

On Stage Dress Rehearsal and Shows Information

As with all your Important Dates, you have had the dates for the On Stage Rehearsals since you registered.

NO ONE missing a run-through on stage for any reason will be permitted to perform in that number (performance pieces are called "numbers"). We have never allowed this, and for the safety of all, we never will.

For **On Stage Dress Rehearsals**, all performers must be in **full costume, hair, and makeup** for all numbers. Exceptions:

- 1) Finale rehearsals: Any costume or dance attire is fine for the Finale number rehearsals.
- 2) If you have a reason that full costume, hair and/or makeup will be a problem for you for any number, ask for permission from the instructor of that number well ahead of time and, if granted, send an email to admin@caulfield.bc.ca with at least 4 days notice stating that you have been excused from full costume/hair and/or makeup, by whom, for which number, and why.
- 3) If you must choose between being on stage on time for your rehearsal, and being in full costume, hair and makeup, definitely choose to be on stage on time! If you have a quick change from rehearsing one number to another that includes a shoe change, have your next pair of shoes in the wings and/or be in the one costume that makes the most sense (i.e. the one the director has not seen, or a solo/duo costume over a group).

Notes for Performers in **Singing and or Speaking Numbers**:

It is always a priority that you are in **full costume, hair and makeup** for the on stage runs of these pieces! Please bring a **belt**, an extra pair of ankle socks, and **SAFETY PINS** for attaching a microphone pack under your costume in case one is supplied to you. Avoid consuming dairy for as many days as possible prior to performing.

NO ONE WILL BE AT THE SCHOOL FROM WEDNESDAY, JUNE 8 THROUGH SUNDAY, JUNE 12. Make sure you have everything from the School by 7pm Tuesday, June 7 that you will need at Terry Fox Theatre, in Port Coquitlam.

Regular classes resume Monday, June 13. **Registration** for Summer programs is ongoing and Registration for September 2016 to June 2017 courses begins at 4pm on Tuesday, June 14.

When Coming to the Theatre:

Label EVERYTHING including tights and **both shoes of each pair** you bring to the theatre with both your child's first and last name and **BRING**:

- **SAFETY PINS** and sewing kit with scissors.
- Bandages, a tensor bandage, and a crush-and-shake chemical **ice pack**.
- **All hair and makeup supplies** including ample amounts of hair gel, hair nets, and pins (both "bobby pin" and "bun" style), a brush, etc. even if you come ready!
- A house coat or large shirt to wear as a cover-up.
- Big socks (ideally with rubber grips on soles) for wearing over dance shoes while not on stage.
- A sealable unbreakable **water bottle** labeled with your child's first and last names.
- A neat-to-eat* and healthful meal. Turkey, celery, and apple slices are great (burgers, KFC, or pizza are not).
- A quiet activity. (No priceless heirlooms please!)

On Stage Dress Rehearsal Procedure:

- The Rehearsal Time given is the time performers must be ready to rehearse on stage – including being warmed up.
- **If you miss your number's run through, you will be excluded from performing that number.**
- Try to arrive with makeup and hair done.
- Be at least 15 minutes early for your Rehearsal Time.
- Do not drop off children and leave them on their own.
- **NO EATING IN COSTUME!** Drink WATER ONLY at the theatre (and drink with care!).
- Only eat in the hallways – not in dressing rooms.
- NO colourful, sugary, sticky, juicy, drippy, or leaky food. NO CANDY, GUM or CHIPS! (or other greasy foods) anywhere at the theatre. NO NUTS OR SESAME SEEDS.
- No food of any kind in the theatre itself = house (audience seating area), onstage, or backstage (the "wings" area of the stage).
- Parents and performers can sit SILENTLY in the "house" of the theatre and watch rehearsals. Leave to speak.
- If you have long periods to wait between numbers, it is fine to leave, but be sure to be back 15 minutes prior to your next time whether we were running behind when you left or not. We usually catch up.

FINALE REHEARSALS *at the Theatre* that occur on days that your child is rehearsing any number, **are for all performers OF ALL AGES and ALL PARENTS** even if your child will not dance in a Finale, because:

- 1) during Finale rehearsals we give orientation to parents including instructions for volunteering backstage.
- 2) all students will come out in the Finale (final) number of each show they are in, to dance their own way, or perform the Finale choreography (video of the choreography is on our Facebook page and Youtube channel).

The FINALE rehearsal at **6:00 PM on June 8** is for EVERYONE in any numbers called to the Theatre on this day only.

The FINALE rehearsal at **6:00 PM on June 9** is for EVERYONE in any numbers called to the Theatre on this day only.

All performers in Primary and above courses (approximately aged 7 and up) will line up in the hallway outside Stage Left in order of height, tallest first, to tiniest.

- Performers in Creative Dance and Pre-Primary courses (usually under age 7) can wait in the house of the theatre until all others are in place and then they will be lead to the stage.
- Parents will receive orientation for the shows during Finale rehearsals.
- Performing in the Finale is optional for students under 7 years old, but even if your child will not be in a Finale number, **your attendance at Finale rehearsals at the Theatre on the days you are already there is MANDATORY.**

Show Days at the Theatre:

- Some numbers have on stage dress rehearsals before their shows.
- **You must Sign-in with your child at the Security Desk by the time given before each show.**
- Each group has an assigned room.
- Only one Guardian will be permitted to go through the Security check-in desk (located to the far right of the theatre lobby) to backstage. That Guardian will get a stamp and only that Guardian can pick up.

Performers will:

- ideally arrive with makeup and hair done for their first number, but must have all their own name-labeled hair and makeup supplies (and safety pins, first aid supplies, etc. see **When Coming to the Theatre on page 1**) also.
- be prepared to wait with **a quiet activity**, neat-to-eat food and warm-up clothes and/or a robe to change into while eating and waiting.
- not be seen by audience members in costume or in stage makeup = wash off makeup, remove costume before entering lobby or “house” (audience seating area).
- remain in designated rooms during the show.
- be orderly (i.e. “Wait quietly so the audience can’t hear you!”) and to listen to those in charge.
- not sit while wearing a costume. Hang it up with care if you will be sitting.

VOLUNTEERS NEEDED!

A list of positions (Ushers, Podium movers, etc.) is posted in the lobby of the School. We can’t do these shows without adult (or teenaged) people to help. One position that is not posted is the Assistant Stage Manger. This person must be backstage left for all 4 shows. If you or someone you know can take on this job, please let us know! Thank you.

All group performance pieces are in at least two shows to allow for parents to watch at least one show and be back stage for at least one show. When you are in the audience, please trust that the parents of your child’s classmates are taking good care of your child, just as you will take good care of not only your own child but your child’s classmates whose parents are watching, when you are backstage.

For the show you are backstage for, as children are being dropped off **check that each child has:**

- all parts of all costumes including shoes labeled with first and last name.
- a water bottle labeled with first and last name and no other drinks!
- a healthy snack labeled with first and last name.
- all costumes looking perfect and wrinkle free (we do have a steamer back stage that parents can use before leaving the backstage area to watch the show.
- **all** hair supplies and makeup.
- a housecoat/big shirt to wear over tights, etc.
- a pair of big socks, ideally with rubberized bottoms, for wearing over costume shoes backstage.

When you are helping backstage, please:

- get the little ones into costume about **5 numbers** before they are to perform. Too early and they will damage their costumes, too late and they may miss their number!
- check each child over carefully for things like stray hairs or shoe drawstrings before going to the stage.
- if you **wear dark clothing and flat shoes**, do watch your child's number performing from the wings backstage.

Some general grooming notes:

- Gel hair like crazy (start with a pound of gel in each hand – I'm not kidding).
- No underwear (unless you need a beige seamless bra and/or beige seamless thong which you must sew or pin so no undergarments ever show at all!).
- Pin everything like crazy, including headpieces and underwear.
- No jewelry.
- No nail polish (fingers or toes).
- No tattoos or other body decorations.
- No wrinkles in costumes. (There will be a steamer backstage.)

And again: • NO EATING IN COSTUME!
 • WATER ONLY, and NO CANDY, GUM, CHIPS, or other greasy foods*

When you are in the audience:

Do not go backstage to check on kids during intermission (and keep sugar away from them!). We want to keep shows running smoothly. Like daycare drop-off, separation can be hard, but kids are fine after you go – re-separating however, can really wreck things, as can sugar. You will be called from the audience to go backstage during the show should there be any issue (including behavioural!) with your child during a show.

Please stay seated throughout the show. It is very disruptive to those around you if you leave even during the applause after a piece. If the family you are moving past is applauding their child, it greatly diminishes their experience to have someone exiting over/in front of them. If however staying will be more disruptive than leaving (i.e. you are having a coughing attack or have brought a child who starts to wail) please use your nearest exit as quickly as possible. An usher will reseal you at an applause break.

If you have any electronic device on (vs. off) during the show, it will be taken from you and locked up for the duration of the show. Many of the performers are very young children for whom the distraction of the smallest light in the audience could cause a risk to safety. **A professional video of each show can be purchased.**

Seeing a yearend show or a part* of a year-end show is very educational.

*If your child is performing in a show but has no numbers in the second act (except the Finale), you can purchase a ticket for your child so s/he can enter the audience after intermission. Again, performers should not be seen in the lobby or in the House (audience area) in costume or stage makeup.

Once a child leaves the secure area backstage, s/he cannot re-enter – this means that if a child watches the second act, s/he cannot participate in any number in that act including the Finale.

The yearend shows are over 2.5 hours in duration and not suitable therefore for children under age 4 or 5.

At the end of each show:

Please help us to vacate the theatre as quickly and as perfectly (**clean up as you leave**) as possible after every show. We must get **everything and everyone outside the lobby doors** as soon as possible after all the shows. Thank you!

If performing in the next show, you may leave belongings in the theatre. If not, take everything with you at the end of each show. **By 4:15pm at the latest after both of the 2 Matinees, the theatre is closed.**

In conclusion:

We take pride in presenting our students' accomplishments in a high quality production. We hope you and your family enjoy being involved in the *Speak to Me* shows.

For getting students to classes and rehearsals, supervising practice sessions, and all that you do to make performing and the year that goes into the performing as positive as possible, we **thank you!**