Ferndale Dance Academy

PETER PAN 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, Intro helpers have made a sign up sheet with the snacks and water that are needed. During Parent Observation Week, we ask that a family member for each student sign up to bring something to share with the class. The backstage helpers will then organize and manage the snacks and food. Do not send additional water or snacks with your child. 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, January 22, 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 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 3-6 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 and to make things easier on our ticket volunteers. Tickets are available for purchase at Rings Pharmacy in Ferndale and will be sold at the theater on Friday during rehearsal. 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.

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 LABLED. 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 if there is any chance that it will show under the costume. Tutus for Tots and Ballet III and IV need Bloch Pink tights. Intro students and Tap 1/2 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: Students in Tutus for Tots and Intro Levels 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: Students in Tutus for Tots, Intro Level, and Tap 1/2 must wear performance rhinestone earrings.

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

Schedule for Group Rehearsals At The Studio

Tuesdays, Dec 1, 8, and 15 and Jan 5

6:00–7:45pm Levels 1 - Level 4: Group rehearsal at the studio.

Tuesdays, January 12 and 19

6:00-7:45pm INTRO TAP and Levels 1 - Level 4: Group rehearsal at the studio.

Schedule for January 22-24 - Every Day at the Arkley

Friday, January 222: At the Arkley Center. BRING YOUR COSTUMES TO THE THEATER! Upon arrival, check in downstairs. Tutus for Tots DO NOT rehearse on this day.

4:00-8:00pm Intro Levels and Levels 1-4: Blocking and lighting rehearsal in costume with hair done at the Arkley. NO MAKEUP.

Saturday, Saturday, January 23: 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, if applicable, 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.**

11:00-12:00ish Tutus for Tots: Dress rehearsal in full hair, makeup, and earrings. Students will run their dance and bow and will then be excused.
11:00-3:00pm Intro Level and Levels 1-4: Dress rehearsal in full hair and makeup. We will be checking everyone's hair and makeup at this time and will let parents know if any alteration is needed.
3:00-4:00pm Break for everyone
4:00pm Call time for ALL dancers, levels, and helpers. Prepare for performance.
5:00pm Performance

Sunday, January 24: 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 Levels 2-4: Warmup onstage
12:30-1:00 Run any dances that need additional attention
1:00pm Level I: Call time
1:15pm Tutus for Tots and Intro Level: Call time
2:00pm Performance