

STUDENT CONCERT TOP TEN

**24th Annual Concert**

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| *Please read the following very carefully as compliance with these guidelines will be beneficial not only to the audience but also to the students of The Pointe Academy Dance Center* |

Please Note: All volunteer information will be posted in our Lobby. It is each volunteer’s responsibility to pick up their name tag and wrist band at the volunteer meeting in June. We appreciate your time and help very much Our dancers couldn’t do this without our mom volunteers. Thank you!

I. VOLUNTEERS

1. We are asking for volunteers for our Annual Student Concert. Many parents and guardians are needed in order for us to have a professional and enjoyable production. However, there are a limited number of positions available. Assignments will be filled on a first-come, first-serve basis. Please review the following to see what fits into your schedule. A volunteer sign-up sheet will be posted in our Lobby in April. A Volunteer meeting will be held during run through on Tuesday, June 13 for Level I, II, II and June 14 for Level IV, V, VI. Please attend one of these important sessions where assignment confirmation, name tags, and wrist bands will be available for pick up. More information will come regarding this meeting as we get closer. Thank you! We appreciate your effort and time! Please note: All volunteers must have a Pointe Academy Dance Center ID wrist band to be backstage. Volunteers must be available to help not only their student, but others as well!
2. Volunteer Job Descriptions
3. Assist during pictures on Sunday, June 11. Line students up in studio lobby. Assist with hair/make-up. Make sure all students look alike, no ear rings or jewelry, proper hair. Assist with costume changes and clean up studio at end of rehearsal.
4. Assist during Run-Through during April 28, 29 and 30, June 5, 6, 9, 13, 14 and 15 in studio. Line up and supervise students.
5. Work in the Dressing Rooms on June 16 for Dress Rehearsal (1:30-10:00 pm) & June 17 for Concert (12:30pm & 5pm shows). *If volunteering for Concert, you must work Dress Rehearsal too.*
6. During the Concerts June 17 (11:30 am–end and 4 pm–end).
* Quick Change helper
* Dressing room helper
* Ushers
* Runners
* Ticket sales
* Snack/Water sales
* Student Helper
* Medical Professional on Call

**PLEASE NOTE: Dressing room helpers, runners and quick change helpers must work at Dress Rehearsal on Saturday, June 16. See sign-up sheets in studio for more information. Runners and Quick Change must stay for the entire rehearsal.**

II. TICKET SALES - will be conducted via the U.S. mail and drop box located in the Lobby.

A. Ticket Sales **– IMPORTANT! Our shows will sell out! Please follow deadlines!**

1. We will accept **additional** ticket requests received via the U.S. mail by **April 15** or requests may be dropped off in our Lobby up to April 29. Tickets are pulled randomly. Please put your request in by April 29. As we did with the Holiday Show, these shows will sell out!

2. Tickets are open seating.

3. Tickets are $20. If request is dropped off and paid in full by April 29, they are $15 – no exceptions please.

1. You must include a self-addressed, stamped, letter-size envelope in order to receive your tickets. Please include extra postage if necessary!
2. Ticket sales are unlimited-open seating. Seats will not be able to be held between the matinee and evening show. Doors will open approximately 30 minutes prior to start of **each** concert.
3. You have pre-paid for 3 tickets, per show. These tickets are not exchangeable or refundable. The Pointe Academy Dance Center requires at least one parent/guardian to be present in the audience for each performance.

III. PROFESSIONAL PHOTO SESSIONS (Held at Pointe Academy Dance Center)

 Professional photos

A. Photo Procedure - All group and individual photos will be taken on the same day and same time slot. The procedure will be as follows:

1. Group picture taken

2. Anyone who wants an individual in that costume will take picture before or after the group, depending on time.

3. Order of group picture will be from youngest class to oldest.

4. Students must be well prepared with individual picture pose.

5. Teachers give three suggestions to students to pick an individual pose from.

6. Paper work (per dance) and payment should be already filled out before picture time.

7. Picture sheets will be available behind front desk. We will send an email when paperwork is ready.

B. Date: **Sunday – June 11**

C. Students must supply their own make-up, hair accessories, and be responsible for their own hair styling: No finger nail polish, ear rings, or jewelry; appropriate hair (no bangs); stage make-up

1. It is asked that everyone participate in the group photo session even if you do not wish to purchase any pictures.

\* **Pre-Fall and Summer Festival Registration and Holiday Show will be accepted during these times for current Pointe Academy Dance Center students. We encourage all students to pre-register in order to reserve a place in the most appropriate and convenient class. Registration fee is waived for this day only!** **Registration Fee = $50.**

IV. STUDIO RUN THROUGH WEEKS (Held at Pointe Academy Dance Center)

A. Procedures – *see Run-through schedule in this packet for specific dates and times*.

1. **Please realize that Run-Through is held at The Pointe Academy Dance Center.**

* Regularly scheduled week classes will run the week of our April 28, 29, 30 Run-though.
* June Run-throughs will be in place of regularly scheduled classes.

2. Dates: **April 28, 29, 30** See enclosed Run-through schedule

 **June 5, 6, 9, 13, 14, 15** for times.

1. Please be prompt with dancers and arrive 10 minutes prior to your scheduled start time. Be properly dressed in dance attire and prepared to dance. This includes hair. Thank you!
2. Parents of Level I and Level II need to stay with children during all run-throughs. No siblings please! Level III must have a volunteer mom stay during Run-thru.

V. AUDITORIUM DRESS REHEARSAL (Held at Varner Hall – Oakland University)

**VERY IMPORTANT!**

Please note: Since we will be running under a tight schedule, students are expected to be in costume

and make-up by call time for Dress Rehearsal. Dress Rehearsal will start promptly.

Please pack a dinner and snacks if appropriate!

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| **STUDENTS: NO CELL PHONES, CAMERAS OR ELECTRONIC DEVICES PERMITTED IN THE DRESSING ROOM!****MUST BE LEFT WITH THE DANCER’S PARENT OR VOLUNTEER MOM** |

**FINALE REHEARSAL - Mandatory (Entire Cast)** Date: **Friday - June 16**

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| *Please note: Finale rehearsal will be held at beginning of Dress Rehearsal. Please be on time!**(At least 15 minutes prior to Call Time)* |

**DRESS REHEARSAL**

A. Date: **Friday - June 16 2:00-2:30 Preparation**

 **2:30 pm All dancers on stage for finale in finale costume**

 **2:30-10 pm Rehearsal \***

B. **Dress rehearsal is** **CLOSED**. Parents, please do not leave your children (Level I, II, III) unattended. You must stay with them at dress rehearsal! If you are not a volunteer, please wait in the lobby until your student is dismissed. Volunteers only are allowed in backstage area during rehearsal.

C. Full costumes, stage makeup and proper hair required.

D. All students must be on stage for the dress rehearsal, even if they are not participating in the finale.

\* After we rehearse finale, we will “Place” first half of show and then run it in costume in order. After we place second half, we will run it in order. When students are done with last dance, they may be excused. Please check out with dressing room volunteer. Note: We will place and run Jazz I right after Ballet Potter.

**DRESS REHEARSAL (cont.)**

E. **PARENTS OF YOUNG STUDENTS, LEVEL I, II & III: PLEASE DO NOT LEAVE YOUR CHILDREN UNATTENDED DURING THIS REHEARSAL**. **We do not have babysitting service.**

F. Oakland University policy strictly prohibits food or beverage of any kind in auditorium and dressing rooms. Food is allowed in the hallway outside the auditorium only and trash must be disposed of properly! Food is allowed in the Band Room and upstairs Dressing Rooms only. Please, no exceptions as any offense will be cause to not allow us to return next year. No one is above these rules!!!

G. Do not wear your costume to Dress Rehearsal or Concert. Please have it clearly marked in a dance or garment bag.

VI. STUDENT CONCERT (Held at Varner Hall – Oakland University)

**Student call time is 11:30 am.**

**Rep-Co Call time is 10:30 on stage. 4:00 on stage for evening show.**

**Please check in with a volunteer. Do not be late!**

A. Performance Date and Times: **Saturday, June 17 - 12:30 pm-Matinee/5:00 pm-Evening**

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| One parent **must** be present in the audience throughout the entire performance.This is for the safety of your child. |

B. No flash photography, cell phones, electronic devices or parent videotaping. **We are not allowing videotaping by parents during the performances because it may cause disruption to the performers and surrounding guests**. Volunteer Parents: Please do not videotape from backstage. Please turn all cell phones and pagers off as their signals may interfere with the auditorium’s sound system. Thank you!

C. **DO NOT WEAR YOUR COSTUME TO THE AUDITORIUM**.

D. Audience etiquette will be followed. Respect for the students, the art of dance, and the faculty is imperative. Out of respect for every student, please be on time and do not go in and out during the concert. **No late seating** – **there will be no intermission.**

1. All students and audience members are expected to stay for the entire show.

F. Students are not allowed to sit in the auditorium at any time during the concert!

G. **Please Note**: Students will not be able to leave the auditorium between our Saturday matinee and evening performances. The turnaround time will be quick. Please pack a nutritious “dinner” for your student to eat.

VII. SECURITY POLICY

1. All volunteers are required to wear a yellow wrist band (provided by The Pointe).
	1. Parents who are not volunteers are asked to escort their student to their dressing room, check them in, and proceed to the auditorium.
	2. Only volunteer parents are allowed back stage during the concert (including pause). Please abide by this rule; visits during the concert are very distracting and inappropriate.
2. Each dancer will receive one red wrist band with their ticket order.
3. Each student’s mother is to pick up her daughter back stage immediately following the dismissal of students from the stage.
4. We are asking for every student’s mother to go backstage after our matinee performance to organize their dancer’s costume for evening show.

C. For the safety and modesty of our dancers, no cell phones or electronic devices are allowed in the dressing rooms. Pictures may be taken in the hallway only.

VIII. DANCER APPRECIATION

A. Show your support of your student and studio by:

1. Placing a corporate or personal ad in our program book. Ad forms are available in this packet. We appreciate your support as this offsets the many expenses of the concert.

2. On site flowers will be available by Petal Perfect for purchase on the day of the show.

IX. CONCERT LOCATION / MAP (Varner Hall – Oakland University)

Varner Hall – Oakland University

2200 N. Squirrel Road

Rochester, MI 48309-4401

(248) 370-2100

Directions

Take I-75 to exit 79 and go east on University Drive to the main entrance of campus. Or, take M-59 to the Squirrel Road exit and go north to the main entrance of campus at the corner of University Drive. Varner Hall is located on Pioneer Drive in the southwest quadrant of campus

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| **Varner Hall** |

X. ADDENDUM

A. Parents – it is your responsibility to know if your student has a quick change. A quick change is one or two dances in between.

B. Students with a Quick Change(s) Guidelines

1. Bring costume, tights, shoes, hair pieces, etc. to Quick Change before dress rehearsal and before each concert.
2. **Costume must be in a clear garment bag with everything labeled with name**.
3. **Please provide your own safety pins, hair pins, hair spray, etc. for your quick change!**
4. Please pick up costume at end of rehearsal and after each performance.
5. Be calm, relaxed and polite. Our Quick Change moms are experts**!**  .
6. Volunteers – Volunteers are allowed into the auditorium during the performance to watch their student dance. You must enter before dance starts from the top of stairs and make sure your position is covered while you are gone.
7. Tickets – you have pre-paid for 3 tickets per performance. They are not interchangeable or refundable! If you want additional tickets, please purchase them during open ticket sales on April 15-29. Please purchase your extra tickets during this time. We cannot guarantee there will be any tickets left to sell at the door. We have sold out our shows in the past. At least one parent must be present for the entire performance for each show.
8. Head moms of Levels (1 per level) can watch dances from backstage. All other volunteer dressing room moms must watch dance from the back of the auditorium.
9. MAKE-UP

Levels I, II, III – Please put light make-up on your student.

 -Use brown tones for eye, mascara, pink blush, and pink lipstick

Levels IV, V, VI – You need:

 -Foundation

 -Powder

 -Mascara

 -Eye liner (black)

 -False eye lashes (no rhinestones)

 -Eye Shadow in Brown tones

 -Pink blush

 -M.A.C. Russian Red Lipstick