

**Arrival and Sign-in at the theater:**

1. All cast members, including LBT and LBT 2 Company dancers, will check in each day at the check-in table.
2. **Sunday, November 20 through Wednesday, November 23** the check-in table will be located in the lobby of the Lake Dallas HS auditorium (south side of the school facing Swisher Road). After check-in, proceed to the theatre house for rehearsal.
3. **Friday, November 25 through Sunday, November 27** the check-in table will be located on the north side of the building facing the parking lot and the stadium. Once checked in, dancers will be shown the correct dressing room for their role. Please add the name of the parent/guardian that will be checking out dancers at the end of each show.
4. If parents/guardians are staying to watch the first act or the entire show, you may proceed up the hallway into the lobby to the auditorium. REMEMBER: you will need either your dress rehearsal pass on Friday to watch or your purchased ticket to watch on Saturday or Sunday.

**Check out procedure:**

1. A check out table will be located in the lobby in front of the double doors leading to the dressing room hallway. You must show your id to the Check Out Volunteer and only ONE parent/guardian will be allowed in the hallway to pick up performers. Make sure the name of the parent/guardian that will be checking out dancers is listed on the check in sheet at each performance.
2. You MUST make sure to check out with the Room Mom once you pick up your child/children.
3. If you pick up dancers after the first act (if they are only in the first act) then you can exit the building though the lobby doors OR you can proceed to the auditorium, if they have a pass or ticket to the performance.
4. If your dancer will stay through to the end of the show, please indicated that on the check in sheet and the Room Moms will supervise those dancers staying until the end of the show.
5. If you or a guardian are picking up dancers at the end of the performance, you must show your id to the check out volunteer, located in the lobby, and only ONE parent or guardian will be allowed in the hallway to pick up performers.