

Robin Hood Production Packet 2018

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!**

Dear Spotlight Parents and Students,

For 14 years Spotlight Dance & Performing Arts Center has provided students with an exciting performance experience through its yearend production. The show is our largest and most anticipated event of the year. Each student has spent 10 months training and rehearsing for this one day to shine in front of family and friends. This day is sure to be met with much nervous anticipation and should be given the praise and excitement that it deserves.

A large part of the dance training process includes learning through performance. This experience will help build self-esteem, self-assurance, and contribute to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to yearend production commitments is the responsibility of **both** students and their parents. We've created this production handbook in an effort to clarify what is expected in terms of commitments and responsibility to the annual show, the studio, and other students and parents. I know that it is lengthy, but it is filled with a vast amount of information that is very important to all things dealing with and leading up to the performance day. New and Returning students and parents should read all information carefully. I guarantee that this handbook will answer at least 99% of all of your questions.

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 rock star, Miss Meredith. 425-241-3388 or email: meredith@spotlightdance.net.

**Our goal is to make the Yearend performance an organized,
exciting experience for everyone involved.**

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 parent volunteers, and we appreciate everything you do to make the studio and our productions a success!

Here's to a wonderful performance!



SETTING YOUR DANCER UP FOR SUCCESS

HOME STUDY

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A link to the [master list](#) of all Robin Hood Class music is on Spotlight's homepage. Please consider purchasing music for each class your child is in to support your dancer's learning. Alternatively, most songs are available on Spotify or youtube.

PRE-PLANNING

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Refer to the attached hair/tight/shoe/accessory info sheet and make sure you have all your supplies before going to the theater.

We recommend that you bring at least one extra pair of tights of each color. Older dancers with multiple classes should bring extra hair gel, hairnets, bobby pins, hairspray, etc. You can never be too prepared!!!

□ **Having a second pair of tights on hand offers students and parents a great sense of security.**

For last minute tight disasters, we will have a limited number of tights available for sale at the dancer check-in table at dress rehearsal and performance.

IMPORTANT DATES

By allowing your child to participate in Spotlight's production of Robin Hood, you commit yourself and/or your child to the following dates and events.

Date	Event Description	Location
May 1	Ticket Sales Open	Studio-office / online
May 23	Last day to pre-order back-up tights and nude leotards	Studio-office / online
May 26	Last day of regularly scheduled classes	Studio
May 30-31	Soloist Run Thru	Studio
June 1	Act 1 Run Thru	Studio
June 2	Act 2 Run Thru	Studio
June 2	Flower Bouquet Pre Orders Due	Studio-office / online
June 4	Quick Change Rehearsal – students with backstage changes only	Studio
June 5	Final Payments on Accounts due in order to participate in Robin Hood	Studio-office / online
June 7	Act 1 Run Thru	Studio
June 8	Act 2 Run Thru	Studio
June 14	Lighting Tech – select soloists and upper division classes only	RIPAC
June 15	Dress Rehearsal	RIPAC
June 16	ROBIN HOOD!	RIPAC

COSTUMES

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 attached tights/shoes/hair info sheet. Also available online at www.spotlightdance.net. If questions remain, ask your instructor.

DISTRIBUTION

We will try on each costume in class as they are received at the studio to insure proper fit. The teacher will check to ensure the costume is appropriate for distribution (fits nicely, no missing pieces or damages, etc.) Some of our costumes come on hangers and in garment bags. These bags were a “freebie” from the costume company and cannot be returned due to broken zippers, ripped bags, etc. For students with numerous costumes it is encouraged to invest in a higher quality garment bag. Other costumes are received in a bag similar to a Ziploc baggy. This is not appropriate long-term storage for costumes. When you get each costume home, please hang them neatly in a spare closet (not in your child’s closet) or in a safe place. Costume replacement at later dates is nearly impossible. Costumes will come with all hairpieces, tights, armbands or accessories included. Props are property of the studio and will be stored at the studio for safekeeping. They will be handed out individually at recital and should be returned to a backstage crew member immediately following the routine. **Costumes do not include shoes.** Families are responsible for providing stage worthy (clean and free of holes) footwear. Please see attached sheet for the appropriate tights and shoes as well as hair and make-up guidelines for each dance.

COSTUME CARE

We recommend that each student’s name be placed in his or her costumes, shoes, accessories, and tights. Remember: all pink shoes and tutu’s look alike. Children will not remember which is theirs! Place the costumes in a garment bag with your child’s name on the outside. Hang ballet costumes with tutu skirts upside down, by the crotch to encourage lift in the skirt. Pack accessories in a clear plastic bag with your child’s name on the bag and on each item. Steam all costumes prior to the performance. Please do not wash costumes in your washing machine; dry-clean them only (**after** the recital).

We recommend that each student’s name be placed in his or her costumes, shoes, accessories, and tights.

Dancers should not chew gum, eat, or drink colored drinks 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. Additionally, dancers need to wear a cover-up to and from the studio and theatre when in costume. Snagging skirts and tights getting in and out of the car or on bushes etc. can and has happened!

COSTUME CARE TIPS:

- Always have a second pair of tights available.
- Place costumes in a garment bag for travel.
- Place all accessories in a Ziploc baggy and safety pin to coordinating costume.
- Hang and steam costumes before each performance.
- Place your name in all costumes and shoes.
- Hang ballet costumes with tutu skirts upside down, by the crotch.
- Dry-clean them only (**after** the recital).

TIGHTS

To ensure that there are no discrepancies in color and style, students are required to wear the tights provided by the studio for their classes. Additional tights are available at the studio. (Pantyhose are not appropriate for performances. We recognize 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.) We will have a variety of tights in stock for picture day and performance, however if you wish to insure the availability of your tights, pre-orders should be placed no later than May 23. Be sure

to purchase the correct color and style for each class (see attached sheet). Please wear new tights for picture day and performance, and do not wear or wash them beforehand. (Note: Having a second pair of tights on hand offers students

and parents a great sense of security.) Students should NOT wear panties under their tights! Boys should wear briefs or a dance belt.

HAIR AND MAKEUP

We want every student to feel beautiful and every parent to be comfortable with their child's appearance. Our main goal is to have enough make-up to be able to see each dancer's beautiful eyes and smile and to have hair pulled back and not a distraction or hazard. 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.

FOR RECITAL

No jewelry should be worn for performance. Performers with recent piercings that cannot be removed should wear flesh tone band aids over to conceal.

Only French or nude fingernail polish is allowed. If your child is dancing with bare feet, the same goes for toenail polish. We will have nail polish remover for students who have colored nails on show day!

Hair is to be uniformly styled for each class. See attached tights/shoes/hair info sheet for guidelines. Please use tons and tons of hair gel, hairspray and hairpins to secure hair. Routines will move and jump around all over the place, but hair should stay nice and secure.

For young students in classes requiring a bun, a "sock" bun does wonders and looks beautiful. For older students a hairnet that matches their hair color is a necessity to create a quick and beautiful bun. Goodies brand also makes a bun bobby pin that makes buns a quick and easy process.

All students (girls & boys) are required to wear makeup for the performance; how much varies by level and gender. Make-up should only be heavy enough to accentuate the eyes, cheeks and lips.

- **Pre-Dance:** Neutral Peach/Pink Blush, Light eye shadow and Pink Lip stick.
 - Helpful video on [stage make-up application for pre-dance](#). (Minus mascara).
- **Ballet/Tap/Jazz Combo & Creative Acrobatics:** Neutral Peach/Pink Blush, Pink Lip stick, Light eye shadow, and Mascara.
 - Helpful video on [stage make-up application for combo classes](#).
- **Levels 1 & 2:** Foundation, Powder, Neutral Peach/Pink Blush, Neutral Brick /Pink Lip stick, Brown Eye Shadow and Mascara.
 - Helpful video on [stage make-up application for level 1-2s](#). (Minus eye liner).
- **Level 3:** Foundation, Powder, Neutral Peach/Pink Blush, Neutral Brick/Pink Lip stick, coordinating lip liner, Brown Eye Shadow, Brown or Black eye liner, and Black Mascara.
 - Helpful video on [stage make-up application for level 3s](#).
- **Level 4/5, Adults & Soloists:** Foundation, Powder, Neutral Peach/Pink Blush, Neutral Red/Pink Lip stick, Lip Pencil, Brown Eye Shadow, Brown or Black eye liner (top lashes only, liquid preferred) and Black Mascara (fake eyelashes recommended).
- **BOYS – Pre-Dance & Combo Classes:** Neutral Peach Blush, Lip Stick 1-2 shades darker than natural lip color.
- **BOYS – Level 1 & 2:** Foundation, Powder, Neutral Peach Blush, Lip Stick 1-2 shades darker than natural lip color and Brown Eye Shadow.
 - Helpful video on [stage make-up application for younger boy](#). (with slightly less/thinner eye liner)

- **BOYS – Level 3 & above:** Foundation, Powder, Neutral Peach Blush, Lip Stick 1-2 shades darker than natural lip color, Brown Eye Shadow (for eyes & cheek contouring), and Brown Eye Liner.
 - Helpful video on [stage make-up application for older boys.](#)

FOR PICTURE DAY

Pictures are a treasured keepsake for parents and family. For this reason, Spotlight **does not** require you to follow make up guidelines for pictures. If you wish for your younger one to have a natural appearance in their pictures, then feel free to refrain from make-up. For individual photos, hair may be worn up or down, whichever you feel will be most flattering. For class pictures, hair should follow the class guideline. These pictures are for you, not us, and should represent how you want your child to appear. We do ask however that you take the time to be presentable so that our group picture turns out beautifully. If you do wear make-up, please keep in mind dancers will not be under stage lights for pictures and will not require the same level of coverage.

**Always wear a cover-up in public, Dad's old
button-up works great!**

PICTURE DAY – Sat May 19th

A Professional Photographer will be taking individual and class pictures at Spotlight in the Pink studio. Picture Day is a convenience that we offer to all our students allowing each dancer to have the opportunity to take professional individual pictures in each dance costume as well as group shots with their classes. Pictures taken this day can be purchased from the photographer and order forms will be distributed in class the week prior. Please plan to be at Picture Day even if you do not plan on purchasing these photos. Dancers should check the [time schedule](#) on our home page. This will help us stay on schedule. Dancers should arrive at the studio with their costume on with a cover-up on over the top. Hair and make-up should already be done, and dancers should be wearing “show tights”. Please do not allow dancers to eat or drink anything while in their costume. During each scheduled timeslot, we will take one group photo of all dancers in that particular dance.

ONE parent will be allowed to enter the pink studio during each dancer’s individual pictures.

ALL PARENTS WILL BE ASKED TO LEAVE THE PINK STUDIO DURING GROUP PORTRAITS! There will be absolutely no exceptions to this rule so please don’t ask! Trust us when we say that this is the best way to ensure that we get that perfect group photo. Little eyes cannot remain fixed on the photographer when too many distractions are in the room!

Please be sure to come to Picture Day even if you do not plan on purchasing photos. Class poses are set in advance and absent dancers means adjusting day of which often puts us behind schedule. If you cannot attend picture day, please inform your instructor at least 2 weeks prior.

**Picture Day is a convenience that we offer to all our students.
We ask that you please abide by our policies and procedures.**

CLASS ASSIGNMENTS/SHOW ORDER

Please locate your child’s class(es) on the following page. Note the Act & Scene they are performing. *Your child only needs to attend when that scene is called.* Soloists: the scenes you are called as a soloist are highlighted. Understudies should also be present for all times the part they are understudying is called.

Act 1 Scene 1: Sherwood Forest

Forest (Ballet 4/5)
Processional (Weds Ballet 1)
Fortune Tellers (Ballet 3)
Spirits (Modern 3)

Act 1 Scene 2: Nottingham

Blacksmiths (Tap 3/4)
Bunnies (Mon & Sat Pre-Dance)
Entertainers (Modern 1/2)

Act 1 Scene 3: Within the Castle Walls

Lords & Ladies (Ballet 2 & Ballet 2/3)
Athletes (Hip-Hop 1/2 and Hip-Hop 3/4)

Act 1 Scene 4: The Tournament

Popcorn (Ballet/Tap)
Balloons (Ballet/Jazz)
Trumpeters (Adult Tap)
Serpents (Modern 4/5)

Act 2 Scene 1: Sherwood Forest

Forest (Pointe 1 & Pointe 2)
Shooting Stars (Acrobatics 1/2)
Frogs (Creative Acrobatics)
Waterfall (Acrobatics 3/4)
Merry Maidens (Musical Theatre)

Act 2 Scene 2: The Town Church

Church Bells (Tap 1/2)
Mice (Tues Pre-Dance)

Act 2 Scene 3: The Prison

Prisoners (Jazz 1/2)
Lullaby (Sat Ballet 1)
Guards (Jazz 3)
Fire (Jazz 4/5)

Act 2 Scene 4: The Wedding

Finale – ALL PERFORMERS

REHEARSALS

IN STUDIO RUN THRUS

We have 4 in studio rehearsals in place of June classes; two for students in ACT 1, and two for students in ACT 2. 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 child’s class(es). 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!

Parents should plan to arrive 10 minutes prior to the scheduled 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. If a family friend or relative is picking up your child, or they are carpooling with another dance family please have them video the notes or ask that they otherwise relay the information to you.

ACT 1 Run Thrus: June 1 – Full costume: shoes, tights, accessories, headpieces. Hair **should** be styled as instructed on hair/tight/shoes info sheet.

June 7 – **DO NOT** wear costume(s), come in regular dance class attire. Hair styled like regular class day.

Friday June 1st

4:30-5:45pm – Act 1 Scene 2
5:45-6:45pm – Act 1 Scene 3
6:45-8:00pm – Act 1 Scene 4

Thursday June 7th

4:30-6:30pm – Act 1 Scene 1 & Scene 2
6:00-8:30pm – Act 1 Scene 3 & Scene 4*

**Popcorn & Balloons dismissed at 8pm*

ACT 2 Run Thrus: June 2 – Full costume: shoes, tights, accessories, headpieces. Hair **should** be styled as instructed on hair/tight/shoes info sheet.

June 8 – **DO NOT** wear costume(s), come in regular dance class attire. Hair styled like regular class day.

Saturday June 2nd

12:00-1:30pm – Act 2 Scene 1

1:30-2:45pm – Act 2 Scene 3

2:45-3:30pm – Act 2 Scene 2

Friday June 8th

4:30-6:30pm – Act 2 Scene 1

6:00-8:30pm – Act 2 Scene 2 & Scene 3*

**Church Mice dismissed at 7:30pm*

QUICK CHANGE PRACTICE – Monday June 4th 5-6pm

All dancers with 1 song or less between dances are required to attend costume quick change practice. Our Backstage changers & teachers will be present and exact plans will be made for how & where backstage dancers will successfully and calmly make their fast costume changes happen. Please bring ALL costume pieces (tights, shoes, headpieces, other accessories) and your nude leotard. If your dancer has 2 or more costumes, but you are not sure if they have a quick change please reach out to Miss Amanda or Miss Carrie.

LIGHTING TECH REHEARSAL – Thursday June 14th

Select soloists, upper division (level 3 & up) and adult classes will be called on this day to space numbers and assist with setting light cues at RIPAC. Call times are staggered starting at 5pm. Students needing to attend will be notified via email in late May. Costumes required.

DRESS REHEARSAL – Friday June 15th

We try very hard to run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. 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.

Renton Ikea Performing Arts Center (RIPAC) is located within Renton High School at 400 S 2nd St, Renton, WA 98057. Dress rehearsal is the first-time dancers get to practice on the stage in costume, with full hair and make-up. The rehearsals allow the students to become familiar with the auditorium surroundings and feel comfortable with their performance and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. All students performing must attend.

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!

Note, dress rehearsal is closed. No friends, siblings, family members or other guests will be permitted in the auditorium nor backstage. Please save the excitement for performance day!

*If your child is performing in both Act 1 & 2 please feed them before coming to rehearsal. No food is permitted in the auditorium. 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.

The following times are approximate:

Act 1 5:00-7:30pm

Act 2 7:00-9:30pm*

*Creative Acro & Tues Pre-Dance students will be dismissed immediately following their run. Unfortunately, we cannot provide an exact time this will be. Our best guess, is 8:30pm for Creative Acro and 8:00pm for Tues Pre-Dance. These two classes will be escorted out to the lobby when they are finished. If parents are not on site, dancers will be brought back in to the auditorium to watch the rest of the Act.

PERFORMANCE DAY – Saturday June 16th

SHOW AND ARRIVAL TIMES

Robin Hood will begin at 3pm sharp. The box office will open an hour prior to curtain at 2:00pm for will call tickets and any walk-up sales. PLEASE NOTE: 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 – Forest, Fire, Serpents, Blacksmiths, Trumpeters & Soloists**
 - **1:30pm – Fortune Tellers, Spirits, Lords & Ladies, Guards, Merry Maidens & Waterfall**
 - **2pm – Processional, Lullaby, Church Bells, Athletes, Entertainers, Prisoners & Shooting Stars**
 - **2:15pm – Mice, Bunnies, Frogs, Balloons & Popcorn**
- 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.

FINALE & DISMISSAL

Our Finale is a curtain call bow for all recital participants. Please cheer loudly for the dancers and let them hear how proud you are of them! After Finale, students will be dismissed starting with our youngest dancers. All classes will dismiss directly from the stage. Pre-Dance, Ballet/Jazz, Ballet/Tap & Creative Acrobatics will dismiss first, continuing with level 1 & up. Upper division students and those with multiple costumes will have the opportunity to gather their belongings prior to dismissal. Forewarning, this will take a few moments, please understand that we do this for the safety of your child. 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.

After Finale we will allow for pictures on stage. This is a great opportunity to get that picture with teachers, best friends, and classmates. We do ask that you are respectful of everyone's time and try to take these pictures very quickly as we have less than 30 minutes before we are scheduled to be out of the venue completely.

PRODUCTION POLICIES

VIDEO AND PHOTOGRAPHY

A professional videographer will tape the show and one HD link/family will be emailed approximately 4-6 weeks following the show. Additional links to download the HD recording are available for purchase. Orders for additional links may be placed online through our [online store](#). **No personal video cameras allowed. No photography;** it is

distracting to your fellow audience members and hazardous to dancers. Please limit picture taking to the lobby or on-stage post performance.

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, music and dance choreography are subject to copyright infringement laws.

AUDITORIUM RULES

No food or beverage inside the auditorium. Concessions will be available pre & post show as well as during intermission. Concession proceeds benefit scholarship students. Please ensure your child has eaten prior to the show.

Audience members should remain seated during all performances. During the show, if you need to move out of your seat, please do so between numbers. Children should remain seated and under parental supervision at all times. Note, we do have performers entering and dancing in the aisles for this reason they need to remain clear at all times. For small children, you may consider bringing in a pillow or booster for them to sit on, so they can see better.

This is a semi-formal event so consider dressing up for your dancer's big day!

BACKSTAGE

Only backstage crew, volunteers, dancers, and staff are allowed backstage and in dressing rooms during rehearsals and the performance. The same applies during intermission and after the show. Backstage is not the place to photograph dancers or have visits from friends and 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. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

VOLUNTEERS

WE NEED YOUR HELP!

Volunteers are essential to ensure a smooth-running production will be needed for all aspects of the show. Your help will make the show special for every dancer. An online sign-up sheet will be available for your convenience by May 8th on signupgenius.com. Please take a moment to get signed up. **Every family should plan on helping with some aspect of the show.**

On rehearsal and show day, only prearranged volunteers will be allowed backstage. Therefore, if you would like to volunteer, you must sign up online prior to performance day. Some volunteer positions are pre and post show only, others are during the performance. **Volunteers who will be backstage during performance do not need tickets for the performance.**

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 online for more info.

THINGS TO CONSIDER

- 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). This is one reason

we suggest signing up to chaperone at both dress rehearsal and show. You will get to watch from the front at dress rehearsal and you CAN take photos during dress rehearsal!

- If possible, we would appreciate having the same chaperones at the dress rehearsal and show. This helps volunteers to be familiar with their groups and the different costumes changes or other needs that may arise.

TICKET POLICIES

Ticket sales are needed to cover venue expenses including but not limited to venue rental, lighting expenses, stage décor, and payment for required RIPAC and SDPAC staff. The show is considered family entertainment and runs about two and a half hours in length with a 20-minute intermission.

ORDERING

Ticket orders open to Spotlight Families only starting May 1st. *Each family is guaranteed the ability to purchase up to 4 tickets/performer when orders are placed by May 15th. Initial orders received after May 15th cannot be guaranteed and will be processed as received.*

Requests for more than 4 tickets/performer should be submitted with your initial ticket order to increase your chances of getting your request fulfilled in full. Additional ticket requests submitted will be processed on a first come basis. Pre-order forms will be available online starting May 1st. Paper order forms will also be available at the studio. Online sales (link on our [homepage](#)) will open May 21st **if** any tickets remain. **NOTE: We expect the show to sell out and it is highly unlikely tickets will be available online on May 21st. If you have friends and extended family members hoping to see the show, you should include them in your initial ticket order.**

DISTRIBUTION

Tickets ordered before June 7th will be distributed at the studio during class or rehearsal once acct balance is paid in full. Tickets ordered after June 7th will be held at will call. Please note that any tickets purchased online **will not be mailed**. All tickets are distributed at the studio or held at will call. Please share this with any friends/family buying online.

All students participating in the Yearend Performance must have their account paid in full prior to the last studio rehearsal June 8th; including tuition up to and including the month of June, and any other fees assessed to the account.

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 2018.

ADDITIONAL TICKETING INFO:

Tickets are \$15.00 per seat regardless of age. (Additional sales & admission tax applies).

There are no returns or exchanges of tickets for any reason. No exceptions.

Seating in the auditorium is general admission.

Every person who occupies a seat must have a ticket. Only children 2 and under may sit on a parent's lap.

Limited accessible seating is available. If you need wheel chair accessible seating or have a guest with a walker who needs aisle seating, please email Meredith at meredith@spotlightdance.net to arrange.