

**ASHGROVE DANCE STUDIO
LIGHTS, MUSIC, DANCE!
DO'S AND DON'TS AT THE THEATRE**

Dear Parents and Students,

We know you get lots of notes to read, but please take the time to read this one thoroughly, so that you understand the requirements of the The Playhouse.

The staff there are very pleasant, and will be only to willing to help, but if we understand the way they like things done it will be much easier for everyone. They are used to having professional shows and personnel and we would like them to come away knowing that our students are well behaved.

Previously, the staff were very pleased and surprised with the students level of understanding of requirements and behaviour was good, and we really want to continue our good reputation. We must all remember that other companies will be using the Lyric Theatre, and the Cremorne at the same time as our show is on, and certain areas (Green Room, and Cafeteria) are shared by all and because we have big numbers we must be considerate of the other performers and make sure we are not using all chairs if using the Green Room etc. All students and helpers young and old must comply with the instructions given and requests from the theatre.

At our production meeting the following points were brought forward for our attention.

- 1 Each dancer must be issued with a Security pass for entry to the Theatre. This must be shown to gain entry to the backstage area. Each dancer must be marked off on our listing which we have to supply to the Stage Door each day, as they require a full record of all persons who are backstage during rehearsals or performances. Once students have been admitted they should not leave again until after the rehearsal or show is completed. A Security pass will only admit the dancer, not the dancer and her parent.

2. Lisa Newman will be the Co-ordinator for the Parents who are helping backstage. She will have a limited number of Passes for the helpers. These must be returned to her at the end of each performance when the young students are leaving so that the same passes can be used for the following performance. Only one parent per student for little ones. No extra parents or children will be allowed.

3. THE PICKUP AND DELIVERY POINT for the junior dancers will be in RUSSELL STREET (JUST PAST THE THEATRE) TURN LEFT AT THE TRAFFIC LIGHTS. Dancers will be able to enter the Theatre through the auditorium doors, rather than through the Stage Door. This will be much simpler, up the stairs and along the passage to Backstage and Studio 1 where the younger dancers will dress. Dancers will be escorted from the meeting area to the Dressing Room. Students who have to wait to be collected after the rehearsal or show will be able to wait inside the glass doors of the auditorium, rather than out on the street, and the Theatre will supply Security personnel to monitor dancers leaving. Entry point for Senior Dancers will still be via the Stage Door. Any junior dancers who are running late, should also enter via the Stage Door, but the Russell Street entry point is preferable.

4. PREFERABLY NO ELECTRICAL ITEMS - HAIR DRYERS, IRONS, COMPUTERS PHONE CHARGERS ETC. ETC.- ANYTHING THAT PLUGS INTO AN ELECTRICAL SOCKET ARE TO BE BROUGHT INTO THE THEATRE. If necessary to bring in these items to the theatre they must have a Tagged and Tested label by a qualified electrician. The theatre are very strict on this item - it is a workplace health and safety issue. There will be irons available in the Wardrobe and we will take in 1 hairdryer. If it is needed the person should see the Wardrobe area.

5. **WORKPLACE HEALTH AND SAFETY.** We have been notified that **ONLY CLOSED FOOTWEAR IS ALLOWED ON THE SIDE STAGE AREA. I.E. UNLESS IT IS PART OF THE COSTUME, ANY PARENTS OR STUDENTS STANDING SIDE STAGE MUST NOT WEAR FOOTWEAR SUCH AS THONGS, OR OPEN TOED SHOES. THE THEATRE HAVE BEEN INSTRUCTED TO TAKE THIS DIRECTION VERY SERIOUSLY FOR ALL COMPANIES USING THEIR FACILITIES, AND ANYONE WITHOUT SUITABLE FOOTWEAR WILL BE ASKED TO LEAVE THE SIDE STAGE AREA.** Please try to remember, as we don't want anyone inconvenienced. **THIS APPLIES TO ALL TEACHERS DANCERS AND PARENTS AND ANYONE ELSE WHO MIGHT BE SIDE STAGE.**

5. **ATTENTION TAP DANCERS**

There is to be **NO TAPPING** in the corridors outside the dressing rooms or in the rehearsal room being used by the junior students, as the taps may damage the floor. Before each performance all screws on your taps should be checked so they are not jutting out as if any damage is caused to the floors we may be asked to pay for the repair. A screw driver will be available in the wardrobe room, unless you like to carry your own. Microphones will be used to enhance the sound of the tap, so better keep together.

6. Our posters will be put on the walls to indicate the route to the dressing rooms for Students who enter via the Stage Door. It should be quite easy this time, but students should not make a habit of leaving our specified areas as the corridors can be quite confusing. If for any reason you need to leave the dressing area you should wear your T shirt for identification and you must inform one of the helpers that you are leaving the dressing area. Junior Students will be dressing in Studio 1 which is on stage level and should not need to worry about moving through these corridors. There should be no need for younger students to come down the stairs into the dressing area below stage level.

7. **DRESSING ROOMS**

Dressing Room allocation is being issued this week-end. We have to inform the theatre who will be dressing in a particular room, so you must not change rooms for any reason. All dressing rooms will be able to be contacted by phone from the Stage Door for any messages for you. Just a reminder if you have friends coming to the show who wish to see you they have to wait at the Stage Door or in Russell Street for you to come out, they will not be permitted backstage.

8. **COMPULSORY FIRE EVACUATION TALK AT THE THEATRE**

All senior dancers must be present after the **IT'S A SMALL WORLD** rehearsal **TUESDAY** night (approximately 6.45) at the theatre for **FIRE EVACUATION INSTRUCTION** and demonstration. Please make your way to the stage area for this talk.

9. **PARKING** FYI There are several shows (including **Kinky Boots** which is heavily booked) on at the Complex on our performance nights, and you may like to consider parking early as the carpark is bound to fill up quickly.

There may be some other items and a further notice will be issued if necessary, but this will give you some things to remember. Would parents please give their children an idea of these requirements. Although there may seem to be a lot to take in, some items may not apply to everyone, but we felt if we notify everyone of as much information as possible then things should run smoothly, and perhaps save lots of unanswered questions for you. However, if there is anything you are still unclear on please ask.

After this week-end tickets should be booked at the Theatre or through Qtix 136 246. I still have a few tickets which can be booked at the Canteen at the week-end. Remember your student requires a performer's ticket to sit in the audience to view part of the show. These are available online or at the Box Office.

For Mums and Children in IT'S A SMALL WORLD!

PLEASE DO NOT WEAR YOUR COSTUME TO THE THEATRE, DRESS WHEN YOU ARRIVE! Also, please **DON'T** allow your children to wear their costume before the show (except at rehearsals when required. One year we caught a young dancer at the shopping centre in the costume!!!! On the Monday. (Even though they had been asked not to wear them.) **DON'T** take them to school for Show and Tell until after the show.

Please DON'T feed your children lollies and junk food in the dressing room while waiting for the show as at times we have had upset tummies. Also be very careful when giving them a drink that they don't spill it on their costume. NO PEANUTS please some students have SEVERE PEANUT ALLERGIES.

Parents should wait in the dressing room when the dancers are taken into the wings for their performance. Space is particularly limited on the prompt side, and parents are not able to watch from side stage as the stage crew require as much clear space as possible.

DON'T worry if the tickets you receive from us are mixed Adults/Concession/Children. If you have ordered 4 tickets and you have 4 tickets that's all you need. When tickets are booked in a group, as I do for you, the Adults are pulled off in a group and the same for the Concessions etc. There will be no problem at the door if you have a child's ticket for an adult.

Please DON'T ask any visitors to come backstage. They will need to wait in the foyer to see you after the show. Only people with an authorised backstage pass are allowed backstage.

ANY SORT OF PHOTOGRAPHY IS NOT ALLOWED FROM SIDE STAGE. WE HAVE TO PAY A SPECIAL BROADCAST FEE AND EXTRA PAY FOR THE STAFF TO ALLOW US TO MAKE OUR DVD.

ON PERFORMANCE DAYS, JUNIOR STUDENTS IN IT'S A SMALL WORLD WILL NEED TO REMAIN IN THE DRESSING ROOM TO WAIT FOR THE FINALE. IT IS NOT POSSIBLE TO TAKE THEM INTO THE AUDIENCE WHILE THE SHOW IS IN PROGRESS OR TO WATCH FROM SIDE STAGE. If you are staying to watch CURTAIN UP, LIGHT THE LIGHTS! (and we hope you are) after interval, you may enter the auditorium during Interval.

PARENTS WHO ARE WATCHING THE PERFORMANCE ARE NOT PERMITTED TO LEAVE DURING THE SHOW i.e. TO GO TO THE DRESSING ROOM TO SEE YOUR DANCER. IF YOU DO LEAVE THE AUDITORIUM, THE QPAC STAFF WILL NOT ALLOW YOU TO RETURN TO YOUR SEATS DURING THE PERFORMANCE. Your dancers will be looked after until interval when you can collect them.

Thanks for your co-operation in remembering the above and for making this work as smoothly as possible.

Wendy & Judy