



Pre-Show Performance Information

We appreciate your participation in the pre-show events for The Theatre in the Park's summer season! To ensure the event goes as smoothly as possible, please review this information carefully.

7:40 pm Check-In – A member of the Theatre in the Park staff will meet a representative from your group at the Backstage/Cast Member Gate. It is preferred that the entire group be escorted in all at one time. The Backstage/Cast Member Gate is in the chain link fence on the south side of the theatre complex behind the concession stand. Do not enter the gate before a TIP representative check you in.

8:00 pm – 8:20 pm Performance – Your studio will be introduced and your dancers will take the stage. You will be provided a microphone for someone from your studio to introduce your group if you wish.

8:20 pm – Exit Backstage Area – Please remember that performance time should be a maximum of 20 minutes long; including the time it takes for entrances and exits. For the safety of your dancers and our crew, it is important that we allow ample time for the production crew to set-up for that evening's performance. This is the reason that we want to conclude the pre-show by 8:20 pm. Upon completion of your performance, it is important that the dancers, studio personnel and chaperones exit the stage area. Those staying to see the show will need to have a ticket and enter through the public entrances, gates 1 – 3, to the bowl seating area.

The Stage – As you may already know, the Theatre in the Park stage is concrete. Because this is a safety issue, we want to be certain you are aware of this. It's acceptable for your studio to bring and use a portable floor if your staff can set it up and remove it within your allotted time. Due to variations in the sets for each show, we cannot give you the exact dimensions for dancing space, but we are confident that the space will be ample for your group. If you are interested in a site visit before your performance, please contact the TIP office

Costume Changes – Unfortunately, the Theatre's dressing rooms will not be available to your performers and **since we are unable to ensure your privacy for costume changes, we ask that you please plan accordingly.** You might consider eliminating costume changes or using full-body undergarments. Also, **please keep in mind that we are a family venue and there will be young people backstage and in the audience. Please use tact and discretion when choosing the dance numbers and costumes for our stage.**

Music – Please provide at least one CD with the appropriate music in order of performance. Please label your CD with the name of your studio and bring it with you the night of your performance. A studio representative is welcome to sit with the Sound Board Operator to assist with cues.

Certificate of Insurance – The Johnson County Park and Recreation District requires a certificate of insurance for your studio for this event. Please provide this certificate to our office **at least ten (10) business days before your performance.** Certificates can be emailed to rachel.rendina@jocogov.org, or mailed to Theatre in the Park, 8788 Metcalf Ave, Overland Park KS 66212. Please understand that we cannot allow your studio to take the stage unless we have received this required insurance certificate.

Waivers – Each participant (or parent/guardian if the participant is under the age of 18) must complete and return a signed waiver. Please be sure to have the signed waivers with you to turn in the night of your performance. Please understand that we cannot allow a dancer to take the stage without a signed waiver

Chaperones – While we definitely wish for your group to be properly chaperoned, we also need to keep nonessential traffic backstage to an absolute minimum. We ask that no more than TWO essential personnel be allowed backstage (I.D. passes will be provided on site for these two people). Parents are welcome to wait outside of the Backstage/Cast Member Gate if they are not attending the performance.

Protective Footwear – We want everyone to be safe while backstage at Theatre in the Park. For safety purposes, protective footwear is mandatory in the backstage area. Open-toe shoes, flip-flops, sandals, etc. are not allowed. Please instruct chaperones, volunteers and performers to wear appropriate footwear into the backstage area. While we realize the dancers may be wearing dance shoes that are open-toe, they will need to wear other appropriate footwear during the time backstage.

Tickets – Admission passes to the TIP performance **are not included in the pre-show reservation fee**. Anyone wishing to enter the Theatre bowl area (whether to watch the pre-show performance, Theatre production or both) **must have a ticket and enter through the public entrance gates** (all entrance gates open at 7:30 pm) Please inform the parents of your dancers of this requirement prior to your pre-show performance. To avoid previous complications, no entry into the Theatre bowl area from backstage will be permitted. Tickets can be purchased online at the Theatre's website (theatreinthepark.org) or at the box office (box office opens at 7:00 pm).

Flyer Distribution – A table and chairs will be available for you in the bowl area the evening of your performance. Please contact the TIP office when you send your proof of insurance (10 days prior to performance) if you would like a table for distribution of your materials. Please feel free to bring banners or other identifiers for the space. You are also invited to have studio personnel or volunteers distribute flyers or other studio materials the night of your performance. Distribution may begin at 7:30 pm when the gates open to the general public and end at showtime, 8:30 pm.

Again, thank you for your participation in our pre-show events. We look forward to having your studio onstage at The Theatre in the Park!