

Important information

**Evacuation procedures**

* Staff and ushers will help to evacuate the building
* Meeting points either at the front of the theatre outside on Market Place, or at the back of the building on Woodgate.
* Emergency exits to be identified during the tour of the building

**Health and safety**

* Children not to touch any electrical equipment
* If they notice any trip hazards, tell member of staff
* If they drop anything or spill anything, to clear it up immediately
* Store props safely away
* Go slowly, quietly and carefully backstage and in the auditorium – it will be very dark at times
* During the show, stay in performance / backstage areas at all times unless in an emergency (no going into the auditorium / foyer areas)
* Venue First Aiders will be identified on arrival at the theatre – Louise Jaggard, Tahnee Lawson and Stevie Quinn are also first aid trained

**Please note that the backstage area is large – do not allow children to wander around unsupervised.**

**Toilets**

Foyer area toilets – during rehearsals

Backstage toilets – when in dressing rooms and during the show

Toilets will be identified during the tour of the building

Itinerary

**1.45pm**

**Location: foyer and auditorium**

* All school arrive at Loughborough Town Hall

**2:00pm**

**Location: auditorium**

* Tour of the backstage areas. **One** representative from each school is to be shown around the backstage areas / dressing rooms. Please note which dressing room area your school will be using (see the dressing room allocation form with this pack)

**2.10pm**

**Location: auditorium**

* Run through of each dance on the stage – an opportunity to work out which entrances and exits will be used and practice the correct spacing of the dance.
* We will rehearse the dance in the running order of the show (to be announced nearer the time)
* Whilst children are waiting for their turn to rehearse (or after they’ve rehearsed) they can read or play quiet games.
* Please can they also take part in this year’s competition. The winner will receive a FREE place on our Easter workshop.

**3.30pm**

**Location: auditorium**

* All on stage to arrange a rolling bow – it will not be possible to fit all children on the stage at the end of the show. Each school will do a bow as their class and then exit the stage. This will go in reverse order to the running order of the show:

**4pm**

**Dinner break: dressing rooms backstage**

* Please bring ALL belongings backstage with you
* As soon as children have eaten, start getting into costume and facepaint / hair as necessary
* Ensure all children have been to the toilet and had a drink
* You will need to be back in the auditorium **by 4.50pm promptly**. Only bring with you any props and costumes relating to the performance. Leave everything else in dressing rooms

**5pm**

**Dress rehearsal – please sit in the auditorium unless it is your turn to perform**

* Children will need to be fully clothed in their costumes
* Please have ALL PROPS for the dress rehearsal, including hats
* Children will need to be in facepaint if possible (if using) although there will be a short amount of time after the dress rehearsal to finish this off.
* Please familiarise yourselves with the running order so you can anticipate when your group need to be ready.
* Please go backstage during the dance **BEFORE** yours. This will keep the dress rehearsal running smoothly and will help the children to remember how they will enter and exit the stage.
* Everyone is to remain in the auditorium during the dress rehearsal – this is an opportunity to watch the performances from other schools taking part in the festival.
* Children will need to be **extremely quiet** during the dress rehearsal

**6.00pm**

**Location: auditorium**

* Notes to children from dance artists

**6.10pm**

**Location: Dressing Rooms and auditorium**

* If your children are completely ready for their performance, they are invited to remain in the auditorium to watch the guest artists rehearse until 6.30pm
* Prepare for performance – wait in dressing rooms until you are called down for your performance.
* Make sure children visit the toilet **way** in advance of 7pm

**7.00pm**

**Show Time!**

* A JumpStart / Leicester College / Team Charnwood team member will come and get you when it’s time to go backstage.
* Remember you will need to return backstage ready for the rolling bow.

**Whilst you are waiting in the dressing rooms, please can you complete the attached evaluation form and return to a JumpStart team member**

**8.00pm**

Approximate end time

**Important: We need to vacate the dressing rooms by 8.30pm**

**Please ensure all dressing room areas are tidy and clean**

**Return costumes and props to Louise and Tahnee**

**Meeting points for parents TBC**