

Ferndale Dance Academy

JUNE 2024 PRODUCTION HANDBOOK

Families and Students: The following policies have been carefully laid out to facilitate rehearsals and performances that can be executed as smoothly and successfully as possible. Please take the time to familiarize yourself with them.

Check In and Check Out

All students need to check in downstairs at the door to the backstage entrance when they arrive at the theater and check out before leaving. A parent or responsible adult must accompany the student when checking in and out. Once students are checked in, they are not permitted to leave.

Class Volunteers and Assistants

Our shows are made possible by the hard work and generosity of our backstage volunteers. All levels have parents who have volunteered to assist them. These ladies take good care of our students, keeping them safe and helping the show to run smoothly. Please treat them with respect and follow their instructions.

Food and Drink and Backstage Activities

Depending on the level of the student we have different protocol. Please read carefully.

Students in Tutus for Tots and Levels I-IV: Should bring water and snacks to the theater. Please note: Only water. No juice or sodas. No foods that can be destructive to costumes so nothing that can melt or that is sticky or messy. We suggest snacks such as unsalted nuts, grapes, carrot sticks, string cheese, apple wedges, and plain granola bars. Food or drink that is not appropriate will be confiscated.

Intro Level Students: To help manage this age group better, water and simple snacks will be provided for them in their dressing room by their backstage helpers. Do not send water or snacks with them. The only exception is that if a student has a food allergy, parents will need to be sure that the backstage helpers know about it and the parent will need to send their child with a simple snack.

Students should bring an activity to help keep them occupied during down time offstage. However, please remember: The Ferndale Dance Academy is not responsible for lost or stolen items.

Backstage /Classrooms

Parents, family, and friends are NOT permitted backstage. All of our backstage crew will be wearing lanyards that identify them as crew members and allow them to go backstage.

INTRO LEVEL STUDENTS: There will be one exception to the above policy. On Friday, Jan. 26, we ask that one adult per student (no other children or siblings) escort their child to their dressing room and communicate with their backstage helpers. Helpers need to know where their belongings are and any other pertinent information so that the dressing room can remain calm, and students can be efficiently assisted.

Once your child is changed into her/his costume, please leave and do not return until after the ENTIRE performance is done. Do not purchase a ticket for your child to watch the show.

Crying Infants

We have found that crying infants during a performance are very distracting to our 3-5 year olds when they are onstage as well disruptive to other audience members so please be considerate of this. Thank you!

Photos and Recording

There is NO PHOTOGRAPHY OR RECORDING permitted during performances

Tickets

We highly suggest that family and friends purchase tickets ahead to avoid and prevent long lines. To pre-order tickets, please turn in page 4 of this document to class instructors along with cash or check. In addition, tickets are available for purchase at Rings Pharmacy in Ferndale and will be sold at the theater on Friday during rehearsal. That being said, the theater is large, and we will not sell out so people can always purchase their tickets at the theater 45 minutes prior to each show. All sales are final. No refunds or exchanges. Cash or check preferred. No late seating.

Tights, Shoes, Hair and Makeup

ORGANIZATION: It is imperative that students arrive at the theater with their costumes neatly arranged in garment bags along with everything else that they need for the performance and that EVERYTHING IS CLEARLY LABELED. This will save the backstage helpers from a lot of stress, and make it much easier for them to assist the students.

TIGHTS: All tights must be the brand Bloch and can not have any rips, runs, or stains. Do not wear underwear under tights as we do not want to run the risk of it showing under costumes. Students in Tutus for Tots, Intro Ballet, and Ballet I, II, III, and IV need Bloch PINK tights. Female students in Intro Tap (if legs show under costume), Intro Jazz/Hip Hop (if legs show under costume), Tumbling 1/2 TUES, Tap 1, Tap 2/3, Level 3 Finale costumes, and Level 4 Dance Team need Bloch TAN tights.

SHOES: ALL STUDENTS NEED TO BE SURE TO PUT THEIR FULL NAMES IN ALL OF THEIR DANCE SHOES. Please trim and tuck all ballet slipper elastics into the shoes.

MAKE-UP: All female students need to wear stage makeup and red lipstick. Parents of younger students: Please do not send makeup with your child. We do not want children applying their own make-up. We recommend that all students apply lip liner and lip stain under the lipstick so that their lip color will last for the entire show. No glitter. No nail polish. No temporary tattoos. Students in Levels II-IV are REQUIRED to wear false eyelashes.

HAIR: Female students in Tutus for Tots and Intro level classes must wear hair slicked back into a tight bun at the center of the head with the fake curls pinned on top. Students in Levels I-IV must wear hair parted on the right and slicked back into a low bun. Hairnets that match the hair are required over any bun that will not stay fully intact for an entire performance.

EARRINGS: All female students must wear performance rhinestone earrings. We suggest Go Girl 10mm rhinestone earrings (available at Discount Dance) for those children in Tutus for Tots and Intro level classes.

COSTUMES: Costumes must not be wrinkled on stage so please be sure to steam out any wrinkles before coming to the theater.

Schedule for Thursday, June 13 - At The Studio

Thursday, June 13: Group rehearsal for everyone in Levels 1- IV and Adult Dancers from 3:30-6:30pm at a the dance studio. No costumes but proper shoes for each dance.

Schedule for June 14-16 - Every Day at the Arkley

Friday, June 14: At the Arkley Center. BRING YOUR COSTUMES TO THE THEATER! Upon arrival, check in downstairs.

1:30-6:30pm Blocking and lighting rehearsal in costume at the Arkley for Intro Levels, Levels 1-4, and adult dancers. NO HAIR OR MAKEUP. Tutus For Tots DO NOT rehearse on this day.

Saturday, June 15: At the Arkley Center. BRING YOUR COSTUMES TO THE THEATER! Upon arrival, check in downstairs. Then students need to proceed to their dressing room. Students need to arrive at the theater with hair and makeup done and tights on. Please wear clothing that is easy to slip in and out of (do not wear clothing that must be pulled off over the head). **Remember, only the backstage crew will be allowed backstage so if your child needs help changing into costume this should be done in the downstairs lounge area.**

11:00-3:00pm Dress rehearsal in full hair and makeup for all dancers and levels. We will be checking everyone's hair and makeup at this time and will let you know if any alteration is needed. *Tutus for Tots will be excused after the first run through.
3:00-4:00pm Break for everyone
4:00pm Call time for all dancers, levels, and helpers. Prepare for performance.
5:00pm Performance

Sunday, June 16: At the Arkley Center. BRING YOUR COSTUMES TO THE THEATER! Upon arrival, check in downstairs. Then students need to proceed to their dressing room. Students need to arrive at the theater with hair and makeup done and tights on. Please wear clothing that is easy to slip in and out of (do not wear clothing that must be pulled off over the head).

11:30-12:30 Warmup onstage for Levels II, III, IV and Adult Dancers
12:30-1:00 Run any dances that need additional attention
1:00pm Call time for Level I
1:15pm Call time for Tutus for Tots and Intro Level
2:00pm Performance

Ferndale Dance Academy
Ticket Order Form for June Shows: *Glitter & Gold*

By purchasing tickets ahead of time, friends and family won't have to wait in line at the theater. To order tickets, please return this form along with ticket money. We will then send the requested tickets home with each student in an envelope. Tickets are also available for purchase at Rings Pharmacy in Ferndale and will be sold at the theater door 45 minutes prior to show time.

Performances are Saturday, June 15 at 5pm and Sunday, June 16 at 2pm at the Arkley Center for the Performing Arts.

Basic ticket info is as follows:

General Admission: \$25 Children 10 & Under: \$15.00 Children 3 & Under: Free (no ticket required)

*Please note that adult and child tickets look the same – the only difference is in the price.

** \$2.00 from every ticket sold goes to the Arkley Center for their required Historical Preservation fee.

Festival seating. No refunds or exchanges. Cash or checks made out to the Ferndale Dance Academy.

Student Name _____

Number of Adult Tickets for Saturday _____

Number of Child Tickets for Saturday _____

Number of Adult Tickets for Sunday _____

Number of Child Tickets for Sunday _____

Total Amount Enclosed _____