



CHARTER HALL PROCEDURE – IMAGINE

SHOW PROCEDURE

The below applies to the tech/dress rehearsal and both performances held on Friday 1st and Saturday 2nd July 2022.

FRIDAY EVENING TECH/DRESS REHEARSAL

The Friday evening rehearsal will commence at 5.30pm prompt, arrival time must be no later than **4.30pm**.

Parking is available in the main car park situated to the side of the Charter Hall and Leisure World. Once you have arrived you must register your child at the backstage door (**do not enter via the main reception area**). The backstage door is located at the back of the Charter Hall by the car park, please follow the signs.

Once signed in, your child will be taken to their allocated dressing area. Parents are **NOT ALLOWED** backstage, there are 200 students performing in the show and the backstage area cannot accommodate large numbers of adults. To ensure that your child is well looked after we have an allocated number of authorised licensed chaperones who will be there to help. All under 5's will have their own allocated area to keep them separate from the rest of the school.

We will commence the rehearsal with the entire school for the finale, and then follow this with a rehearsal for the Tots who may then go home

Parents of Tots please be ready to collect your child at 7pm.

We will then run through the order of the show stopping for technical amendments.

Parents of Primary Ballet, Tap & Grade 1 Modern please be ready to collect your child at 8.30pm.

Finish time for the remainder of the school will be 9.30pm.

Senior Students grade 5 and above your finish time will be 10pm.

COSTUME INFORMATION

- Please make sure that your child has the correct costumes as per the lists as well as makeup and hair accessories, all costumes, shoes and socks must be clearly labelled and must be clean.
- Costumes will be handed out in class over the next few weeks, please be aware that some costumes are of standard sizing which means that you may need to make some alterations such as sewing straps.
- All students Primary Ballet and above **MUST** have ribbons on their ballet shoes.

- No nail polish or jewellery is allowed, including earrings. We cannot stress enough the importance of this rule, jewellery can be dangerous with costumes, if your child has recently had their ears pierced then small plasters must cover earrings.
- If your child requires a bun for their routine then this must be correctly styled without a bun donut. If unsure please see our recently posted video or speak with your class teacher.
- Underwear is not permitted underneath leotards or Tutus as they can be seen. This is a standard rule for all dance shows and exams. For all other costumes underwear requirements will be detailed on your costume list. If unsure then please speak with your class teacher.
- All senior students must have shimmer tights which are to be kept on for all routines including underneath ballet tights.
- All costumes are to be left backstage after the dress rehearsal and are not to be taken home until after the last performance.
- Please **DO NOT** come to any rehearsal or performance dressed in your costume and please **DO NOT** bring any unnecessary items of clothing/bags (e.g class uniform).

FOOD & GAMES

- All young children are allowed to bring games or a book, colouring etc but no felt tip pens or crayons please!
- **No Electrical devices are permitted and children Year 6 and under are not allowed mobile phones.** This is for safeguarding reasons, we cannot have any potential forms of photography backstage.
- Students year 7 and above are permitted to bring their phones but these must be stored within bags and only removed after each rehearsal or performance.
- Please provide your child with plenty of water and a cereal bar type snack (no nut products).
- Fizzy drinks/ juice are not permitted unless there is a medical reason that your child needs to have a sugary drink, in which case we must be informed.
- A full packed lunch or a large number of snacks is **NOT** required at any time. Children must eat before and after rehearsals and performances.

SATURDAY MATINEE PERFORMANCE

The Saturday Matinee performance will commence at 2.30pm please arrive backstage no later than **1.30pm**.

Matinee will finish at approx **4.45pm**

All students **MUST** leave the backstage area between performances

SATURDAY EVENING PERFORMANCE

For the evening performance which commences at 7pm please arrive no later than **6.15pm**.

All Tots who are appearing in the evening performance will be finished at **7.30pm** unless they are appearing in the finale.

The show will finish at approx **9.45pm**.

If you have any questions or concerns on the performance day the please speak with the check in staff on the backstage desk. Helen Dennis and Sarah Steers.

Please do not email, call or post on Facebook any queries on performance day as these will not be seen/answered. Please only send a message if it is an emergency, e.g if your child is too ill to perform to Jo on 07884 232375.

All show documents can be found on www.colchesterschoolofdance.co.uk

ONLINE PERMISSION FORM

Due to certain health & safety, safeguarding and insurance reasons all students under the age of 18 years are subject to strict controls during public theatre performances, it is with this in mind that we respectfully ask all parents to read through the following information and please complete the online form.

Upon entering the theatre all students must be signed in by an adult, we regret to inform that no parents are allowed backstage at any time before, during or after performances. We have a set number of authorised licensed chaperones who are there to take care of all the students. Both the Colchester School of Dance and the Charter Hall have first aid trained staff on hand should the need arise. The school also holds contact details for all students however if you are planning to make alternate arrangements for collection then we must be informed.

Between performances **ALL** students **MUST** leave the backstage area and not return again until 6.15pm, students aged 14 and over can leave unaccompanied between performances if we have signed permission by a parent.

All students under the age of 18 must be collected by an adult after the dress rehearsal / last performance on Saturday evening, they will not be allowed to walk out to the car park to meet you and must be collected from the backstage door.

At no time should you collect your child from the main reception area.

The checking in & out must be completed correctly, for which you may have to be patient with us.

We hope that you appreciate that these arrangements are in place to ensure the safety of your child.

Please complete the online contact form with contact details by 11th June please.