

## Note to Coordinators In-school and parent volunteers

Thank you for taking on the organization of the Chance to Dance class in your school. If this is your first experience ~ rest easy. We are all here to support you in your efforts. When it comes to performance time we have many very experienced coordinators who are more than happy to "hold your hand" and make what can seem like a daunting day less "scary."

Basically we need your eyes to help with crowd control during classes. When you have 50 energetic and enthusiastic children all moving at once a third set of eyes is a big help. (The other eyes are dance teacher and musician.) We need for you to keep a log of students, make sure they get their permission slips to the Chance to Dance teacher. You are the link between us and the families. You will get a copy of any hand-outs. So will the administrators. More towards performance time you will be mailed a packet with instructions, sample letters, ticket information and colors of t-shirts for your school. These colors have nothing to do with the souvenir T- shirt. The sale of the commemorative shirts is a fund raiser and not at all required.

You along with your administrator will have to arrange for bus transportation to the Providence Performing Arts Center on the day of the show. (Parents will retrieve the children after the performance) You will need to get others to help chaperone the day. A good average is one person per 12 children but there are many who do with much less. Two should be a minimum. The children will be required to bring a light dinner and beverage and some snacks. Again, more on that closer to performance time.

We would hope that you could correct spellings of names, inform us of anyone who needs to be mentioned in the program book and any funding sources that have helped you to bring Chance to Dance into your school. We also appreciate phone calls if for some reason the class has to be canceled.

We know that you will all be perfect stage Moms and Dads. Your legs may be tired at the end of the day from running the stairs but your hearts will be full of pride for your school and your kids. It is like planning for a wedding. It takes a year and then, in a matter of hours, it is over! Be assured that you will have cherished memories. Remember that we are only a phone call or an e-mail away

Thank You!!