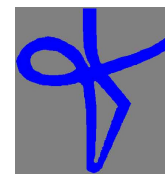


The Dance Bank Show Guide



Please read this guide carefully to answer most of the generic questions that you may have about our forthcoming show.

Costumes

All costumes are hired either from The Dance Bank or other external suppliers. Please look after them when they have been given to you, as they are your responsibility until they are returned to us. Many items are brand new and should be returned in the same condition as issued. Items lost, or damaged above normal wear and tear will be charged for and your deposit may be lost. Please look after them, particularly in the dressing rooms where many similar costumes may be present. Please do not allow any person to wear the costume on any other occasion or event while you have that costume in your care. You are allowed to make small alterations for instance adjusting the waist on a skirt to prevent it slipping down. Please make alterations in a simple way that can easily be removed after the last performance.

You may not get all items required for the full costume before the day of the dress rehearsal. Please remember that our costume ladies are all volunteers and work hard to ensure that all is right with the 500+ costumes required to make our show a success. Also remember that costumes are designed to look best under the stage lights and conditions of the show and are not designed to be Saville Row quality garments. All costumes **MUST** be handed back at the end of the last show. If your child will not be attending the final show then please hand it back before they leave. If your child does not appear in the second half of the show then there will be a finale at the end of Act 1 after which on the last show the costumes can be handed in and the child can leave.

If for any reason you have gone home with items and forgotten to hand them back then you must make every effort to contact and return them to a teacher or The Dance Bank at the soonest opportunity. Remember many items have to be returned to external organisations immediately after the show so they can be used in other productions. Late return incurs charges which will have to be passed to you. In the event of a costume not being returned the full cost will be payable to replace missing items.

Hair

Unless hair is very short, please tie hair back off the face in a bun. Pony tails can look messy and may get in the way of neighbouring dancers. This applies to all ages and categories of dance **including adults**. Bun nets will be available to purchase before the shows and at the dress rehearsals. Please try and control wispy bits with lacquer or gel and arrive at the theatre with the hair already done. This avoids time consuming operations when every minute counts.

Make-Up

Appropriate age groups need only apply normal amounts of eye shadow, mascara, blusher and lipstick. Heavy stage makeup is not required.

Appearance

No watches, jewellery, earrings (including studs) should be worn unless it is part of the costume. No glittery products to be applied to hair or face. Dance shoes should be cleaned for the performances. Take care when choosing underwear to ensure that modesty is preserved, especially when viewed under bright lights and from the stalls in the auditorium!

The Dress Rehearsal

First of all the dress rehearsal is always a chaotic and noisy experience. The dances are always out of order

as the rehearsal timetable is designed around availability and ages of participants. However, the junior performers will be rehearsed as close to the start and as much as possible in the correct running order. Once the wee ones have performed their dances and the Junior Finale has been rehearsed, the younger children may leave. It is an incredibly stressful time for all so please have patience with the teachers, your children and the costume ladies.

All costumes should be brought and worn to rehearse, hair should be off the face. Make up is not required for the rehearsal but can be worn if desired, everything else should be as it will be on the performance days. It will be the last occasion for the costume ladies to make alterations and provide items that have until that point not materialised. Please be patient.

When arriving at the rehearsal please make your way to the main stagedoor and if you have been allocated a dressing room within the theatre itself, please make your way there and change into the first costume according to the running order. If your dressing room is a room in an Annex or other building then it may not be available for the dress rehearsal and you should make your way to the main auditorium. It is wise to bring a drink and nibbles to keep you going. Something to occupy your mind when not actually performing is always useful. Sit with others taking part in the same dance as you to make it easier to locate the group and you will be called when it is your turn to perform and led to the stage.

There is not space backstage for all performers and every parent, so anyone not actually involved with the show or on the volunteer helpers list please make their way to the auditorium where they can be found if required and also give an audience effect for the performers.

The Dress Rehearsal is designed to allow the entire cast the opportunity to practise their dances on stage, under lights and with audience reaction, especially important for some of our younger stars. It should also be remembered that the magic work done by lighting, sound and technical staff has to be checked out at rehearsal too. This can result in seemingly little happening from the audience's point of view but rest assured that we are literally working hard "behind the scenes" to get the show on the road!

Please do not leave any items in the dressing rooms after the dress rehearsal or overnight between any performances. We cannot guarantee that they will be there the next day.

Once every dance has been rehearsed and the Grand Finale done, the remaining participants can leave. Principals may wish to stay a little longer.

In The Theatre General Information

All members of staff and volunteers as well as performers must be signed in and out so that an accurate head count can be kept at all times (see below). Drop off and collection should be at the theatre stage door or annex door if appropriate rather than the entrance to the theatre foyer.

Junior cast members must remain in their dressing rooms when not on stage and will be accompanied to and from the stage at all times. Hot beverages or alcoholic drinks should not be consumed when junior members are present.

Fire doors must always be kept unobstructed and should be kept closed unless there is a genuine emergency. This also applies to the stage door if the door is not manned and once clearance is given to the house to open. Access to backstage is not allowed through the auditorium from half an hour before the performance.

Junior Cast members who are only appearing in the first half must be collected at the interval. Those intending to join their parents in the auditorium for the second half should have a seat to comply with theatre fire regulations. Many small children have someone in the audience who, having watched their child dance, is not interested in watching the second half so seats are vacated at the interval. These seats can be used by performers.

At the end of the performances the auditorium and foyer will be cleared and parents will be asked to collect all remaining children from the designated collection points so that they can be properly signed in and out.

Dressing Rooms

Dressing rooms get crowded and chaotic. It is advised that mirror lighting is not used when Junior Cast members are present as they can get very hot and could burn. We recommend that highly coloured snacks or drinks or chocolate are not brought into the changing rooms for fear of ruining costumes just before going on stage. Once spilled, liquids can go a long way! Please keep changing areas as tidy as possible and keep belongings together. Please use the bins and sacks provided. Do not bring valuable items as security cannot be guaranteed. Please return to the dressing room between stage appearances to keep the corridors clear for other performers and to make sure you can be found.

Parking

There is no parking allocated at either theatre except for technical staff. Normal public car parks should be used.

Smoking

There is NO SMOKING allowed anywhere in the theatre premises.

Performance Time arrival

Please do not arrive too early with Pre-School and P1 & 2 children who cannot be left unsupervised, thirty minutes before curtain up is soon enough. Grade 1 upwards can arrive earlier as they are capable of going to the toilet and beginning to get organised for their first dance without too much help. Older performers may wish more time to apply make up and do hair in the dressing rooms whereas younger children can arrive with hair and make up already done.

Booking In and Out

All performers and back stage helpers **MUST** be booked in and out using the sheets provided. An accurate head count must be available at all times to comply with Health and Safety legislation and requirements of the theatre. We accept that this can be awkward especially at the busier times but PLEASE, it is important that this is done properly. In case of a fire or fire drill these registers will be used to ensure that all have left the building. In case of evacuation please remain in the assembly areas until such time that the roll call has been taken.

If your child does not appear in the second half of the show there is a Junior Finale at the end of Act 1 Younger performers can leave at the interval. Please remember to hand in costumes to a responsible person in the dressing room before leaving at your final performance.

Security

Due to the number of performers, helpers and technical staff, security of personal belongings cannot be guaranteed anywhere in the building. Do not bring something if you are not prepared to lose it!!

Back Stage

Noise should be kept to a minimum and there should be no running anywhere in the building. Mobile phones should not be brought anywhere near the stage as they can interfere with the radio mikes used by the principals. The wings of the stage should be kept free of personal belongings and items unless it is a costume specifically cleared for a quick change. Movement between dressing rooms and front of house should be minimised during the performances.

Volunteer Helpers

We require volunteers to help look after the children in their dressing rooms and generally assist them in speedy changes of costumes. Volunteers can only look after participants in the show and not be hampered by other family members tagging along. Any males wishing to volunteer will be given non-dressing room tasks (unless there is a “boys only” dressing room) Volunteers in dressing rooms have to help ALL children in the room and not just their own offspring. There is simply not enough space for a one to one ratio. Should there be an evacuation of the building, the signing-in sheets for that room should be taken by an appointed volunteer. High Visibility Jackets will be issued to the helpers to identify them and these should be returned at the end.

Photography

There is **NO** photography of any kind including flash, mobile phone or video photography allowed during the performances other than the official video recording. By appearing in or allowing your child to appear in the show you are giving your consent that you or your child can appear in the official videos of each performance. Should you be seated near either official camera, please try to minimise noise and seat movement during the show as these sounds do carry to the soundtrack. Anyone seen taking photographs may be asked to leave the premises by the theatre staff. DVD order forms will be available in the

programmes and are also available on **The Dance Bank** website. www.TheDanceBank.co.uk. They can be returned to the teachers, the box office, the official photographer or posted to the address on the order form. Videos will be handed out at the first class after the summer break. If you want them posted to you then add postage and packing and they will be posted out after the summer break so will not be any quicker.

Please remember that the theatre lighting is designed to be perfect for the performance from the audience and not necessarily for the video. All reasonable steps will be taken to ensure that all participants appear on the video.

Tickets

Dunfermline Carnegie Hall — Tickets are **ONLY** sold by the theatre and not by **The Dance Bank**. Online booking fee applies, no booking fee at the box office in person.

Perth North Inch Community Campus - Tickets **ONLY** available from **The Dance Bank**. See booking form for details.

Many Thanks

Rhona McNab

