

# DANCE RECITAL / SCHOOL PERFORMANCES POLICIES AND PROCEDURES

*To ensure a successful event and everyone's enjoyment and safety please review and ensure the following policies and procedures are followed:*

## CAMERA/VIDEO POLICY:

- **“No flash photography and no video recording”** Before each performance, we play a pre-show announcement reminding patrons that flash photography and video recording are not allowed. If you're delivering your own opening remarks, it's also a good opportunity to reinforce this policy.
- **Safety First:** This policy is in place for the dancer's (performer) safety and to ensure that the performance is enjoyed without distractions.
- **Backstage:** Advise performers, staff and volunteers that photography and video is strictly prohibited in dressing room areas to protect privacy.
- **Advance Written Communication:** Include these instructions in your advance communication in preparing for the performance so parents and friends are not surprised on performance day.

**Suggestion:** If a professional recording of the performance is being produced, consider including this information during participant registration, along with any associated purchase costs

## BACKSTAGE PERSONNEL:

- **Access Restriction:** No guests are permitted backstage for both the rehearsals and performances, this includes parents, friends and other family members.
- **Volunteers and Performance Staff:** Even though help is required for a safe and successful event, keep in mind the number of support persons must be reasonable and comply with fire regulations.
- **Identification:** All backstage personnel, including staff, teachers and volunteers must always wear name tags during rehearsals and performances.
- **Advance Written Communication:** Include these instructions in your advance communication in preparing for the performance so parents and friends are not surprised on arrival.

## STAFF/VOLUNTEERS AND PERFORMER DROP-OFF/PICK-UP:

- **Drop-off Directions:** Both drop off and pick up are at the stage door, located at the rear of the building. Suggest using the WAZE/Google Maps app for driving instructions and enter “Oakville Centre Stage Door” for the address.
- **Lobby/Front door:** There will be no inside access from the front of the building. You will need to go outside to the back of the building to access stage door. Request one guardian per child to avoid crowding at the stage door. For emergency access to backstage from the front of the building during performances see house manager on duty.
- **Tent for Weather Protection:** A tent at the stage door will be provided for protection from inclement weather.
- **Advance Written Communication:** Include these instructions in your advance communication in preparing for the performance to avoid any confusion on arrival.

## STAGE DOOR SECURITY:

- **Monitor the Stage Door:** Assign an individual(s) to monitor the stage door during start to end of both the rehearsals and performances.
- **Tracking:** Setup and conduct a sign in and out procedure.
- **Access Control:** The stage door should not be used as a pass-through to the upstairs lobby. Parents must use the outdoor steps to reach the front entrance to access the box office and lobby.
- **Start and End:** Ensure the licensee of the event is present before doors open and until the last participant has left.
- **Advance Written Communication:** Include these instructions in your advance communication in preparing for the performance to avoid any confusion on arrival.

## BACKSTAGE/DRESSING ROOM PROTOCOL:

- **Fire Safety Compliance:** Keep backstage hallways clear of boxes, props, and furniture to comply with fire safety regulations. Use designated areas across from dressing rooms for item placement. Hallways should only be used to get from one place to another.
- **No Alcohol:** No outside alcohol is permitted on the premise. Any violations could result in jeopardizing the theatre's licenses and any future rental opportunities. Any alcohol purchased from the lobby bar must be consumed in the licensed area upstairs.
- **Photos in Dressing Rooms:** No photos should be taken in dressing rooms to protect privacy. Advise students against bringing cell phones or caution them not to take photos in these areas.
- **No Taping to Walls:** Signs must be placed on bulletin boards in the backstage area. Any signs taped elsewhere will be removed.
- **Clear Backstage Hallways:** Keep backstage hallways clear of boxes, props, and furniture to comply with fire safety regulations. Only use designated areas across from dressing rooms for item placement.
- **Post-Event Cleanup:** The licensee on the contract or an assigned designated person to complete a final walk around at the end of each day to properly dispose of trash and collect lost items.

**Damages and Cleaning:** Communicate the importance of respecting the space and explain that misusing the space can result in additional charges to your booking. This includes anything taped to walls that causes damage to the walls when removed and performers leaving lipstick marks on walls and mirrors. Avoid using stickers, labels and non-washable markers.

## AUDIO/VIDEO FILES:

- All audio and video files must be provided at the start of the rental on a USB or portable hard drive.
- Each song and or video should be numbered individually, except for images or videos if being used as a backdrop should have the same number as the audio track.
- Please use the numbering system, 01, 02, 03, 04, 05. Please no lettering, the example below will show what is most useful for a programmer.
- If during different shows you are using different songs, please number each song individually and then add or remove numbers as needed example.
  - Songs 01-06
  - Show A Order, 01, 02, 04, 05, 06
  - Show B Order, 01, 03, 04, 05, 06

*(This will speed up programing for our audio and video technicians.)*



*Thank you for your cooperation and understanding in helping us ensure a safe and enjoyable event for everyone!*