers until their parent signs them out.**
- Parents will arrive to the dressing rooms. They must "sign out" their dancer. They will help their child out of their costume.
- You must remain in the dressing room until all of your dancers have been picked up.
- **Turn in sign in/out sheets** to a backstage Take Five Dance Staff member.