

Dear Parents and Dancers,

Please read all of the following information very carefully. We have included everything you need to know about our dress rehearsal and annual performance. All of the information is important and we suggest that you please keep this book as a reference as recital time nears. Please make yourself aware of all of the details and rules. These rules are structured for the safety of our dancers and for the professional quality of our performances. For those of you who are coming from another studio, we would like for you to understand that every studio does things differently. Therefore, it is extremely important that you read all performance information and rules thoroughly.

Thank you for your support,

Miss Amanda and Miss Hiroko.

INTRODUCTION

Ballet and All That Jazz will hold its Third Annual Dance Performance on Saturday, June 30th, 2012. The show will begin on time at 5:00pm. The theatre doors will open at 4:30pm. Dancers are to be in their dressing rooms at the latest 4:30 pm in their costumes, warmed up, stretched and ready to perform. The dress rehearsal will be held on Friday, June 29th at 5:30pm and June 30th at 10:00am. Please see below for when your dancers will need to be present for their rehearsals. Dancers and parents are asked to be in the auditorium at 20 minutes prior to rehearsal time to take notice of a brief introduction. The rehearsal and performance will be held in the Columbia High School Auditorium. Rehearsal is necessary in order to understand the rules and regulations of the recital performance. Dancers will perform each of their dance(s) twice and take a class picture at the dress rehearsal.

Friday June 29th at 5:30pm: Monday Jazz/Hip-Hop, Monday Hip-Hop, Monday Jazz, Tuesday Open Tap, Thursday Jazz/Hip-Hop, Thursday Tap, Thursday Ballet, Thursday Pre-Pointe and Friday Ballet.

Saturday June 30th at 10:00am: Tuesday Jazz/Hip-Hop, Tuesday Tap, Tuesday B.A.D., Wednesday Ballet, Wednesday Jazz, Wednesday Tap, Saturday Ballet, Saturday Tap/Acrobatic and Competition Dancers.

Students may leave as soon as they are finished with their dances. **Students must sit in their designated rows with their class waiting for the cue to be called backstage.** Each row will be marked with posters assigning where each class should sit. Each class will be assigned one **“Helping Mom.”** (Any parent who wishes to volunteer to be a Helping Mom, please sign up on the bulletin board at the BAATJ Dance School.) Helping Moms will pardon dancers from their

parents in dressing room area, take attendance in the dressing room, help to make sure the dancers all look alike for performances, line up the dancers before they go backstage with backstage helper, and help to make sure each dancer is signed in and out by a parent/legal guardian. Helping Moms will help during the dress rehearsal and the actual show. During the dress rehearsal, please cooperate with these procedures by staying in your row until you are called during the dress rehearsal. If you or your dancer has to leave your row for any reason, please let the Helping Mom know.

WHY DRESS REHEARSAL IS NECESSARY

Our goal is to make everyone feel comfortable the date of the performance. To ease your mind, we feel it is important to explain why it is required your dancer(s) participate in the dress rehearsal. The new environment of the stage makes it a challenge for dancers of all ages. The following are stage factors that need to be considered.

Stage lighting may be very bright. This may make it difficult to be aware of the surroundings when moving quickly while dancing.

Wings are used to enter and exit the stage area. We cannot practice the entrances and exits at the studio because we do not have the wing space.

Mirrors are a great help at the studio to students who are unsure of their space during their routine. Unfortunately practicing without mirrors can only be done on stage.

Size of the stage is larger than our dance floor at the studio. This changes the dynamics of the entire piece they are performing. To move from one place to another and the spacing is completely different.

Absence of a dancer during rehearsal may be confusing to the entire class while adjusting to their new surroundings.

GENERAL DRESS REHEARSAL/PERFORMANCE POLICIES:

1. Tickets are on sale throughout the entire dance season. Each dancer will receive one complimentary ticket on the last day of their class. If this ticket or previously purchased tickets are not presented at the time of the performance, one will need to be purchased prior to entering the auditorium.
2. Tickets are \$12.00/each if purchased prior June 1st, 2012. In the month of June, they are \$12.50/each. The day of the dress rehearsal and performance, tickets are \$13.00 each. Children under 5 years of age are free admission. No one is allowed to enter the

auditorium without the hand stamp, which will be given upon providing the admission ticket at the entrance.

3. Dancers with an outstanding studio balance are required to pay the remainder balance in full by the first of June prior to purchasing/receiving complimentary tickets.
4. Dancers may not wear jewelry, hair extensions (unless otherwise permitted by the dance teacher) or tattoos. If band-aids are necessary, please refrain from using colorful or character band-aids. Standard tan band-aids are recommended.
5. Dancers are to be in their dressing rooms 3 numbers prior to their number is performed and also 2 numbers prior to the finale piece.
6. If a dancer only performs in the second half of the show, they must still arrive at the performance at the scheduled time.
7. We would like all dancers to participate in the finale cast at the end of the performance for final bows and the awards ceremony. Dancers must wear their costume and the appropriate shoes for the finale piece.
8. Dress rehearsal is not mandatory but encouraged to ensure our dancers and their families are in the best understanding of the performances procedures. If a dancer will be absent for the rehearsal, please let your dance teacher know as soon as possible.
9. **NO FOOD OR DRINKS IN THE AUDITORIUM OR DRESSING ROOMS!**
10. Outside food or beverages is prohibited within the high school. Absolutely, no alcohol allowed.
11. The Columbia High School is a drug free zone. Smoking is prohibited within school grounds.
12. At the time of the dress rehearsal, please take a seat in the auditorium before searching for your dancer's dressing room.
13. Please direct any questions, comments and concerns to Miss Amanda or Miss Hiroko; otherwise write your question on the "Recital Clipboard" on the studio bulletin.

COSTUME DISTRIBUTION AND CARE:

*****PLEASE READ THE FOLLOWING INFORMATION CAREFULLY*****

1. Each dance class is given a costume information form listing all specifics needed for every dance your child will perform. If you have not received this form or need another one, please ask a fellow classmates parent or dance instructor.
2. A mandatory dress rehearsal will be scheduled during your dancer's normal class time to make certain of any wardrobe concerns and alterations prior to the dress rehearsal at the high school.
3. Please do not wear any underwear under the costumes. We understand there may be an emergency when they're needed, so please plan ahead and purchase a nude color undergarment. No undergarment straps should be seen hanging out of costumes.
4. LABEL YOUR NAME ON EVERYTHING. (shoes, tights, costumes, accessories, etc.)
5. Bring extra necessities in case of emergencies. (Hair necessities, tights, wet wipes, etc.)
6. Please do not eat or drink while wearing your costumes. Gum is prohibited.
7. Hang your costume(s) in a garment bag as soon as it's received. Label the outside of the garment bag with your dancers' name.
8. Costumes, tights, accessories, etc. should not be worn or washed prior to the dress rehearsal.
9. Ballet and All That Jazz will not be held responsible for costume care once they are distributed. Dancers receive one costume. There will be no returns. Costumes are to be picked up at the time of distribution or up to 15 days after the performance by a parent only. If a costume is not picked up 15 consecutive days after the performance, it will be donated to the studio.

COSTUME CHANGES

Several dancers will be performing in multiple routines in this year's show. With efficient organization and planning, costume changes will run smoothly. Upon arriving to the auditorium, continue to the dressing room areas (follow the signs and balloons) and you will locate your child's name hanging on the wall. Underneath their name will be a chair. Arrange your dancer's costumes, shoes, etc. in the order they are performed.

Helping Moms will ensure your dancers will make it back to the stage in plenty of time. We recommend costumes arrive in garment bags and keep a laundry basket for shoes, tights, etc. Also, dancers can use their laundry baskets to keep everything together while changing. Practice with your dancers at home how to appropriately hang and organize their costume and accessories to limit the chance of losing any items.

PLAN AHEAD

We strongly recommend you do not wait until the last minute to organize and prioritize. Make a list for each dance with everything that is required for their performance. Check everything twice before arriving to the dress rehearsal and performance.

HAIR AND MAKE UP

1. All dancers are required to wear stage make up for the dress rehearsal and annual performance. The lights on stage wash out skin tones and make the eyes and lips seem smaller. If you need further assistance as to which make up suits your dancer and/or how to apply makeup, please ask your dance teacher. Our mottoes for stage make up: **if skin shows, cover it up with make up! And MORE IS BETTER!**
2. Hair must be neatly pulled out of your dancers face. If your dancer has bangs, please slick them back. If a dancer requires a bun for their performance, please use a hair net.
3. Dancers with short hair must pull their hair neatly away from their face. We recommend French braids on both sides of the head.

BACKSTAGE REGULATIONS

We would very much appreciate your help in limiting the amount of traffic backstage and in the dressing rooms. Please advise of the following regulations.

1. Dancers will be assigned a dressing room the day of the rehearsal. Boys will have their own dressing room.
2. Dads are not authorized to go backstage or in the dressing room areas. **NO ACCEPTIONS.** If there is a concern in this matter, please ask another dancers parent or the class Helping Mom to assist your dancer.
3. One parent per dance family will receive a “Dancer’s Only Entrance” security bracelet. Individuals without this bracelet will not be permitted to this area.
4. Prior to entering backstage, one parent will sign in their dancers name at the ticket booth and receive their performance package. Continue to the changing area with your dancer(s) and sign in your dancer with the Helping Mom. The same parent will need to sign out their child. The sign in process will happen for every routine your dancer is in.

Once the child is signed in with the Helping Mom, they are to stay with her until the parent with the security bracelet signs them out.

5. Dancers are to be in their dressing room 3 numbers prior to their routine and 2 numbers prior to the finale.
6. Please respect all backstage volunteers & Helping Moms.
7. Please remain quiet when backstage and in the dressing room. Boisterous or loud behavior can affect the dancers performing on stage at that time.
8. The backstage area can be a hectic environment for little ones. If little brother and sisters are attending the dress rehearsal and recital, please make sure there is a sitter to sit with them in the theatre or lobby area while you are in the dressing room areas.

FINALE DISMISSAL

After the finale, we will be keeping all pre-school through 5th grade dancers on the stage this year. We ask that the family member with the security bracelet proceeds to the stage to remove their dancer(s) and other family members exit the theatre and wait in the lobby. Parents will line up at the right of the stage of the theatre and when the theatre clears, we will dismiss dancers to their parent one by one. We understand this may take a little longer, but we feel it will be safer and less hectic for our little dancers.

Dancers ages 11+ are dismissed after the finale to proceed to the dressing room to gather their belongings and exit the theatre. Parents of middle and high school dancers need to send ONE family member to meet their dancer backstage. If items are not to be retrieved in the dressing room areas, please proceed to exit the theatre.

PHOTOGRAPHY/VIDEOGRAPHY

1. Photography is prohibited during the annual performance. It can be a distraction to the dancers. It may blind them, cause them to lose their balance, become disoriented and perhaps fall and injure themselves. There will be authorized personnel to handle this matter if our request is not taken seriously. Please stress this matter to your friends and families coming to see your dancer(s) perform. There are restrictions against flash photography during the dress rehearsal as well.
2. Please keep in mind that any uses of video cameras are prohibited during the performance. We understand you want to capture your dancers spotlight performance and we want you to as well! The performance will be videographed by our professional video and film production company, Silhouette – Art on Video. If you would

like to purchase a DVD of your dancer's performance, please refer to our website to acquire the order forms.

POLICY FOR LATE COMERS TO THE PERFORMANCE

Ballet and All That Jazz will not allow latecomers to enter the auditorium once the performance has begun for the following reasons:

1. It is a distraction to the dancers on stage and may result in an injury.
2. As well as being disruptive to the individuals who arrived to the performance on time. We encourage you to arrive 20-30 minutes prior to the performance time to avoid this problem.

We also ask that you do not get up out of your seat immediately after your dancer has finished their performance. Please be considerate of the other dancers and patrons by waiting until the following numbers are in transition while the lights are turned down. If you must leave the auditorium any time during the performance, you will not be allowed to re-enter the auditorium until there is an appropriate time determined by the authorized personnel awaiting by the entrances/exits.

POLICY FOR CELL PHONE/PAGER USAGE

Please turn off all cell phones and pagers as a courtesy to our dancers and fellow audience members.

SECURITY AND SAFETY PROCEDURE

The safety and security of our dance families is of the utmost importance to us. Please recognize the following measures will not be carelessly tested. Your support in this matter will guarantee the safety of our dancers.

1. Dancers and parents with security bracelets will need to sign in at the front ticket booth prior to heading to their dressing rooms.
2. Complimentary tickets and previously purchased tickets will not be held at the front ticket booth for other members to pick up.
3. Only ONE PARENT per dance family may enter in the "Dancers Only Entrance." (This is the parent wearing the security bracelet.)

4. Only one parent must sign in/sign out dancer with the Helping Mom.
5. Helping Moms will report to one of the backstage volunteers with each sign in/sign out sheet.
6. Helping Mom will check in dance number(s) with backstage volunteer.
7. Individuals without the backstage security bracelet will not be authorized to go backstage.
8. Individuals with bracelets should keep bracelets on until the performance is finished.
9. Parent prepares dancer for their number and exits to the auditorium to enjoy the show.
10. Please keep siblings that are not dancers from entering the “Dancers Only Entrance.”
11. No dancer will be allowed out of the dressing room until the Helping Mom has an authorized signature from parent with security bracelet.
12. If your dancer is in more than one number in the first half of the show, please do not remove your dancer from dressing room area until the intermission. If your dancer is in more than one number in the second half of the show please wait until after the finale to retrieve your dancer.

PROGRAM MESSAGE

It always brightens a dancers' day to notice their name with a special message from someone they love! Why not purchase a “good luck” or “congrats” message for your dancer in the recital program. Many parents have expressed their interest in including a photo of their dancer with a message as well.

The program message order for must be submitted with a full payment to the school by Friday April 13th, 2012. Please fill out the program form on our website for you convenience.

DONATIONS TO SCHOOL

Ballet and All That Jazz would greatly be thankful for any dance related donations to the school. Please donate any dance attires, shoes, costumes, and garment bags to the donation bins located in the lobby area. We would like to recycle these items year after year to eliminate the expenditure for dancers and their families.

We thank you in advance for your patronage.