

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 external suppliers, the cost of which is included in the participation fee. Please look after all costumes very carefully when they have been given to you, they are your responsibility until returned to the Dance Bank. 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. Please look after them, particularly in the dressing rooms where many similar costumes may be present. Please do not allow anyone 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 returned at the first class after the final performance. Please place each costume carefully back in the bag clearly marked with the performer's name and take to class immediately after the show. If you are going to be absent for any reason, please arrange for a family member or friend to drop off costumes on your behalf.

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 are 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 clean 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 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 junior finale has been rehearsed, the younger children may leave the theatre. 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 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 will not be available for the dress rehearsal and you should make your way to the main auditorium. It is wise to bring a water bottle and nibbles to keep you going. Something to occupy your mind when not actually performing is always useful. 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 needing to take care of their own child should 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.

All Junior Cast members who only appear in the first half are collected by a parent at the interval and either taken into the auditorium with a ticket holding parent or leave the theatre. No Junior cast members should be left in dressing rooms after the interval. Parents are asked to collect their children from the designated collection points so that they can be properly signed in and out.

The Junior Cast is made up of Pre-School and Primary 1 & 2 children who generally only appear in the first half and have their own Mini Finale immediately before the interval. Sadly, many adults leave at this point because they have seen their own child/grandchild dance on stage. The good news is that this frees up seats for our Littlies who wish to stay on to accompany their ticket-holding parents into the auditorium to watch the second half and enjoy seeing the older girls perform!

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.

Booking In and Out

All performers **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 then there will be a finale at the end of Act 1 after which the child can leave at the interval.

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 any radio mikes being 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. There should be no movement between dressing rooms and front of house during the performances.

PVG holders wearing Hi Viz Vests and Senior Pupil Volunteers will be the only people to accompany dancers from their dressing rooms to the stage.

Helpers

Younger children can have a designated helper to look after them in the changing room, assisting with any costume change. A female member of the performer's family can accompany a child backstage during the performance but cannot leave the changing area and therefore is unable to see the child perform onstage. Mums in dressing rooms do not require a PVG. Having spoken to Andrew at Child Protection he confirmed that it comes under the heading of 'incidental contact' as it is something that doesn't happen regularly and "for two hours at a time every two years, it would be ridiculous to expect mums in dressing rooms to apply for a PVG."

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 recordings 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/USB 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. USB/DVDs 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 delivered any quicker.

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

Tickets

Dunfermline Carnegie Hall — Tickets are **ONLY** sold by the Fife theatres (Carnegie Hall, Rothes Halls, Lochgelly, Adam Smith) or www.onfife.com/theatres/box-office and not available at The Dance Bank.. Booking fee of £1 applies to all tickets.

Many Thanks

Rhona McNab