

# Tech Rehearsal Check-in/out Details - June 26, 2025

*Tech Day is a great time to practice our Check-In/Out Process for Production Day.  
The locations are the same - the process is very similar. See below:*

## **AGES 11 & UNDER: Check in at the Artist Entrance 2 (Green Room Patio) –**

- Follow the signs for “Artist Entrance 2 Check-in”

## **AGES 12+: Check in at the main Artist Entrance 1 (Main) –**

- Follow the signs for “Artist Entrance 1 Check-in”

### **Instructions for all on Tech Day –**

- Check in with our staff at your designated location. If you have multiple costumes, you will be directed where to store your items. Take all of your belongings with you when you leave. Nothing can stay overnight.
- ONE parent/guardian may walk through the backstage area with their dancer(s). ONE parent per dancer allowed to attend and watch from the theatre. Parents will head into the audience. Dancers will wait with their class(es).
- You may take photos (no flash) and video during this rehearsal. Please do not talk in the theater.
- The main lobby is closed during this rehearsal. If you need to use the restroom, you can use the backstage restroom.
- Only water is to be consumed in the theater (parents and students). Dancers may have healthy snacks backstage in the dressing room(s) where they store their belongings. ***\*Absolutely no peanut products and no drinks.***
- We will not be using all of the dressing rooms at Tech Rehearsal. Your dancer will be directed where to go upon arrival. **Their dressing room for Tech will not necessarily be their dressing room on show day.**
- At the end of your dancer's rehearsal, they will be released from the same location that they were dropped off. Please make your way out of the auditorium and to the location you dropped off your child. We will have signage directing you. If your dancer has multiple rehearsals, he/she can go backstage to change.
- If you have multiple call times that are close together, the choice is yours whether you stay on site or go home in between (see note below about supervision of dancers).
- **OUR STAFF IS ONLY SUPERVISING DANCERS STARTING AT THEIR CALL TIME, UNTIL THEY ARE RELEASED FROM REHEARSAL. WE ARE NOT ABLE TO PROVIDE SUPERVISION FOR YOUR DANCERS ON TECH/DRESS DAY OUTSIDE OF THIS WINDOW. THEY MUST HAVE PARENT SUPERVISION IF THEY ARE NOT OLD ENOUGH TO CARE FOR THEMSELVES.**

# CHECK-IN PROCESS - Production Day: June 29, 2025

All dancers will check-in through their assigned Artist Entrance (1 or 2) at their designated “call time” -- See Below:

12:00 PM Matinee Show Call Times		5:00 PM Evening Show Call Times	
Age	Time	Age	Time
Ages 12+ (and <u>ALL</u> Ballet Suite dancers):	10:00 AM <i>Group Warm-Up Required.</i>	Ages 12+ (and <u>ALL</u> Ballet Suite dancers):	3:30 PM <i>Group Warm-Up Required.</i>
Ages 8-11:	11:00 AM	Ages 8-11:	4:00 PM
Ages 7 & under:	11:30 AM	Ages 7 & under:	4:30 PM
Pooh Corner	11:45 AM	–	–

*Please review check in/out instructions below based on your dancer's AGE.*

**\*\*\* Pooh Corner, you will be getting a separate email re: checking your toddlers out. \*\*\***

## **AGES 11 & UNDER: Check in at the “Artist Entrance 2” (Green Room Patio) –**

- Follow the signs for “Artist Entrance 2 - Check-in/out”

*Must be checked in by ONE adult.*

- ONE parent will receive a **wristband** with your dancer's name and Artist Entrance location 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 (ONE person) who is checking out your dancer. Make sure your dancer knows who to expect at checkout.*
- Once you have received your wristband, your dancer will be escorted to their dressing room and you can make your way to the front of the theatre and wait for the lobby doors to open.

\*\*\*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:** *Written on the wristband will be your dancer's name and their designated Artist Entrance Location (1 or 2).*

## **AGES 12+ : Check in at the “Artist Entrance 1” (Main) --**

- Follow the signs for “Artist Entrance 1 - Check-in/out”.
- Option to check themselves in and out  
If you are okay with your dancer (ages 12+) checking themselves in and out on Production Day, you do not have to do anything further. \*\*\*IF YOU REQUIRE YOUR DANCER AGE 12+ TO BE CHECKED IN AND OUT BY AN ADULT, WE MUST HEAR FROM YOU VIA EMAIL BY FRIDAY, JUNE 20th - EMAIL: [dcoproduction@gmail.com](mailto:dcoproduction@gmail.com) .
- **If we do not hear from you, it is assumed that your dancer can check themselves in and out on Production Day and will not need a parent/guardian to be released from backstage.**
- You will need to coordinate a meet-up point at the conclusion of the show with your dancers in this case. We recommend the theatre lobby.

**See Check-Out Process on next page...**

# **CHECK-OUT PROCESS - Production Day: June 29, 2025**

This will apply to all dancers being checked out **WITH** a parent (11 and under).

**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. Parents who are not retrieving their children, we recommend waiting in the theatre lobby or outside on the patio to gather, wait for your dancers and take photos.

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

**The 12pm show will end at approximately 1:45pm.**

- At the conclusion of the show, the parent in possession of the **wristband** will exit through the main lobby doors, proceed to the same location where you checked your dancer in, and line up.
- 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, we encourage you to head back to the lobby or lobby patio to mingle and take photos. *\*Please do not try to take photos with staff, teachers or other friends in the check-out area as it is very congested and critical to keep things moving for the safety of our dancers. Staff will join to take photos in the lobby!*

***For dancers who are 12+ and do not require a parent/guardian to check in/out:*** at the conclusion of the show, proceed to the same desk where you checked in and notify the staff that you are checking out. You can proceed to your designated meet-up place that you decided on with your parents/guardians. We recommend the theater lobby for photos and mingling.

## **\*\*\*\*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. You can expect the 12pm show to conclude at approximately 1:45pm.
- We do not allow 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.
- No dancers (no matter their age) are to leave the backstage area during the show(s). If there is an emergency, dancers are to notify the backstage staff and we will act immediately and accordingly.
- If your dancer is in both the 12pm and 5pm shows, they are welcome to leave their belongings (costumes, shoes, makeup, etc) backstage in their dressing room between the two 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.
- *Parents – if there is an emergency and you have to get to your dancer, please find and notify any of the theater or Dance & Company staff and they will get you to where you need to be as quickly as possible. If there is an emergency backstage and a dancer cannot reach their parent via telephone, we will announce it over the theater speakers.*

**If you have any questions about check-in or check-out, please email [katie@danceandcompany.net](mailto:katie@danceandcompany.net) . We will also be available at tech rehearsal to answer your questions.**

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

# IMPORTANT DRESSING ROOM TOPICS- PRODUCTION DAY

- **Bring belongings in the garment bag we provided to you at costume distribution with your name on it.** 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 with your initials in the event that something gets misplaced.
- Dancers must arrive at check-in and leave at check-out with street shoes on.
- Absolutely no jewelry (other than stud earrings), watches or colored nail polish to be worn.
- We recommend sending your dancer with a large button-up shirt to wear over their costume while they wait for their performance - it helps to prevent accidents and spills before taking the stage and avoids messing up hair/makeup.
- 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, or drinks of any kind (besides water) are allowed backstage.**
- Dressing rooms are organized by gender. We will have one dance dad per show supervising the boys' dressing room.
- 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 have plenty of restrooms backstage and in dressing rooms. Younger dancers will be provided with supervision and assistance.
- It's important to stay aware throughout the entire show so you don't miss your cue!
- Review with your children the name(s) of their dance(s) so they know when they are called and what to listen for.
- We expect that our backstage staff of instructors and volunteers are treated with nothing but respect.
- To our dancers: often some of our best memories of Production Day are made backstage. A friendly reminder that our backstage space is to always remain a SAFE place full of love, support, respect and above all else, welcoming and fun for each and every dancer. Please do not be afraid to speak up if there is something that makes you uncomfortable or if you are unsure of where you are supposed to be or what costume comes next.
- SAFETY IS OUR NUMBER ONE PRIORITY. All doors are locked from the outside so nobody can get backstage unless they are an approved volunteer. We have parents and staff monitoring doors at all times from the second dancers arrive to the second they leave. Please know that if a Dance & Company staff member doesn't recognize you, you will be asked to identify yourself. Please don't be offended! It's purely for safety purposes. We appreciate all of your support.

**PARKING AT PCPA IS ALWAYS FREE AND THERE IS PLENTY OF IT**