

CHECK-IN PROCESS

All dancers will check-in through the Artist Entrance at their designated “call time” -- See Below:
 - From the parking lot, walk across the foot bridge and turn right where you see our sign -

12:00pm Matinee Show Call Times		5:00pm Evening Show Call Times	
Age	Time	Age	Time
Ages 12+ (and ALL Sleeping Beauty Ballet Suite dancers):	10:30am <i>Group Warm-Up Required.</i>	Ages 12+ (and ALL Sleeping Beauty Ballet Suite dancers):	3:30pm <i>Group Warm-Up Required.</i>
Ages 8-11:	10:45am	Ages 8-11:	3:45pm
Ages 7 & under:	11:15am	Ages 7 & under:	4:15pm

AGES 11 & UNDER:

Must be checked in by ONE adult, the same person who will be checking them out at the end of the show.

- There will be two check-in tables: one for last names A-L and one for last names M-Z.
- ONE parent will receive a **wristband** with your dancer's name written on it. *** *You will need this wristband to check-out your dancer at the end of the show.*
 - *If the same parent cannot check their dancer out, do not secure the wristband to your wrist. Give it to the parent/guardian who is checking out your dancer. Make sure your dancer knows who to expect at checkout.*
- Once your dancer has been escorted to their dressing room and you have received your wristband, you can make your way to the theatre lobby.

****Please note, we do not allow parents backstage, with the exception of our parent volunteers.* Please do not be offended if our check-in staff asks you to leave after your dancer has been checked in - this is solely for the safety and control of our backstage.

Wristbands: *They are color coded based on your dancer's group. Written on the wristband will be the show time, your dancer's name and their group letter (A = Green, B = Pink and C = Yellow).*

AGES 12-14:

Option to check themselves in and out WITH PARENT PERMISSION - Email must be received by Thursday, July 29th

If you'd like for your dancer to check themselves in & out on Production Day, please send an email to dco.production@gmail.com. You will need to coordinate a meet-up point with your dancers in this case. We recommend the theatre lobby.

- *Your email request must be submitted by Thursday, July 29th.*
- If we do not receive an email from you, we will assume that your dancer will be checked in and out with a parent, as described above.

AGES 15+:

We will assume your dancer will be checking themselves in and out.

- No email request is required.
- Please designate a meet-up plan with your dancer! This is a new theatre, so the area is not as familiar - we recommend the theatre lobby as a meet-up point.

See Check-Out Process on next page...

CHECK-OUT PROCESS

This will apply to all dancers 11 and under, and those 12-14 who are being checked in/out **WITH** a parent.

We ask that only ONE parent (the one with the wristband) come to check-out their dancer, as it can get very crowded. This will help to ensure a smooth and safe check-out process for all.

ALL DANCERS MUST LEAVE THE THEATRE BETWEEN SHOWS. WE DO NOT OFFER SUPERVISION BETWEEN SHOWS.

The 12pm show will end at approximately 2pm. The 5pm show will end at approximately 7pm.

- At the conclusion of the show, the same parent who received the **wristband** will proceed through the lobby to the “Cal Club Lobby” (you’ll see a statue of an angel, and some steps leading down to the check-out area near the elevators). We will also have signage. ***Please remain at the top of the steps until your dancer’s group is called for check-out.***
- When your dancer’s group letter is called (A, B, or C), you will head down the steps and line up (single file, please). There will be one table for last names A-L, and one for M-Z.
- When you have reached the front of the line, show your wristband to our check-out staff, and your dancer (and their belongings) will be brought to you. ***This process will move quickly as long as everyone can follow these steps.***
- Once you have collected your dancer, you are welcome to mingle and take photos in the theatre lobby! ***As a reminder, masks are required in the lobby. You may remove or lower your mask briefly to take a photo in front of our Step & Repeat signage or outside the theatre for photos.***

******PLEASE NOTE...**

- All dancers **MUST** have parent supervision between shows as we have no backstage or outdoor supervision during this time. This is a great opportunity to take your dancer for some lunch or enjoy a picnic on the grassy areas outside of the theatre. Dance & Company Staff will be outside the lobby on the grass as well, but this time is meant to be a break for everyone.
- We do not allow for parents to retrieve their dancers prior to the end of each show for many reasons, but the most important reason is for safety. We have a very secure system backstage and we ask you to kindly abide by this rule.
- Absolutely NO dance shoes are permitted in the theatre lobby. All dancers must change into street shoes prior to checking out.
- If your dancer is in both the 12pm and 5pm shows and checking themselves in/out, they are welcome to leave their belongings (costumes, shoes, makeup, etc) backstage in their dressing room between shows. Please do not leave valuables.
 - Once the theatre is locked between shows, dancers will not be able to get backstage until their next call time.
 - Dancers are not allowed to stay in their dressing rooms between shows, no matter their age.

Please see next page for critical dressing room information...

IMPORTANT DRESSING ROOM TOPICS

- ***Bring belongings in the garment bag we provided to you at costume distribution with your name on it.*** Please avoid bringing any extra bags! There is a zipper pocket on the back of your garment bag with plenty of room for water, snacks, and entertainment.
 - Make sure your dancer's first and last name is labeled in the front pocket of the garment bag.
 - Don't forget to double check for your dancer's costume accessories and shoes for each costume/dance.
- Label all clothing and shoes.
- Dancers must arrive at check-in and leave at check-out with street shoes on.
- We recommend sending your dancer with a large button-up shirt or cover up to wear over their costume while they wait for their performance - it helps to prevent accidents and spills before the stage!
- Pack plenty of water, and plenty of snacks for your dancer. Students are not allowed to share snacks backstage because of allergies. *Absolutely no peanut products are allowed backstage.*
- For our younger dancers, please pack your kids' activities to keep them entertained (tablets, books, coloring books, small games). Though we do provide some activities -- the more fun, the better!
- We will provide hand sanitizer in all dressing rooms.
- We have plenty of restrooms backstage and in dressing rooms. Younger dancers will be provided with assistance if needed.
- **MASKS FOR PERFORMERS:** Dancers will be required to wear their masks at all times EXCEPT while performing on stage. We are providing each dancer their own Ziploc bag in which they will store their mask while they are on stage. They are labeled with dancer's name, group and dressing room. Room volunteers will pass out these bags upon arrival; Each dancer is responsible for THEIR OWN mask bag once distributed, though Staff + Volunteers will assist with the process. We will have spare masks and bags, but we do recommend each dancer packs a spare mask. ******If your dancer plans to wear a mask while performing, it must be a plain black mask.***

Tech Rehearsal check-in details will be emailed to you next week via email.

You will be checking in for tech in the exact same place as listed above. More details to follow.

If you have any questions about check-in or check-out, please email dco.production@gmail.com. We will also be available at tech rehearsal to answer your questions.