



Hello Prep/Intermediate Performers & Families,

With our BIG concert coming up on Saturday, December 10th we want to make sure you have all the information you need for a great performance! Please read through this handout well in advance. If you have costuming questions, please make sure to get them to Liz at [liz@voena.org](mailto:liz@voena.org),

VOENA staff and volunteers are responsible for your child(ren) from the time you drop them off for their performance until the time you pick them up from the performance. You will be asked to sign your performer in and out to ensure their safety. They will be seated in assigned rows of the theater, with chaperones, and will be able to watch the show when they are not on stage.

#### ARRIVAL/DROP OFF:

- Performers need to arrive at the lobby of the Lincoln Theater at 12:30 pm for check in.
- **Please Note:** The Yountville area tends to be congested with traffic on Saturdays. Please allow extra time when assessing travel time to allow for on time check in.
- The check in process will take 10-15 minutes and a parent must stay with their child during the check in process.
- All performers **must arrive be in full costume with their hair completely styled and stage ready.** Hairstyles and costuming requirements are outlined on Member Support Site under [Costuming](#).
- A costume and hair check will be completed as part of the check in process. A parent must stay with the performer and if costuming or hair is not complete, the performer will be released back to the parent to make any necessary adjustments prior to being checked in to backstage. If adjustments are time restrictive (missing costume parts, etc.) the performer may not be able to perform.
- All food will be checked before the child is signed in, (*see food/allergy notes below*).
- Once a performer is signed in, parents are asked to depart and return at show time if they have tickets to the show. There is no backstage or theater admittance during the tech rehearsal time.

#### COSTUMING CHECK LIST:

##### GIRLS

- Red (pre-approved) dress
- Tights
- Black Shoes

##### BOYS

- Black pants
- Black belt
- White dress shirt
- Black dress shoes

##### ALL PREP/INT MEMBERS

- Santa hat
- Santa Beard

## PLEASE ALSO PACK:

- A simple, healthy (peanut/tree nut/coconut free) meal, clearly labeled with your child's name, **in a Ziploc bag**. The Ziploc reduces bulk and allows for the contents to be easily seen for food check.
- A bottle of water, **labeled with child's name**.
- A large button up smock-like shirt to cover and protect their costume for snack time.
- A book, simple non-electronic game or other small back stage entertainment.
- Pack all items in a simple reusable grocery bag** (canvas, nylon, etc.). Please no backpacks or large zippered bags.
- Any medications needed, labeled, in a clear plastic bag. Medications will be checked in with the nurse at drop off.

## PLEASE DO NOT PACK:

- Sweet, sugary or highly colored snacks or drinks.
- Lunch boxes or bags other than a clear plastic Ziploc for your child's snack.
- Electronics of any kind. **No phones, cameras or electronic toys.**
- Money or wallets.
- Large backpacks or bags. Space is limited.

## FOOD & SNACKS:

- Please make sure your performer has a healthy meal prior to arriving even if they think they are not hungry. The food they bring will not be eaten until 3:30 pm.
- **Extremely important:** we have performers with severe nut and coconut allergies. **Please do not pack any foods that include any peanuts, tree nuts, coconut or associated oils, flours, etc.** Visit: [www.snacksafely.com](http://www.snacksafely.com) for a guide to peanut, tree nut, and coconut free snacks.
- We will have someone checking all food upon arrival and **must refuse anything containing peanut, tree nut, or coconut products**. At concerts, many kids end up without food and snacks because PB & J and granola bars are packed. Please check the ingredients carefully when you pack your performers food.
- No sweet, sugary, high colored foods, soupy/drippy foods please. Healthy and simple.

## DEPARTURE/PICK-UP: **PLEASE REVIEW CAREFULLY, DIFFERENT FROM PREVIOUS YEARS**

- At the end of the performance we request that ONE parent from each family come to the lower far left backstage door (also known as the dance room) to check-out your performer.
- Upon arrival, you will sign out your performer. Your performer and their items will be brought out to you.
- No parents will be permitted to enter the backstage area as space is limited.
- There will not be any release of a child(ren) to their parents in the theater auditorium or departures via the lobby
- We appreciate your patience during this busy check out procedure as your child's safety is our priority.

We have an outstanding check-in/out team and your child will be supervised and cared for at all times. Please let us know if your child has any special needs or if you have any concerns. It is so important to us that your child feels comfortable and most importantly has FUN!

Now, on with the show!

Your VOENA Backstage Crew