

# GRACE ACADEMY OF DANCE AND PERFORMING ARTS

905-338-0210

[www.graceacademy.ca](http://www.graceacademy.ca)

## Performance Handbook

Sunday, May 27th through Saturday June 2nd 2018

This booklet contains important information and details events leading up to and including Show week and is for all students who participate in all five shows AND for students in Grade 1 Ballet 1<sup>st</sup> year, Grade 2 Modern and Grade 1 Tap -who will dance in 2 or 3 shows per class. It also outlines parent responsibility and dancer commitment to the Show. By agreeing to participate in the Show the Studio assumes that **all families** have read and understand the information as outlined in these pages. Please save your copy to refer to as needed. One copy of this booklet will be handed out to each Grace Academy family. It is also available on our website at [www.graceacademy.ca](http://www.graceacademy.ca). Thank you!

**Watch for regular Newsletters that will outline specific details, regarding any changes to class times, extra rehearsals, dates for costume check, ticket sales etc. and any forms that need to be filled out and returned to the Studio (i.e. volunteer forms, security forms, etc.)**

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# 1. PARTICIPATION AND COMMITMENT

ALL students at Grace Academy are invited to take part in this production. It will be a fun and exciting time for all of the dancers! Show week is the highlight of the dance year for everyone. It is a fabulous opportunity for your child to shine up on stage while learning about teamwork and dedication. The memories that it creates will last a lifetime.

**PARTICIPATION INVOLVES REGULAR ATTENDANCE AT ALL CLASSES IN THE 3<sup>RD</sup> TERM (THESE WILL BECOME REHEARSALS).**

**Please look at your calendars carefully! Due to the large number of students involved, and the great amount of planning and organization that go into the year-end performance, we are UNABLE TO ACCOMMODATE INDIVIDUAL FAMILY SCHEDULES AND CONFLICTS. DANCERS WHO CANNOT ATTEND ALL COMMITMENTS (REHEARSALS AND PERFORMANCES) DURING SHOW WEEK WILL NOT BE ABLE TO PERFORM IN THE SHOW.** Past conflicts have included the following: sporting events, school concerts, job training (senior girls), first communion, parties and music concerts. Please look ahead and remember your commitment to the Show when booking your Spring commitments.

Rehearsing a dance without all of the dancers present is confusing for everyone - dancers rely on the presence of others to work out their spacing and movements. Having a dancer pull out of a number once rehearsals have started is extremely difficult for everyone. Choreography must be re-worked and this can be very hard to do.

While this sounds like a lot, we would also like to encourage you!! IT IS A WONDERFUL AND EXCITING TIME!

# 2. PARENT VOLUNTEERS

We are asking for the assistance of **all parents** to help make our year-end production an enjoyable experience for everyone. Many of you have already volunteered your time to assist with costume preparations. We will contact those who have volunteered as the need arises. Thank you for your time!

**Volunteers are needed for each day that we are at the theatre. Please see the list below that outlines the various jobs that need to be filled. If you are available on more than one day, it is very helpful to have you assist in the same area each day. In all areas, experienced volunteers will act as leaders and are there to show you the ropes if it's your first time. Please join the team!**

**Our Sunday afternoon rehearsal requires backstage supervision, runners and security. At our junior dress rehearsal it is very helpful to have experienced parents of our older dancers assisting us. If you are a parent of one of our student teachers, or another older dancer, please consider signing up to help on that day!**

**PARENTS WHO ARE NOT VOLUNTEERING WILL WAIT UPSTAIRS IN THE LOBBY OF THE THEATRE DURING DRESS REHEARSALS AND WILL BE ASKED TO CLEAR THE BACKSTAGE AREA DURING ALL SHOW TIMES.**

**IT IS IMPORTANT FOR THE ORGANIZATION AND SAFETY OF ALL DANCERS, THAT ONCE DANCERS ARE IN COSTUME, PARENTS WHO ARE NOT VOLUNTEERING, WILL NOT BE ALLOWED BACKSTAGE.**

Volunteer forms will be sent out closer to the performance dates. An email will then be sent out to those of you who have offered your assistance, confirming your assigned role and dates.

During the Show/Rehearsals there is a **table set up in the hallway across from the dressing rooms (beside the drink machines)**. This is where volunteers will gather at the beginning of each night to be assigned to their areas by an experienced volunteer.

### **VOLUNTEER JOB DESCRIPTIONS:**

#### **SUPERVISION OF 3-6 YEAR OLDS:**

Looking after a class of younger dancers as they wait to go onstage and then wait to be picked up by their parents at intermission or the end of the show. Colouring books, story books, puzzles and movies are provided by the Studio. Parents of little ones may choose to volunteer with their child's class on the night that they are not in the audience.

#### **GENERAL BACKSTAGE SUPERVISION**

Making sure all dancers are happy, well behaved and involved in quiet activities. Dancers are asked to stay in their dressing room during the run of the show. It is the policy of The Oakville Centre for the Performing Arts that hallways are kept clear (except for those dancers lining up to go on stage). You may also be asked to assist with hanging up costumes and keeping the change rooms neat.

#### **CHANGING YOUNG DANCERS WHO HAVE MORE THAN ONE 1 DANCE**

Participating volunteers assist dancers (under the age of 10) who are in more than one dance with their costume changes. Volunteer moms will have a list of dancers needing to change and will assist in dressing the children and ensuring that their previous costume items are hung up properly.

## **HAIR**

Volunteers are needed throughout the run of Show to style dancers hair. The busiest time is before curtain, between 5:30-7:30. Participating volunteers will stay in the hair room throughout the night for those dancers who need assistance in changing their hairstyles. Dancers are typically put into ponytails and buns. A list of styles is provided by the studio, as are all hair products. Hair should be very neat, using hairspray and gel. **We encourage dancers to arrive at Dress Rehearsal and Performances with Hair already done if possible – you will be informed of your class hairstyle at Costume Check.**

## **MAKE-UP**

Volunteers in the makeup room will put makeup on dancers who do not come with it already on. Juniors who only dance in one/two shows are to wear light blush, a bit of beige or very light brown eyeshadow and red lipstick. We want them to look like children, but not have their faces washed out under the strong stage lights. (See Makeup below, for all other dancers)

The Studio provides makeup and uses Q-tips for each new dancer for sanitary reasons. If preferred, parents can send their own make-up in a Ziploc bag. Participating volunteers will stay in the makeup room throughout the night for those dancers who need touch-ups and to watch out for younger dancers who think they might like to do their own make-up!!!**We encourage dancers to arrive at Dress Rehearsal and Performances with Makeup already done if possible.**

## **RUNNERS**

Runners are responsible for lining up dancers in the hall before they go onstage. We usually have one group on stage, one waiting in the wings, one in the hallway and one lined up in the studio theatre. **It is a constant flow and requires several volunteers for each night** to help direct the movement of dancers from studio theatre, through the stage left and stage right hallways and finally to the wings before dancers take their turn on stage. A list of which dancers line up on which side and an order of performance is provided by the studio. Runners will also assist in carrying costumes back to the dressing rooms from the backstage area after quick change.

## **QUICK CHANGE**

Volunteers in quick change work backstage to help change the costumes of dancers who have 3 or fewer numbers between dances. Costumes must be changed very quickly and hair often needs to be re-done.

## **SECURITY**

Each dancer must be checked out with our security volunteers before they go home. Volunteers are stationed at the 2 exits of the backstage area. Security volunteers will have a list of all dancers in the performance as well as a list of any dancers who have been given permission to leave with a friend. No dancer will be allowed to leave without an adult (please refer to the security section of the

handbook). Security volunteers will also collect DVD order forms and any other envelopes that may need to get to Miss Knapp.

### 3. COSTUMES

#### **Catalogue Costumes:**

Ready-made costumes are purchased from catalogues. Teachers will measure students in class to order the appropriate size. In some cases, alterations to these costumes are necessary as they are standard sizing and not made to each individual's size (eg - shortening a hem) **Alterations to ready-made costumes are the responsibility of each family, but we will provide a list of seamstress who are happy to help with this.**

#### **Costumes will be sewn by ESTA:**

ESTA is a costume company that sews costumes for complete classes, specific to each dancer's measurements. Esta will come into the studio to measure dancers - days and times will be given out as soon as they are confirmed.

#### **Costumes will be sewn by Erica Gilby, Carolyn Den Elzen or another Grace seamstress.**

These seamstresses will be sewing for complete classes this year. They will measure dancers at the studio - days and times will be given out as soon as they are confirmed.

#### **Costume Extras (shoes, socks, tights, ribbons etc)**

Some classes will also need to purchase tights to go with their costumes. Ballet classes often dye their ballet shoes (with a leather shoe spray) to match their outfit. They are allowed to wear coloured shoes in class next year until they no longer fit. These details are all given out closer to the show.

#### **Costume Invoices**

You will receive an invoice for costume costs during the month of April. ALL PAYMENTS WILL BE MADE TO GRACE ACADEMY AND ALL COSTUMES MUST BE PAID IN FULL IN ORDER TO DANCE ON STAGE.

Costume costs can range from approximately \$85 - \$165 depending on the complexity and materials used in construction (costumes with a bodysuit are often a little more costly). Grace Academy works very hard to keep costs as low as possible, while still maintaining a high standard of quality and creativity. All supplier discounts are given directly back to the families and no extra fee is charged for the work involved in planning, sourcing materials or purchasing/ designing patterns.

A costume check will happen for each class, closer to the show, to double check for consistency and good fit.

**LABEL ALL COSTUME PIECES AND ACCESSORIES with first initial and last name!**

## 4. COSTUME CHECK

During the week of Costume Check (MAY 16<sup>TH</sup>- 22<sup>nd</sup> ), costumes will be checked in the Studio at the **beginning** of each class to ensure that all dancers look the same.

Any additional hair/costume accessories will be handed out at that time and dancers will be given the hairstyle for the class.

**\*NOTE: COMBINED CLASSES AND CLASSES THAT ATTEND REHEARSALS MORE THAN ONCE WILL HAVE COSTUME CHECK TOGETHER AS A GROUP – ONE CLASS DATE WILL BE ANNOUNCED.**

PLEASE HAVE DANCERS ARRIVE ON TIME AS WE WILL STILL BE REHEARSING OUR DANCES ON THESE DAYS AND DO NOT WANT TO TAKE UP TOO MUCH CLASS TIME.

**CHANGE FROM PREVIOUS YEARS - PARENTS WILL NOT NEED TO ATTEND COSTUME CHECKS. THIS WILL KEEP THINGS A LITTLE LESS 'BUSY' AND CROWDED, AND HELP US TO CHECK THINGS IN AN EFFICIENT MANNER.**

## 5. STUDIO REHEARSALS AND SCHEDULE CHANGES

All regular classes become rehearsals after the March Break. Regular attendance is **EXTREMELY IMPORTANT**. Please inform the studio right away of any planned holidays/missed classes.

Some classes will be combined to perform as one larger number in the Show. Dancers in these numbers are asked to attend both their regular class and the regular time slot of class they are combining with, wherever possible.

A newsletter will be handed out to let you know if you are in a combined number. This letter will give details of all optional and mandatory weekly rehearsals for these combined classes.

EASTER WEEKEND: **CLASSES RUN AS USUAL** ON SATURDAY MARCH 31<sup>ST</sup> THERE ARE NO CLASSES ON GOOD FRIDAY (MARCH 30<sup>TH</sup>) OR EASTER MONDAY (APRIL 2<sup>ND</sup> )

MAY 2018 LONG WEEKEND: ALL CLASSES RUN AS USUAL, THESE ARE IN STUDIO REHEARSALS. ALL DANCERS SHOULD PLAN TO BE IN ATTENDANCE!

## 6. HAIR AND MAKE-UP

Dancers will be told what the hairstyle is for each dance during Costume Check. Volunteers will be at the theatre to help dancers have their hair done. If you choose to do your dancer's hair at home it needs to be very neat, off the face (gel and hairspray) and in the appropriate style.

**We encourage dancers to arrive at Dress Rehearsal and Performances with Hair and Make-up already done if possible, to avoid long lineups in the hair and makeup rooms.**

Make-up for:

### **Grade 6 Modern/Grade 4 Ballet and above:**

- Foundation and Pink Blush
- Light Brown Eye Shadow, with darker brown in the crease of the eyelid
- Mascara and Brown or Black eyeliner
- Red Lipstick

### **All other Dancers:**

- Foundation and Pink Blush
- Light Brown Eye Shadow, with darker brown in the crease of the eyelid
- Mascara
- Red Lipstick

**NO JEWELRY OR NAIL POLISH (fingers or toes) PLEASE (also – no stick on tattoos!)**



## 7. THEATRE REHEARSALS

**\*ALL REHEARSALS ARE CLOSED TO SPECTATORS\***

**LOCATION: THE OAKVILLE CENTRE FOR THE PERFORMING ARTS  
130 NAVY STREET  
OAKVILLE, ONTARIO**

### **Technical Rehearsal – Sunday, May 27TH 2018**

Your dancer will be assigned a time slot (to be announced) for their class. Dancers will be asked to **arrive 15 minutes prior to the start of their time slot.** Parents are welcome to stay at the theatre on this day, or to return at the end of their allotted time.

NO COSTUMES OR MAKEUP ARE NEEDED FOR TECHNICAL REHEARSAL. DANCERS SHOULD WEAR REGULAR UNIFORM WITH HAIR IN A BUN OR PONYTAIL.

### **Junior Dress Rehearsal – Monday, May 28TH 2018 – FULL COSTUME, HAIR AND MAKE-UP**

This rehearsal is for the younger dancers ONLY (those dancers in Nursery Ballet, Pre-Primary Ballet, Primary 1<sup>st</sup> Year Ballet, Primary 2<sup>nd</sup> Year Ballet, Primary Modern and Grade 1 Modern, Primary Tap). Senior students who assist with junior classes will need to attend.

### **Dress Rehearsal – Tuesday, May 29TH 2018- FULL COSTUME, HAIR AND MAKE-UP (for all dancers who perform in 5 shows AND Grade 1 Ballet 1<sup>st</sup> year, Grade 2 Modern and Grade 1 Tap)**

All dancers should arrive at 5:30 p.m. and enter through the Stage Door at the back of the theatre, near the swimming pool entrance. Please note the following:

- Please do not send more than one parent with your dancer if possible.
- Dancers should be out of costume when arriving AND leaving the theatre.
- Dancers should come with hair and makeup done, if possible (a list of hairstyles will be given out at Costume Check)
- Dressing rooms are labeled with the appropriate age groups
- Upon arrival dancers should change into costumes and organize any other costumes they may be changing into during the Show.
- Dancers with Quick Changes should take their costumes to the quick change area listed on their tags.

- Once dressed, dancers should find other dancers from their classes and stay together. Quiet games and activities will also be sent with your dancer - the Studio provides colouring books and other activities
- **If you send a snack make sure that it is NUT FREE and not messy – no chocolate or red juices please.**

The Finale is rehearsed first and will begin at 6:30. At this point and time we will ask that all parents, who are not volunteering, clear the backstage area. Parents may wait upstairs in the lobby of the theatre (tables and chairs will be set up), or may choose to leave the theatre and return later. (Approximate finish times to be announced). **IF YOU WOULD LIKE TO STAY BACKSTAGE DURING REHEARSAL – YOU MAY VOLUNTEER TO HELP.**

PLEASE BE PATIENT! We will attempt to keep things moving as quickly and smoothly as possible. Any delays will be only to help prepare the dancers and to ensure that they are comfortable on stage.

Parents should return to pick up their children after they have completed all of their dances (approximate times to be announced).

**Dancers must be out of costume before leaving the theatre and must be signed out with Security. (See: Security)**

## 8. PERFORMANCES

**LOCATION: THE OAKVILLE CENTRE FOR THE PERFORMING ARTS  
130 NAVY STREET  
OAKVILLE, ONTARIO**

**MAY 30th, 31st, JUNE 1ST,(Evening) , JUNE 2nd(Matinee and Evening)**

Evening Performances: Dancers in the 1<sup>st</sup> half of the Performance should arrive at the theatre at 5:30 p.m. (Doors will not be open prior to this). Dancers in the 2<sup>nd</sup> half of the Performance should arrive at 7p.m.

Saturday, Matinee: Dancers in the 1<sup>st</sup> half should arrive at 11:30 a.m. and dancers in the 2<sup>nd</sup> half should arrive at 1pm.

Please follow the same guidelines given for the Dress Rehearsal. **Dancers must be out of costume before leaving the theatre and must be signed out with Security. (See: Security)**

\*REMINDER – children who dance in the 1<sup>st</sup> half only – may purchase a ticket to watch the 2<sup>nd</sup> half. Children who dance in the 2<sup>nd</sup> half only – may NOT watch the 1<sup>st</sup> half, as they will need time to prepare to go onstage.

## **AUDIENCE MEMBERS:**

IF YOU ARE WATCHING THE PERFORMANCE, PLEASE DO NOT LEAVE THE THEATRE UNTIL INTERMISSION. IT IS VERY DISTRACTING FOR THE DANCERS ON STAGE AS WELL AS OTHER AUDIENCE MEMBERS. **Parents, if possible, please stay until the end of the Performance to support ALL of the Dancers (and ask that your family members/friends do the same!)** Your children will be looked after backstage. ALL DANCERS have worked extremely hard and it can be very upsetting when audience members leave part way through the performance. Our senior girls volunteer many, many hours during the year to assist your little ones (and to make it possible for them to dance on stage). PLEASE STAY TO SUPPORT THESE GIRLS! You will be glad you did!

## **9. FINALE**

Each year we invite our students to take part in a very simple finale (there will be no extra rehearsals for the finale). This is a way for the dancers to come together on stage and celebrate their hard work and performance together. It is a lot of fun for everyone who chooses to participate. Dancers will rehearse the finale in their regular class and then again as a large group at the beginning of our Tuesday night dress rehearsal. Dancers who wish to participate must stay until the end of the performance. Participation is optional and dancers are allowed to participate in 1, 2, 3, 4 or all 5 performances.

The Finale is lead by our senior students. We are very fortunate to have a wonderful group of senior girls who spend many, many hours at the studio each week. They give a great deal of their time to volunteer with the younger students during the year and during our performance week. Leading the finale is a thank you to them for all that they give to the studio. It also allows us to be flexible with the younger dancers who may only wish to participate in the final on 1 or 2 nights.

**Dancers must be in the following levels or above to participate: GRADE 1 BALLET 1<sup>st</sup> YEAR, GRADE 2 MODERN, GRADE 1 TAP and JUNIOR MUSICAL THEATRE .**

**DANCERS MUST ALSO BE PRESENT AT THE TUESDAY NIGHT DRESS REHEARSAL AT 5:30PM IN ORDER TO PARTICIPATE. DANCERS WHO ARE WATCHING THE 2ND HALF OF THE SHOW MAY NOT PARTICIPATE IN THE FINALE THAT NIGHT.**

**IT IS NOT MEANT AS ANOTHER PERFORMANCE ON STAGE. PARENTS SHOULD BE AWARE THAT YOU MAY NOT BE ABLE TO SEE YOUR DANCER AMONGST THE LARGE GROUP!**

## 10. TICKET SALES

A separate newsletter will be handed out regarding when and how you will be able to purchase tickets and the cost of the tickets. On the date that tickets go on sale WE RECOMMEND THAT YOU DO NOT DELAY IN PURCHASING YOUR TICKETS. TICKETS SELL OUT QUICKLY!

\*REMINDER – children who dance in the 1<sup>st</sup> half only – may purchase a ticket to watch the 2<sup>nd</sup> half. Children who dance in the 2<sup>nd</sup> half only – may NOT watch the 1<sup>st</sup> half, as they will need time to prepare to go onstage. You will receive an Order of Performance so that you will know which half of the program you are in.

### PLEASE....

IF YOU ARE WATCHING THE PERFORMANCE, PLEASE DO NOT LEAVE THE THEATRE UNTIL INTERMISSION. IT IS VERY DISTRACTING FOR THE DANCERS ON STAGE AS WELL AS OTHER AUDIENCE MEMBERS.

**AGAIN, PARENTS, IF POSSIBLE, PLEASE STAY UNTIL THE END OF THE PERFORMANCE TO SUPPORT ALL OF THE DANCERS. Your children will be looked after backstage and can be left with us until the end of the show on the night that you are watching**

Video cameras and flash photography are NOT permitted in the theatre. This will be strictly enforced by theatre ushers during the performance.

## 11. COSTUME CHANGES

Dancers who are in more than one dance in the show will need to have a costume change. If there is sufficient time between your dancer's numbers, they will make this change in the dressing room or Studio Theatre area backstage. Dancers who are under the age of 10 are asked to hang their CAREFULLY LABELLED costume in a designated area of the Studio Theatre. Volunteer moms will have a list of dancers needing to change and will assist in dressing the children and ensuring that their previous costume items are hung up properly. Dancers age 10 and up will change in their designated dressing room. Please be sure that your dancer knows where her things are hanging and that all items are labelled carefully. Backstage supervisors will be stationed in the dressing rooms to assist as needed.

## 12. QUICK CHANGES

A “QUICK CHANGE” is a very fast costume change and is usually for a dancer who has 3 numbers or less in between their dances. Instead of going back to the dressing room they are “quick changed” backstage. In some cases, a dancer may have more than 3 numbers in between but we feel that it is better for them to be in quick change and not back in the dressing room.

If you have a quick change you will receive tags (which look like the one below) to attach to the costume that you are going to change into. Double check to make sure that each tag you receive, is correct. Ask Miss Knapp if you are not sure!

#2 – #4
Gina Ballerina
PIT or SL

For Example:

#2 is the costume you are wearing and #4 is the costume you will be “quick changed” into. The tag hangs on costume #4.

Dancers name

There are 2 “Quick Change” areas – the Pit and SL (Stage Left). Your tag will say one or the other. When you arrive at the theatre, after dressing in your first costume, take your quick change(s) to the appropriate area as quickly as possible.

**If you are only in the 2<sup>nd</sup> half and have a quick change you should arrive at the theatre early enough to take your costume backstage (6:30 at the very latest – (5:30 on dress rehearsal night). Volunteer moms will help you find the correct changing area.**

Junior Actors who have quick changes are asked to bring a shopping bag (that can stand up) with their first and last name, in large print, taped to the side/end of the bag. Junior Actors are typically in and out of their “acting clothes”, changing quickly from dance costumes back into “acting clothes” for their next scene. As there are often many actors in a scene, these bags make it easy for actors to find their “acting clothes” quickly.

### **HELPFUL HINTS**

1. Hang your costume with quick change tag (no garment bags please). **Hook a plastic bag over the hanger**, this helps to hold ribbons, tights and shoes and will also be used to gather up all the bits and pieces of the costume that the dancer has just been changed out of. Ziploc bags are great for small accessories, hairpins, nets, ribbons and hairbrushes. **Label each piece of your costume, shoes, socks and hairbrushes.**

**2. Double check that you have all costume items before taking your costume to quick change and before going home each night – including hair ribbons.**

3. It's hard to put tights on when its hot, so when possible wear convertible tights that you need for the next number. Convertible tights have holes in the bottom of the foot and can be rolled up when you need bare feet and pulled down when you need your feet covered. Tights with feet cut out are also easier to put on.

4. Keep Calm! The Quick Change Helpers are there to help you and you will get on stage! Remember to say "Thank You".

**5. RETURN OF COSTUMES:** IT IS EXTREMELY BUSY IN THE QUICK CHANGE AREA. COSTUMES WILL BE MOVED OUT AS QUICKLY AS POSSIBLE BUT YOU MAY NEED TO WAIT. As costumes are finished with, they will be brought downstairs and hung up in the makeup room by volunteers. These volunteers will do their best to hang the costumes up neatly and make sure all the pieces are together. Costumes may be picked up from this room – not from backstage.

**6. Remember to re-organize your costumes with the correct tags, bags etc. before returning to the theatre for the next performance.**

## **13. COMMAND CENTRAL/LOST AND FOUND**

During the show there is a **table set up in the hallway across from the dressing rooms (beside the drink machines)**. This is where Volunteers will gather at the beginning of each night to be assigned to their areas by an experienced Volunteer.

**Please label ALL costume pieces with first initial and last name!**

Any extra shoes, tights, socks, hair accessories, hairbrushes etc. that are found will be placed on this table. We have never lost a costume but with over 300 families, occasionally a costume goes home in the wrong garment bag, or shoes/ accessories get mixed up. As it is usually someone from your own class a quick exchange at home/theatre before the next show usually solves the problem. If you find that you have a costume or accessories belonging to another dancer when you get home, please leave a message on the Studio answering machine (905) 338-0210 or email Miss Knapp at [graceacademy@sympatico.ca](mailto:graceacademy@sympatico.ca), so that we can put the other family's mind at ease.

DVD orders and any other envelopes/information that you need to have delivered to Miss Knapp can be left with the Security Volunteers at the Stage Door.

## 14. SECURITY

Each dancer must be checked out with our security volunteers before they go home. Junior dancers (nursery/pre-primary/primary 1<sup>st</sup> year ballet/primary 2<sup>nd</sup> year ballet/primary modern/grade 1 modern/primary tap) have 2 sign outs.

Dancers must first be checked out with the parent volunteers in charge of each class. Security Volunteers will then be stationed at the 2 exits of the backstage area. Security volunteers will have a list of all dancers in the performance. No dancer will be allowed to leave without an adult (SEE BELOW) .

**WE ASK FOR EVERYONE'S PATIENCE AT THE END OF THE SHOW - we ask that only one parent/guardian should come backstage to check their dancer(s) out at security.** Security volunteers will also collect DVD order forms and any other envelopes that may need to get to Miss Knapp

1. Dancers enter and exit through the Stage Door that is located at the back of the Oakville Centre for the Performing Arts. Security check out for all dancers will be at the Stage Door. Enter quietly so that noise does not carry up to the stage.

2. NO DANCER will be allowed to leave the theatre without an adult. DO NOT ASK YOUR DANCER TO MEET YOU IN THE PARKING LOT. You must come to the Stage Door to meet them.

3. **The Theatre will be CLOSED between performances on Saturday.** All dancers, parents and teachers must leave the building. **PLEASE BE AT THE THEATRE ON TIME TO PICK UP YOUR DANCER.** It is a very short break before call time for the evening performance and each year we are left waiting on parents who fail to pick up dancers until well after the performance has ended. Arrange to carpool with another family if you are unable to arrive on time.

4. **A Security Form MUST be filled out and handed in to the Studio PRIOR to the show by parents of ALL dancers. It will acknowledge your permission of the following for your child:**

- To sign out of the theatre after the Saturday matinee without an adult (an option provided for older dancers during the quick turn around between shows)
- To leave the theatre unaccompanied (student is 16 years old or older)
- To carpool home with adults other than parents or guardians. You will be asked to provide the first and last name of each driver and to include your first and last name on this sheet.

**NO EXCEPTIONS – IF RECEIPT OF THIS FORM IS NOT ON FILE WITH SECURITY, YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITHOUT YOU PRESENT**

## 15. APPROPRIATE BACKSTAGE BEHAVIOUR

Please remind your dancer of the importance of good behaviour at the theatre. With the large number of dancers involved, it is easy to get carried away in the excitement and forget that running, climbing and loud voices are not acceptable.

Remind your dancer that we are guests in the theatre and that they should treat the property of the theatre (changerooms/bathrooms) with care and respect.

Also, please be patient and listen to the parent volunteers. We are confident that our dancers will make us very proud!!

## 16. DVD/PHOTOS

**Video cameras and flash photography are NOT permitted in the theatre.**

This will be strictly enforced by the ushers during the performance. IT IS EXTREMELY DISTRACTING TO OTHER AUDIENCE MEMBERS AND TO THE DANCERS ON STAGE! **While we live in a world where everything is immediately recorded and posted to social media, we ask that for this performance, you sit back and enjoy the moment, and allow others to do the same!!** A professional video will be filmed during one of our performances. All dances will be included in this video – junior dancers will be filmed during dress rehearsal to ensure that we have footage of everyone. Our videographer, Gregson Lodge, will also be filming “behind the scenes” footage during dress rehearsal – he will have a name tag on so that you will know who he is.

Orders forms for DVDS will be handed out closer to the performance and will be accepted back until June 25<sup>th</sup> . The cost is \$40 for a double DVD set. Orders received after June 25<sup>th</sup> are \$45. Cheques should be made payable to Gregson Lodge and cash should be sent in an envelope marked clearly with your name.

Orders can also be left with the Security Volunteers at the Stage Door during performance week. DVDs are usually ready for pick up during registration dates at the end of the summer.

Drop by to see a preview showing of the DVD at our annual Lemonade Party on Saturday, June 9th, 11am-1pm. DVD copies will be available at the end of the summer.

### Photos

A professional photographer will also photograph each dance “in action” at the dress rehearsal. Photos will be available for purchase – information will follow. In addition, a volunteer will take photos “behind the scenes” during the week. These photos will be kept in a photo album at the studio and copies can be made for dancers as requested.



## **17. BORROWED ITEMS**

If you have borrowed any costume pieces from the Academy, please leave these at the theatre at the end of the Saturday evening performance. Items can be left on the table in the hallway across from the dressing room.

**PLEASE DO NOT HESITATE TO ASK IF YOU HAVE ANY QUESTIONS.  
NEWSLETTERS WILL BE SENT HOME REGULARLY WITH ALL THE  
SPECIFIC DETAILS REGARDING DATES AND TIMES FOR INFORMATION  
LISTED ABOVE. THANK YOU 😊**