

Spotlight Dance & Performing Art Center's Yearend Production of *Mary Poppins*

Saturday June 17th 2017 at 3pm

This packet contains all of the information parents/students will need to have a low stress experience at the yearend production. **PLEASE READ THIS INFORMATION VERY CAREFULLY, IT WILL MAKE YOUR EXPERIENCE MUCH EASIER!** We understand this is a lot of information, so please take your time, and direct any questions you have to either your instructor or our office staff, Meredith & Crystal. (425-241-3388 or email: meredith@spotlightdance.net, crystal@spotlightdance.net).

CLASS ASSIGNMENTS/SHOW ORDER

****Soloists confirm which act(s) you are called for with Miss Amanda!**

Act 1 Scene 1: Cherry Tree Lane

Cherry Blossoms (Ballet 4/5)
Domestics (Sat Ballet 2)
Suffragettes (Tap 1/2)
Applicants (Ballet 2/3)

Act 1 Scene 2: In the Nursery

Dolls (Jazz 1)
Jack-in-the-boxes (Ballet/Jazz)
Medicine (Jazz/Tap)

Act 1 Scene 3: At the Park

Buskers (Adult Tap)
Willow Tree (Modern 4/5)
Swans (Ballet 2/3)
Chalk Art (Modern 1)

~Intermission~

Act 2 Scene 1: Inside the Drawings

Folk Band (Musical Theatre)
Butterflies (Th Pre-Dance)
Carousel (Weds Ballet 2)
Penguins (Sat Pre-Dance)
Rain (Modern 2/3)

Act 2 Scene 2: Bank of England

Birds (Hip-Hop 1/2 and Hip-Hop 3/4)
Bank Tellers (Jazz 4/5)
Customers (Jazz 2/3)
Board Members (Tap 3/4)

Act 2 Scene 3: On the Rooftops

Chimney Sweeps (Acrobatics 1/2)
Fireworks (Creative Acrobatics)
Chimney Sweeps (Acrobatics 3/4)

Act 2 Scene 4: At the Park

Kids in Park (Weds & Sat Ballet 1)

STUDIO REHEARSALS

We have 4 in studio rehearsals in place of June classes; one for students in ACT 1, one for students in ACT 2, and two for ALL students. These in studio rehearsals are mandatory to attend and critical to producing a smooth show. Please ensure that your child is present and on time. If transportation is an issue due to work schedule or other circumstances please speak with the other parents in your class. We have a wonderful community here and carpools are often arranged! Please do not plan to stay at the studio during the in-studio rehearsals, but instead please drop off your child(ren) and then return at the appropriate time. The studio and parking lot will be very full on these days and carpooling is encouraged!

*****The last day of regularly scheduled classes is Saturday May 27th.**

STUDIO RUN THRU by ACT: Students DO need to wear costume(s) for these rehearsals. Hair & make-up need **not** be styled as instructed, but hair should be up off neck like in class. Parents should plan to arrive 15 minutes prior to the end of rehearsal and come into the pink studio. Teachers will relay important information during this time. If your child is in multiple scenes you only need to come early for info when you pick your child up for the day.

Thursday June 1st

4:30-6:00pm: Act 1 Scene 1

6:00-7:00pm: Act 1 Scene 2

7:00-8:00pm: Act 1 Scene 3

Friday June 2nd

4:30-5:45pm: Act 2 Scene 1

5:45-7:00pm: Act 2 Scene 2

7:00-8:00pm: Act 2 Scene 3 & Act 2 Scene 4

STUDIO RUN THRU WHOLE SHOW: Students DO NOT need to wear their costume(s) for these rehearsals. Hair **should** be styled as instructed, but makeup is not required. Please plan to arrive 15 minutes prior to the end of rehearsal. Teachers will relay important information during this time. If your child is in multiple scenes you only need to come 15 minutes early when you pick your child up for the day.

Monday June 5th

4:15-5:30pm: Act 1 Scene 2, Act 2 Scene 3 & Act 2 Scene 4

5:30-7:00pm: Act 2 Scene 1 & Act 2 Scene 2

7:00-8:30pm: Act 1 Scene 1 & Act 1 Scene 3

Monday June 12th

4:15-5:45pm: Act 2 Scene 1 & Act 2 Scene 2

5:45-7:00pm: Act 1 Scene 2, Act 2 Scene 3 & Act 2 Scene 4

7:00-8:30pm: Act 1 Scene 1 & Act 1 Scene 3

FRIDAY JUNE 16th Dress Rehearsal

Bellevue Performing Arts Center is located within Bellevue High School at 10416 SE Wolverine Way, Bellevue, WA 98004. Dress rehearsal is a critical time to ensure students understand all transitions within the show, that they know exactly where to enter/exit, all costume changes are mapped out, and for our littlest dancers that they get comfortable with the new environment before their big day. All students performing must attend. Attendance at the dress rehearsal will ensure a smooth & professional performance.

Dancers will be seated in the auditorium, with a chaperone, while not performing. Therefore, this is the only opportunity for performers to watch the other classes as they will not be allowed in the auditorium on performance day. Students always enjoy getting to watch the other classes!

Dancers need to be in costume, with full hair and make-up just as they are planning to look for the show. Please do not send your dancer with anything extra: no dance bags, no books/games, no extra clothing, no food*, even street shoes should be left with parents at check-in. Dancers must stay for the entire rehearsal so we can practice our curtain call with the entire cast present and revisit any dances needing more time on stage. Please know that we will do everything in our power to end on time, but sometimes things happen beyond our control and we appreciate your patience in advance should the rehearsal run late. The following times are approximate:

Act 1 4:15-6:45pm

Act 2 6:15-8:45pm**

*If your child is performing in both Act 1 & 2 please feed them before coming to rehearsal. No food is permitted in the auditorium, but dancers in both Act 1 & 2 may bring a clean snack (carrots, hard cheese, apple slices, dried fruit, energy bar etc) to eat in the lobby during the break. No beverages besides bottled water.

**Pre-Dance students will be dismissed after Act 2 Scene 1 is finished, and Creative Acrobatics will be dismissed immediately following their run. Unfortunately, we cannot provide an exact time this will be. Our best guess, is 7:30pm for Pre-Dance and 8:15pm for Creative Acrobatics. Dancers whose parents are on site, will be escorted out to the lobby when they are finished.

SATURDAY, JUNE 17th Performance!

Show and Arrival Times

The box office will open an hour prior to curtain at 2:00pm for will call tickets and any walk-up sales. PLEASE NOTE: WE ANTICIPATE THE SHOW WILL SELL OUT. It is highly likely that walk-up tickets will NOT be available, please plan accordingly. The auditorium will open 30 minutes prior to curtain at 2:30pm.

- **All dancers should check in at the check in table in the lobby according to the schedule below:**
 - **1pm – Cherry Blossoms, Bank Tellers, Willow Tree, Board Members, Buskers & Soloists**
 - **1:30pm – Applicants, Rain, Carousel, Domestics, Customers, Swans & Chimney Sweeps – level 3 & 4**
 - **2pm – Kids in Park, Suffragettes, Birds, Chalk Art, Dolls, Folk Band & Chimney Sweeps – level 1 & 2**
 - **2:15pm – Butterflies, Penguins, Medicine, Jack-in-the-Boxes & Fireworks**
- Please have all dancers use the restroom before check in.
- Dancers should arrive in costume with their hair styled as indicated on the tights/shoes/hair info sheet (available on our home page). **For the performance ONLY make-up will be done for dancers at the theatre.**
- Only authorized volunteers and chaperones will be permitted in the dressing rooms. We will have over 125 people backstage during the show; we must keep traffic to a minimum. Thank you for your cooperation.
- All students will participate in the Curtain Call at the end of the show.
- **All classes will dismiss directly from the stage following curtain call. Pre-Dance, Ballet/Jazz, Jazz/Tap & Creative Acrobatics will dismiss first, continuing level 1 & up. Teens and soloists will have the opportunity to gather their belongings prior to dismissal.** Please be patient with the volunteers and staff; they will be working the fastest they safely can. **THE SAFETY AND SECURITY OF OUR DANCERS IS OUR FIRST CONCERN.** It will take some time to dismiss over 100 dancers.

Production Policies

- **NO photography;** this is distracting to your fellow audience members and hazardous to dancers. Please limit picture taking to the lobby or on stage post performance.
- **NO video cameras.** A professional videographer will tape the show and one SD DVD/family is included with your production fee. Additional SD DVDs as well as a link to download a HD recording are available for purchase. Order forms will be available beginning May 8th in the lobby. You may also place orders online through our online store.
- **Please note: you will be asked to leave the theater if you violate any of the above camera policies; please inform all your guests so there is no confusion.** Do not try to bring the devices into the auditorium, you will be asked to return them to your car. We have these camera policies in place for the safety of the dancers; flashes and lights in the audience can be very distracting and cause the dancers to see spots. Additionally, video cameras can impede the view of nearby audience members. Music and dance choreography are subject to copyright infringement laws.
- **No food or beverage inside the auditorium or backstage.** Please ensure your child has eaten prior to the show. For audience members, concessions will be available pre & post show as well as during intermission.

- Only backstage crew, volunteers, dancers, and staff are allowed in dressing rooms. Backstage is not the place to photograph dancers or have visits from family members. Please inform all your guests that they are not permitted backstage, not even just to say “hi”. This is for the safety and security of all our dancers.

COSTUMING INFORMATION

In order to have the best possible experience for all dancers and to have the most professional appearance during the show dancers must be uniform in appearance. Please to do not add any embellishments or accessories to your child’s costume. If you have any questions regarding costuming, please reference the tights/shoes/hair info sheet sent home in April and available online at www.spotlightdance.net. If questions remain, ask your instructor.

All dancers should adhere to the following costume guidelines:

- **NO** underwear; your tights are your panties. Boys should wear briefs or a dance belt.
- **NO** jewelry (no earrings, necklaces, bracelets, rings, etc).
- **NO** fingernail polish. If your child is dancing with exposed toes (barefoot or footies) no toenail polish.
- **NO** chewing gum.
- **NO** hair embellishments if not included with the costume.
- Hair is to be uniformly styled for each class. See tights/shoes/hair info sheet for guidelines.
- Please do not allow dancers to eat while in costume; costumes are very hard to clean. Between shows either change out of costume or wear an oversized tee and place a large blanket over legs.
- If your child has a costume change, please label the inside of **every piece** of the costume (shoes, tights, and garment) with first & last names. Remember: all pink shoes and tutu’s look alike. Children will not remember which is theirs!
- Tights – We ask that all dancers have Theatricals, Bloch, Capezio, Danskin, Eurotard or Revolution tights. It is highly suggested that all dancers wear them in order to achieve a more uniform appearance. Dance tights are a little more expensive than regular tights, but they are more durable and make students look like an ensemble when on stage.

Stage make-up is necessary for dancers to look their best due to the harsh stage lights. Please keep in mind that stage lighting will wash out your dancer’s features. Stage makeup needn’t be applied heavily, but must be worn by all dancers to counter the effects of stage lighting.

- **Pre-Dance** students - Neutral Peach/Pink Blush and Neutral Red/Pink Lip stick.
- **Ballet/Tap/Jazz Combo & Creative Acro** students - Neutral Peach/Pink Blush, Neutral Red/Pink Lip stick and Mascara
- **Level 1 & 2** students - Foundation, Powder, Neutral Peach/Pink Blush, Neutral Red/Pink Lip stick, Brown or Blue Eye Shadow and Mascara.
- **Level 3** students - Foundation, Powder, Neutral Peach/Pink Blush, Neutral Red/Pink Lip stick, Brown or Blue Eye Shadow, Black eye liner (top lashes only,) and Black Mascara.
- **Level 4/5, Adults & Soloists** - Foundation, Powder, Neutral Peach/Pink Blush, Neutral Red/Pink Lip stick, Lip Pencil, Brown or Blue Eye Shadow, Black eye liner (top lashes only, liquid preferred) and Black Mascara (fake eyelashes recommended).
- **BOYS – Jazz/Tap:** Neutral Peach Blush, mocha/brown or tan Lip Stick.
- **BOYS – Level 1 & above:** Neutral Peach Blush, mocha/brown or tan Lip Stick, Brown Eye Liner (top lashes only), and Mascara.

Volunteers are essential to ensure a smooth-running production! We need your help!

Volunteers will be needed for all aspects of the show. Your help will make the show special for every dancer. The chaperone sign-up sheet will be posted for your convenience by May 8th; a set/prop construction sign-up sheet is already posted. Please take a moment to get signed up. **Every parent should plan on helping with some aspect of the show.**

- If you are the parent of an especially shy or nervous child, you may want to consider being the chaperone for their class. Many times, this can help the child feel more comfortable, and able to perform their best on stage.
- Some volunteers will stay backstage during the entire production and therefore do not need to purchase a ticket. These volunteers are unable to watch the show from the audience on the actual performance day; however, you will be able to watch your dancer perform from the wings (side of the stage), and many volunteers will be able to watch from the auditorium during the dress rehearsal.

Light refreshments will be served during intermission and following each show for audience members and performers to enjoy. These refreshments are supplied by Spotlight parents. Please see sign-up sheet posted in the lobby for more info.

Additional Information

- This is a semi-formal event so consider dressing up for your dancer's big day!
- **All students participating in the Yearend Performance must have their account paid in full prior to the last studio rehearsal June 12th; including tuition up to and including the month of June, and any other fees assessed to the account.**

TICKET INFORMATION

Tickets will be available to Spotlight Families only through May 22nd. Each family is guaranteed the ability to purchase up to 4 tickets/performer. Orders for more than 4 tickets/performer will be processed on a first come basis beginning May 23rd when ticket sales open to the public. Pre-order forms will be distributed in class the week of May 8th as well as available in the upstairs lobby. Online sales (link on our homepage www.spotlightdance.net) will open after pre-sales close on May 22nd if any tickets remain. *Initial orders received after May 22nd cannot be guaranteed tickets and will be processed on a first come basis.*

- Tickets are \$15.00 per seat regardless of age; every person who occupies a seat must have a ticket.
- Tickets ordered before June 10th will be distributed at the studio during class or rehearsal (once acct balance is paid in full). Tickets ordered after June 10th will be held at will call. Please note that tickets purchased online will not be mailed but distributed at the studio or held at will call. Please share this with any friends/family buying online.
- There are no returns or exchanges of tickets for any reason. No exceptions.
- Seating in the auditorium is on a first come first served basis. Limited accessible seating is available. If you need wheel chair accessible seating please email Meredith at meredith@spotlightdance.net.
- **If you have a balance due on your account, you will not be able to pick up tickets until this balance is paid in full. THIS INCLUDES YOUR FINAL TUITION PAYMENT FOR JUNE 2017.**

Thank you to each one of you for helping to make this year's production special and seamless. We at Spotlight could not do it without the help of our exceptional volunteers, and we appreciate everything you do to make the studio and our productions a success!

Here's to a wonderful performance!



Miss Amanda



Dance & Performing Arts Center