



Dear CDT Parent Monitors,

Thank you for volunteering for this job. You are vital to the overall success of the performance. Please find below, some general monitor information regarding your responsibilities.

Please make sure you know your scheduled time and arrive at the theater ready to greet dancers approximately **15 minutes early**. *Parking is difficult downtown.*

*Please allow extra time for parking and walking to the theater.*

During performance week, a monitor list will be posted on the board at the end of the dressing room hall.

Please keep in mind the continual flow of the performance. One dance will be on stage, another will be in the wings and the next will be coming upstairs on either side of the stage, according to the teachers' instructions. Stage right and stage left refer to the dancers' right and left while facing the audience. Upstage is toward the back and downstage is toward the front (or audience).

Dancers should remain fairly quiet in the dressing rooms so that they can hear their stage calls. Dancers should keep their items neatly placed separated from others or in their dance bag.

Please remind dancers of common courtesies. Be respectful of others, be patient, stay with the group, and be attentive. Cameras may be used downstairs (for your child only - NO recording) but not on the stage level or in dressing rooms. Please stay with your class and do not sit in the house to watch their dance. It is a privilege to see a performance from the wings. If there is an emergency, please find Mary Ann or Joni backstage left. Do not wander throughout the theater.

Please review the following rules with the dancers:

- From drop-off driveway, dancers and monitors enter the coded west door to the theatre, walk through hallway and enter Capitol Theatre doors. Then through the door to the backstage right area and go downstairs to dressing rooms. Dance names and class names will be posted on the dressing room doors. Boys have a separate dressing room and monitor, who will help them get where they need to be.
- Dancers must check in with you when they arrive. There will be monitor packets with rolls for each class with parents' names and telephone numbers in case of an emergency or other need to contact them. **Monitor packets must be returned to a Tanner staff member who is coordinating dancer pick up at the end of each rehearsal.**
- **Turn off your cellular phones, tablets, and other electronics. We need your full attention and focus while you are monitoring dancers.**
- Capitol Theatre open WIFI is CAPITOL (no password necessary).
- When your dance is called, **walk** up with the class.
- No talking in the halls or backstage.
- Dancers need to stay back, out of the wings so they do not impede the exits and entrances of other dancers. Stay behind wing tapelines and waiting tapelines. Once on stage level the teacher will instruct dancers.
- Be certain dancers stay downstage of the lights. They can be hot and figures in front of them cast shadows onto the stage.
- Never touch the curtains.
- We do not want the audience to see backstage activity. Remember that if you can see the audience, they can see you.

- Dancers should continue to dance until they are all the way off stage so that the audience does not see them out of character.
- Do not engage or distract tech crew during rehearsals or performances. If there are questions or emergencies backstage, find Mary Ann, Diana, Joni, or your teacher.

**While in the dressing rooms, please:**

1. Help dancers with hair and makeup if needed. Generally, dancers should arrive with hair and makeup already done. Makeup is light blush, mascara, and lipstick (not gloss). Bangs need to be pinned and sprayed back. No shiny barrettes or hair bows. It is also helpful if you bring a comb, hairpins, and spray in case a dancer is unprepared. If there is a question about hair design, please check the costume posting for each class.
2. Help dancers with costumes. All girls wear a nude camisole leotard under their costumes and appropriate brassieres. Be certain no bra straps are showing. Boys wear biker shorts (light colored or tan) or a dance belt. Dancers do not wear underwear under their nude leotard/biker shorts. Please refer to the costume posting for each class if there are questions about appropriate underclothing.
3. No fingernail or toenail polish. The costumers have nail polish remover if needed.
4. No jewelry on stage. Check for earrings, rings, watches, bracelets, hair elastics (on wrists) and toe rings. Please collect jewelry and hold it. You may also need to hold glasses backstage.
5. On Tuesday, Rachel will bring costumes to your dressing room for lighting rehearsal. Costumes will already be in your dressing room Wednesday – Friday. If they are not in dressing room on Wednesday, Thursday, Friday, or Saturday, send one monitor to check with Rachel. If there is a problem with a costume, send the dancer to meet Rachel.
6. Keep dancers as quiet as possible and make sure they stay in their dressing rooms. Play quiet games (i.e. Bingo, telephone, and electricity). Dancers can do homework or write letters to their sisters/brothers if they use a pencil. Please, no markers, crayons or glue.
7. There is an intercom in each dressing room. Please listen for your class call, and the call for finale and bows. Please check the posted show order to know approximately when your class dances and be aware of what dance is currently being performed.
8. You are in control. If a child does not behave backstage or in the dressing room, he or she will not dance. Please communicate with the class teacher if there are any problems.
9. For the most part, dancers should stay in their dressing rooms. Remaining in their assigned dressing room assures that dancers are safe, supervised, hear their call, and do not miss their dance.
10. When you leave the dressing room, please walk silently.
11. Dancers are not allowed to have food downstairs (with the exception of sack lunch on Thursday) because the costumes are costly and delicate and cannot be replaced. This means **no drinks, gum, soda, or candy**. Dancers may bring closeable water bottles. If you see food, please store it for the dancer until they are ready to go home.
12. At the end of the performance, dancers will remain onstage for brief notes. After receiving notes, please walk your dancers back to their dressing room.
13. Dancers are responsible for hanging all of their costume parts back on their hanger. Please check in each dancer's costume and hang it up in alphabetical order on the costume rack. Each costume part is tagged with the dancer's name. Please make sure to check for all pieces before your dancers leave. On Saturday, monitors will bag up the costumes and carry them to the loading elevator.
14. Please ask the dancers to check the dressing room together as a class for lost items and garbage before they leave. Then, as a class, walk upstairs to the foyer to meet parents. One monitor will stay in the lobby until the last dancer in your class has been picked up.

## **2026 Concert Hairstyles**

Please find below the proposed hairstyles for each class. Be aware that a hairstyle may change to better facilitate the overall look and feel of the dance piece. A note & email will be sent to families if there are any changes.

***\*Please remember, all elastics, pins, barrettes, clips, etc. must match your hair color and must be plain with no sparkle or shine.***

## **“Wild Ideas” Hair Styles 2026**

<b>CLASS</b>	<b>HAIRSTYLE</b>
C2A (Miss Amy)	half up/half down
C2B (Miss Melissa)	2 French braids
C3A (Miss Chara)	half up/half down
C3B (Miss Lexi)	bun
C4 (Miss Mary Ann & Miss Melissa)	2 French braids in a low bun
C5 (Miss Eliza & Miss Sandy)	half up/half down
C6 (Miss Ashley)	2 French braids
CJH1 (Mr. Nathan)	low bun
CJH2 (Miss Natalie)	half up/half down
CHS (Miss Mary Martha)	bubble braid
CDE (Miss Lindsay)	various braids

Again, thank you for dedicating your time to help us undertake this exciting event. We could not do it without your help and knowing that these wonderful children are safely cared for.

### **Things for Monitors to Bring:**

**Extra bobby pins, elastics, hairspray, comb/brush, quiet books/games/activities, band aids, small scissors, anti-bacterial and baby wipes, small blanket/large towel.**

**Please, no markers, crayons, or glue; they stain costumes!**

## Additional notes:

**Monday at Capitol Theatre Monitors:** Please meet dancers outside at the drop off area where you will also pick up your monitor folder with class roll from Tanner Dance staff. Your monitor shift is scheduled to start 15 minutes before your class call time. Once most of the dancers have arrived, one monitor may take dancers into theatre and down to dressing rooms while the other monitor remains to wait for remaining dancers. Bring your folder out with you for pick up at the end of rehearsal so you can sign out the dancers as their parents/rides arrive. Please return the folder to a Tanner Dance staff person after all of your dancers have been picked up

**Monitors for the remainder of the Capitol Theatre week: \*\*New This Year\*\*** Head straight into the theatre and meet dancers down in your class dressing room. Your monitor folder with class roll will be waiting for you in the dressing room. You are scheduled to arrive 15 minutes before your class call time so that dancers won't be alone or unsupervised in the dressing rooms. We will send dancers straight down as they arrive, pairing younger dancers with older dancers or volunteers to help get them to their dressing rooms. You will still need to bring your folder out with you for pick up at the end of rehearsal so you can sign out the dancers as their parents/rides arrive. Please return the folder to a Tanner Dance staff person after all of your dancers have been picked up.

**Friday Evening and Saturday Matinee Public Performance monitors:** Most dancers will want to meet their parents in the lobby after the performance, if their parent is at that particular performance. For dancers in 2<sup>nd</sup> – 6<sup>th</sup> grade, we ask that at least one monitor bring dancers to the west side of the lobby and wait by the class signs (see photo below from last year) while waiting for pick up by parents attending the show. If any dancers are being picked up at the outside pickup area, please have one monitor escort them outside where there will be Tanner Dance staff that will wait with them and make sure they get picked up.

**Saturday Matinee** - also as part of the Saturday Matinee, before bringing dancers to lobby to meet family, walk dancers through the reception room for a celebratory cookie as we end this exciting week!

