

DROP OFF/PICK UP INSTRUCTIONS FOR THEATRE REHEARSALS AND PERFORMANCES

Parents/Guardians are responsible for the safe arrival and departure of their child(ren) to and from Millard Auditorium. Faculty and staff of the HCD will supervise students while they are in rehearsals, but are not responsible for their supervision at other times or in other areas.

All cast members 12 years of age or younger must be accompanied by a parent or guardian to the Stage Door, which is located in the lower lobby of Millard Auditorium. Park in parking lot D and walk your cast member to the Stage Door.

If your cast member is older than 12 years of age, you may choose to drop off at the traffic circle. In this case, your child will be supervised by HCD staff only upon arrival at the Stage Door. Cast members older than 12 years of age will also be allowed to sign out of the backstage area under their own supervision at the end of performances.

ADDITIONAL POLICIES

Cast members should attend studio and theatre rehearsals in class uniform. Cast members must arrive to dress rehearsals and performances with appropriate hair and makeup, and necessary dance clothes. More details to come.

Cast members are responsible for bringing any additional items they think they might need, for example hair pins and makeup. Space in the dressing rooms is limited. Leave valuables at home or with parents.

Parents are not allowed in the backstage area.

All cast members are required to remain backstage throughout the entire length of each performance and are not allowed in the audience during performances.

In case of emergency or illness please contact dancedesk@hartford.edu, which will be monitored throughout the production weeks.

THEATRE ETIQUETTE

Bring the following to the theater with you:

- Hair & makeup supplies
- Bottled water
- Dry snacks
- Deodorant
- Tights, ballet slippers, shoes, etc., as required for your warm-up and role
- Homework and/or other quiet activities as you need.

DO NOT bring the following to the theater with you:

- Watches & jewelry
- Valuables & money
- Markers
- Food (other than dry snacks & water)

Please label everything you bring into the theater with your name, including your dance shoes (inside the shoe). Bring a backpack or dance bag, clearly marked with your name, and pack your possessions neatly away.

HCD is not responsible for loss or damage of your personal possessions. Personal belongings which are left in the theater or backstage are collected by University of Hartford Facilities staff.

Cellphone use is discouraged. If you do bring your cellphone backstage, it must be turned off at the beginning of all rehearsals and performances. No devices are permitted in the wings. Photography and videography from the wings is strictly forbidden.

No food is allowed in the theatre, backstage, or dressing room areas, with the exception of water and dry snacks. These are permitted only in the hallways of the dressing room areas, and only if you are NOT in costume. NO EATING OR DRINKING WHILE IN COSTUME!

All performers are required to leave the dressing room areas as clean and tidy as they found them upon arrival in the theater. Please clean up after yourself!

Dancers should check their costumes at least 30 minutes prior to performances. Notify the Wardrobe Mistress of any necessary repairs immediately. Following rehearsals and performances, dancers are responsible for hanging costumes properly. If anything needs to be repaired or adjusted, report to the Wardrobe Mistress before leaving the dressing room area.

No yelling or loud talking while backstage or in the dressing areas. Maintain silence except when absolutely necessary.

No running at any time while backstage or in the dressing areas.

Dancers must return to the dressing rooms immediately after they are finished dancing. Please do not stand in the wings.

While waiting for your entrance, be careful not to block entrances and exits of other dancers, or to interfere with the work of the Stage Manager, crew members, etc.

If you are using a prop, return it to the designated prop table when you are finished using it on stage. Do not leave props on the floor or anywhere other than the prop table.

When in the wings:

- Do not block the line of sight of the Stage Manager (stage right).
- Do not interfere with the exits or entrances of other dancers or stage crew
- Do not speak unless absolutely necessary, and then ONLY IN A WHISPER
- Do not touch or sit on any props or set pieces.
- Do not touch the lighting booms in the wings
- Do not sit or stand in front of the lights in the wings.
- Do not stand in the white box which is painted on the floor near the main curtain.

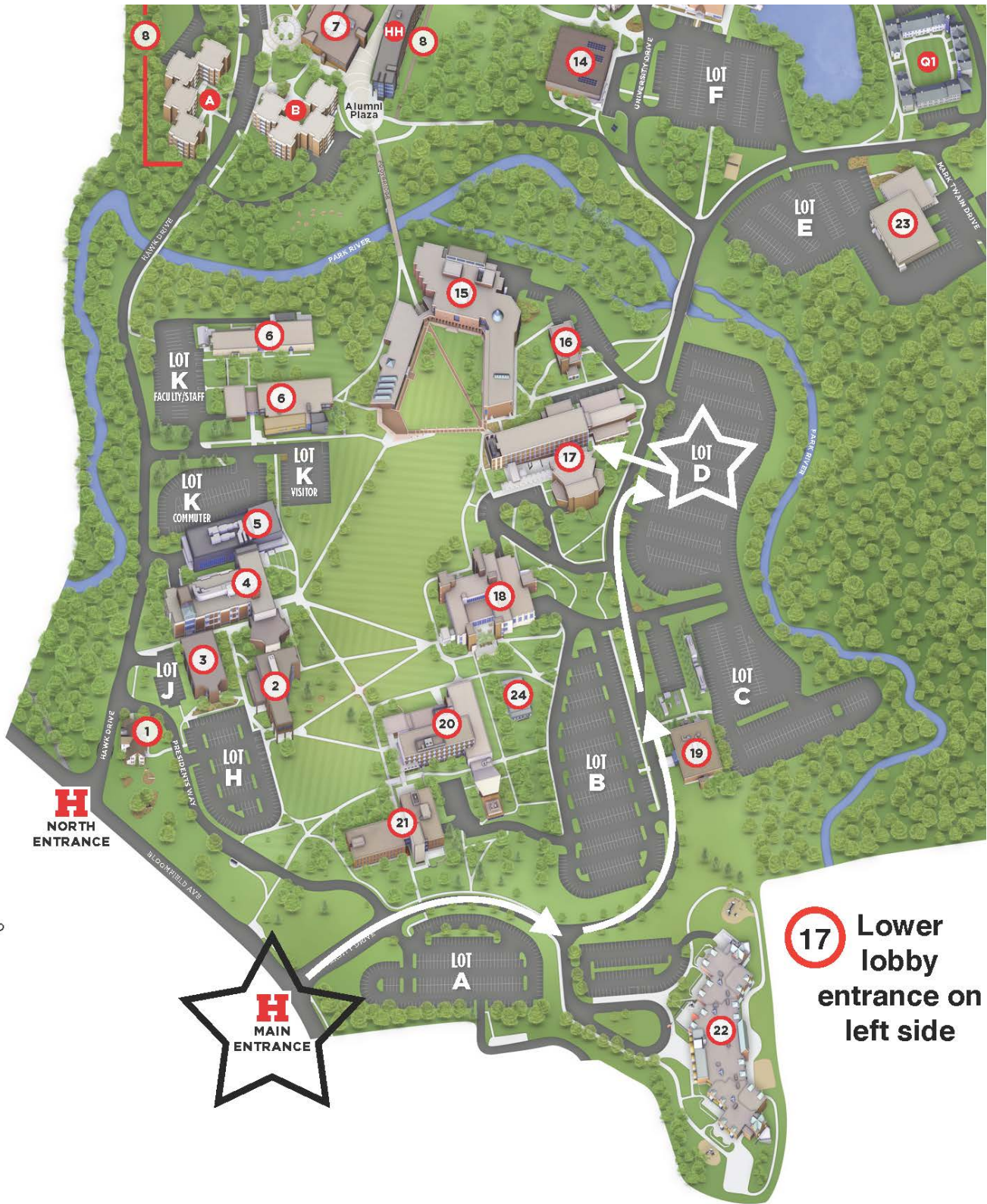
Faculty and Staff will assist with attendance, makeup, dressing as needed and re-hanging costumes.

COSTUME POLICY

All costumes are owned by the University of Hartford and are loaned to the HCD Dance Department through the Wardrobe Department. All costumes must remain in the theater and are not to be taken from the building for any reason.

PARKING

Students must have their vehicle registered in order to park in on-campus. The University has updated their procedure for registering your vehicle. Information was sent individually to students via email. If you would like this information re-sent, please let us know.



17 Lower lobby entrance on left side

Use the main entrance (Black Star) to enter the University of Hartford campus at 200 Bloomfield Avenue, West Hartford. Follow the driveway (White Arrows) past parking lots A,B, and C. Park in lot D (White Star). Walk across the road (White Arrow). Enter the lower lobby of Millard Auditorium (Building 17) on the left.