**Recital #2 Parent Volunteer Confirmation Letter 2018**

**“Dancing with Emotion”**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for volunteering as a helper for the older kids’ recitals on Thursday May 24th and Friday May 25th.  Dress Rehearsal is Wednesday May 23rd. This letter is to confirm you are on the helper roster for the day(s) noted:

            Wednesday May 23rd                      Thursday May 24th Friday May 25th

 If you are no longer able to help, please let us know ASAP!

**When & Where**

**Wednesday**

* Report to Miss Mariah at the front of the auditorium by **4:00pm.**
* Stay with your assigned group in the auditorium. Help them with costume changes, finding the restrooms, making sure they stay in their assigned area and are waiting quietly.
* Wednesday night will take longer because we will be fixing lighting, sound, and spacing problems so we are ready for Thursday and Friday.
* Once everyone in your assigned area has left, you are free to leave. Make sure parents sign their child in and out with you. Please pick up your area.

**Thursday**

* Report backstage to Miss Mariah by **6:15 pm**
* Perform duties as assigned This may include helping teachers, pulling classes from their dressing rooms to go on-stage, monitoring the side entrance to auditorium where parent helpers enter, lining students up for the finale, taking students to the bathroom, helping them change costumes, signing them in and out with their parent, etc.
* Please remember when students are not performing, they are to remain in their assigned dressing rooms. **No parents or friends** are allowed backstage or in the dressing rooms until after the show!!! This includes intermission.
* The show begins at 7:00 and will last approximately 2.5 hours.
* Once everyone in your assigned area has left, you are free to leave.

**Friday**

* Report backstage by **6:15 pm**
* All duties are the same as Thursday

Please let us know if you have any questions.

Thank you for volunteering!