

# American Dance Academy

# 2017 Holiday Show

# Handbook

Welcome to our 10th Annual Holiday Show! We are thrilled to have you in our production and look forward to a wonderful season! Our Holiday Show offers all students from PS II and up the additional opportunity to perform in a professionally directed performance and showcase all of their talent. We strive to make our show entertaining for everyone-from the youngest of children to the elderly! Anyone who enjoys the season will thoroughly enjoy our show!

Dedication to the Holiday show commitments is the responsibility of both our students and their parents. We've created the American Dance Academy's Holiday show Handbook to offer to everyone a clear understanding of their commitment and responsibility to the Annual Holiday Show, our school, and your child's classmates.

*Miss Darlene*

## **HOLIDAY SHOW UPDATES**

As the season progresses, additional holiday show information and updates will be posted both in our newsletters, as well as e-mails sent directly to all participants. Be sure to include your e-mail address on your Holiday Show registration form, and make it your responsibility to keep abreast of this very important information. Our annual Holiday Show is truly a team effort; students, their parents, the teachers, and the director are key players in the success of the show. Please make it a priority to keep updated with the latest information so we can all work together.

## **HOLIDAY SHOW FEES**

There is a registration fee of \$180 per dancer to participate in the Holiday Show. This fee covers costume rentals and cleaning, choreography fees, all weekly rehearsals, as well as dress rehearsal and both show nights at the theater. This also includes a \$30 small ad in the holiday show program book. This fee is due upon registration and is non-refundable.

Holiday Show ad wording is due no later than **Wednesday, October 18th** and can be turned in any time before that. Payment is made at time of registration.

## COSTUMES

Much time is devoted towards determining the correct costume and sizing for each dance. They are always age appropriate and of the highest quality we can find that relates to the song. These costumes are *rentals only* and will not, at any point, be kept permanently by the dancers or a charge of \$90/costume applies.

As always, underwear is not permitted to be worn under tights during the Dress Rehearsal and Shows. A tan dance camisole is permitted and can be purchased at ADA or any dance-wear store.

### **\* Payments**

Costume rental fees are included in the Holiday Show registration fee. Tight and shoes are not included in this fee.

### **\*Sizing**

Because most costumes for the Holiday Show have been previously purchased by the American Dance Academy and may not be available anymore, costume sizing is done as best as possible to fit each dancer into a costume that is already owned by ADA. Additional costumes may be ordered only if there are additional students in a given dance, not for sizing issues.

### **\*Alterations**

If adjustments must be made to a costume, this will be done by our skilled volunteers.

### **\*Distribution**

All costumes will be distributed to the students **to be taken home** the weekend of **October 20th-21st** and will be held at the studio only if alterations are needed. Students will be responsible to bring all costumes and pieces to the show with them. Costumes will be collected **AT THE THEATER** immediately following the last show, put on the U-haul and brought back to the studio.

### **\*Tights and Shoes**

To insure no discrepancies in the color and shade of tights, students are required to have a specific Capezio brand (which we use for the year end recital) for their dances. These Capezio tights are available at the studio or from the dance wear stores. Be sure to purchase the correct brand, color and style. Note: having a second pair of "back-up" tights can offer a great sense of security for the student and the parent/guardian. The color of tights and type of shoes for each dance is included in this handbook. You will be notified closer to the show date if there any changes.

## DRY RUN

Dry Run is held at the American Dance Academy on **Sunday, November 12th** from 1-3:30 The time slots for these rehearsals are broken down into scenes and our staff tries their best to run accordingly. Students are to report to the studio in tights, leotard, and the proper shoes. Hair is to be in a bun. Boys will wear their white shirts and black pants. HH dancers please wear black & white. To keep congestion to a minimum, parents will not be allowed to remain in the studio after dropping their child (ren) off. The only parents permitted to Dry Run rehearsals are those who volunteered to be stage moms and they only need to stay from 1-1:30 but are welcome to stay longer if they wish.

## **DRESS REHEARSAL**

The dress rehearsal, on **Saturday, November 18th**, will be held at the Sanford School. This offers your child the opportunity to become familiar with the theater surroundings and become comfortable in their performance, costume, and the stage. It offers our staff the opportunity to ensure that your child makes the best possible impression. Lighting, music cues, and all other logistics for an organized and professional performance are rehearsed.

Please report to the assigned dressing room for the Dress Rehearsal and both shows. There will be signs in front of the rooms to assist you in finding your way. Only stage moms are permitted to stay in the dressing areas during and in between the performances. Dancers are NOT to leave the dressing area without an adult. Arrival on dress rehearsal is at 1:00 to change into costume with cast meeting in the auditorium at 1:30 and rehearsal beginning promptly at 2:00. It should last until about 4:30.

We run an organized and timely dress rehearsal (although it does run longer than the actual show); parent/guardian's help with the process will guarantee a professional production. All students MUST remain in dressing areas and are NOT permitted to wander the halls.

### **\*Dress Rehearsal Guests**

Each student will be allowed a guardian to accompany him or her at the dress rehearsal to take pictures and/or videos. **Each family will receive 1 wristband for admittance to the rehearsal.** Additional attendees at the dress rehearsal will be subject to the full cost of a show ticket.

### **\*Dressing Room Etiquette**

Students must respect others' space and property in the dressing room. More time will be spent in the dressing rooms than on stage, so please do your best to keep the dressing rooms organized and clean. Lunch is allowed in the dressing rooms in between shows but the dancers **MUST NOT BE IN OR NEAR COSTUMES!** Our Fundraising Committee will be offering the opportunity to pre-purchase lunch in between shows.

### **\*Dress Rehearsal Drop-Off and Pick-Up**

Students accompanied by a parent or guardian are brought to their assigned areas where they will be checked-in and turned over to their class mom(s). When a class has completed their final performance, they are to be picked up by the parent/guardian in the assigned area.

## **VIDEO AND PHOTOGRAPHY**

The dress rehearsal is when parents/guardians can take the opportunity to videotape or shoot photographs of their child. Due to the large numbers of cameras, no electrical outlets will be available. Be sure your batteries are fully charged. Due to safety issues, no tripods are allowed in the aisles.

**PLEASE NOTE: NO VIDEO OR PHOTOGRAPHY (FLASH OR NOT) WILL BE ALLOWED IN THE THEATER AT THE HOLIDAY SHOW!** Flashes can disturb the dancers on the stage and videotaping and photography may interfere with the professional tape, professional photographer, and other audience member's views. You will be asked to bring any cameras back to your car.

The professional videographer will be AOV Productions. They will be the only people allowed to take videos during the show.

### **FINALE**

All students will remain in their last performance costume for the finale.

### **THEATER RULES**

**\*No eating or drinking allowed in the theater.**

**\*No eating or drinking in dressing rooms when costumes are out-they must be hung on racks away from dancers!**

**\*Dancers will remain in the dressing rooms or assigned areas with their class moms during the dress rehearsals and the Holiday Show. This includes time between both performances.**

**\*Out of respect for dancers and their families, everyone is to remain seated during the performance. If you must get up, please do so in between dances!!! Please remind your guest of this theater rule!!**

### **EXTRA EVERYTHING**

You may want to bring at least one extra pair of tights of each color. Hair gel, hair nets, bobby pins and hairspray should be packed in a bag for the older children. A few less obvious things that have come in handy for others include: baby wipes/shout wipes to fix makeup mistakes or dirty hands, baby powder for itchy costumes, safety pins for emergency costume repairs, clear nail polish for minor holes/runs when there isn't time to repair, and invisible band-aids.

### **BACKSTAGE**

Family members and friends do not belong backstage or in the dressing rooms during rehearsals or on the day of the Holiday Show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. If they wish to greet a performer after the show or present flowers, they must do so in the lobby areas.

### **MAKE-UP**

Make-up should be done at home and may be retouched by the stage moms. Let's remember that although this is a special time for the dancers they are still just kids and we want to keep it that way for as long as we can. A little blush and lipstick looks great on stage for the little ones. Older children should wear red lipstick, blush, eye shadow (not blue) and mascara.

### **HAIR**

All students must have their hair off their face in a bun, unless otherwise specified. No heavy bangs or vacation beads. Uniform hairstyles are required. For dancers with short hair, it must be pulled away from the face.

## **HOLIDAY SHOW VOLUNTEERS**

Anyone interested in volunteering to help backstage is welcome and encouraged! As an American Dance Academy student, your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool. Most jobs require limited commitment at a specific time during dress rehearsal and/or the Holiday Show or during your own free time at the studio. We encourage you to become involved in some way with our volunteer program and welcome any contribution you are willing to make.

All volunteers at the show will receive an identification badge, which must be worn throughout the entire dress rehearsal and performance. Please do not bring guests, including children, with you while you are volunteering. Holiday Show and all rehearsals are a hectic experience and all volunteers must work in a cooperative manor at all times.

### ***\*Costume Setup-1 DAY***

We will need parents to help with organizing costumes (hanging in order of labeled numbers) on **Monday, October 16th** from 7-9:30 &/or **Tuesday, October 17th** from 7-9:30. You may come into the studio during any of those hours to help.

### ***\*Costume Put Away-1 DAY***

We will need parents to help with organizing costumes (hanging in order of labeled numbers) on **Monday November 20th** from 12-2 or 7-9. You may come into the studio during any of those hours to help.

### ***\*Costume Fitting Day-CHOOSE 1 DAY DURING YOUR CHILD'S REHEARSAL***

We will need parents to assist in fitting costumes to the children during their scheduled rehearsal time on **October 20th & 21st**

### ***\*Costume Repair Help-DONE ON YOUR OWN***

We will need minor costume help (tacking, stitching, etc) during the weeks of October 23rd-November 6th. You may come into the studio during any studio hours to help or take them home to do on your own time.

### ***\*Backstage Mom-CHOOSE ONE SHOW-MUST ATTEND DRESS REHEARSAL!***

The goal of a backstage mom is to assure the safety of each child in their care and to be sure all children are accounted for. You will be responsible to ensure that each child is in the proper costume, has the proper accessories and shoes, and is backstage when a backstage manager tells you it's time. There will be two to three backstage moms for each class. If we have too many volunteers for a group you may be asked to work with children from another group. Backstage moms will walk their group back stage and then must stay far back from the wings so that the teachers can take over. After your class finishes their final performance you are also responsible for making sure each costume and all coordinating accessories are hung up, or put away, in the proper location. All backstage moms are the only moms that can stay for lunch in the dressing rooms.

**\*Costume Organizer at the 2nd show-These two people will assist stage moms and organize the costumes onto racks as the dancers finish with them. Stage moms and dancers will bring costumes to you to hung on a hanger to be placed in numerical order. The racks are to be slid into the hall after they**

**have all been collected so they can be put into the UHaul and are organized for "Costume Put-Away Day" the next morning.**

All volunteers need to be prepared to work within the system to make everything flow. Our Backstage Managers work very hard to put a system in place that works, please rely on their experience. We ask that all volunteers follow all instructions from the backstage manager.

Stage moms must attend the beginning of rehearsal from 1-1:30 (or send an adult to pick up your papers) on **November 12th**. This is when backstage badges and important information will be given.

### **PROFESSIONAL DVD**

A professional DVD by AOV Productions will be taken during the Holiday Show. Purchase is optional. Order forms will be emailed and available at the studio as the show date approaches.

### **HOLIDAY SHOW TICKET POLICY**

All studio accounts (tuition, costumes, etc.) must be paid to date before any family may purchase Holiday Show tickets.

Tickets will go on sale **Wednesday, October 18th** through TuTu Ticket ([www.tututickets.com](http://www.tututickets.com)) and will be assigned seating. Prices are \$16 (plus processing fee) when purchased in advance, or \$20 when purchased at the door. For every 10 tickets you buy, you will receive 1 FREE TICKET. Ticket cost goes towards the production of the show (theater rental, lighting and sound costs, maintenance costs, curtain rentals, backstage staff, etc). There is no minimum or maximum ticket purchase.

Our Holiday Show is excellent for both children and adults alike as it runs shorter than our annual recital, lasting about 1.5 hours. We highly recommended this show for everyone who enjoys celebrating the holidays! Audience members who are in wheelchairs will have specific seats designated by the theater.

### **PROGRAM ADS**

The American Dance Academy puts together a beautiful program/memory book for the Holiday Show. It is a wonderful way to write a special message to your dancer for him/her to have as memorable keepsake. For those of you who have a business- our audience can be your audience as well.

As stated previously, all participants have purchased one small ad for our Holiday Show program book. This can be upgraded for a small fee. Any additional contributions and interest are greatly appreciated. All ads and wording are due by **Wednesday, October 18th**. When e-mailing an ad directly to the printer ([dawn@patioprinting.com](mailto:dawn@patioprinting.com)), a contract and payment paper is still due to the studio.

**HOLIDAY SHOW DATES**

Our 10<sup>th</sup> annual Holiday Show will be held at Sanford School on Sunday, November 19th with a dress rehearsal on Saturday, November 18th.

**Call times are as follows:**

**Saturday November 18th**

Call 1:00 arrival to change into costume

1:30 PM Cast and Stage Mom meeting

2-4:30 Rehearsal

**Sunday, November 19th**

2:15 PM arrival

First show begins at 3 PM

Second show begins at 6 PM.

In conclusion, we are certain you will thoroughly enjoy being part of our entertaining Holiday Show and enjoy “Celebrating Holiday Traditions” with your family and friends! Thank you for your dedication and time to our program! Enjoy!

## Show/Shoe List

(Show Order Subject to Change)

\*\*All tights will be the Capezio Light Suntan unless noted below

<b>Holiday Show Order &amp; Shoe/Tight List</b>				
Dance	Level & Style	Costume	Shoe	Tights
<i>Scene 1- It's A Family Affair</i>				
Party	Performance Group	TBD	TBD	TBD
Celebration	Level 4/5 Tap	Black Pants & Silver Vest	Black Tap	Suntan
Daddy's Little Girl	PS 1-Child	White tutu dress	Ballet	Suntan
We are Family	HH/Elem 1-L1 Funk	Blue jacket & silver shorts	White sneakers	Suntan
Lean on Me	Level 2/3 Lyrical/Ballet	Teal shorts & top	Lyrical/Ballet	Suntan
Wind Beneath my Wings	Elem 1/2 Ballet	White dress	Ballet	Suntan
Wonderful World	E3-L1 Lyrical/Ballet	*new costume	Lyrical/Ballet	Suntan
Because You Loved Me	Graduating Senior Dance	TBD	TBD	TBD
<i>Scene 2- Food for the Holidays</i>				
Peppermint Twist	Elem 1/2 Jazz	Red, Green White Dress	Tan Jazz	Suntan
Chestnuts Roasting...	Level 4/5 Ballet/Pointe	TBD	Ballet/Pointe	Pink
Hot Chocolate	Elem 3- Level 1 Jazz	Gold Dress	Tan Jazz	Suntan
Mother Ginger	PS 1-Child	White tutu dress	Ballet	Suntan
Fattening Time	Parent Dance	TBD	TBD	TBD
<i>Scene 3- Christmas List (Dear Santa?)</i>				
Working Day & Night	Level 2-4 Jazz	Red/Green Elf	Tan Jazz	Suntan
Teddy Bear	PS 1- Child	Brown Dress	ballet	Suntan
Dolls	Level 5 Jazz	Doll Costume	Tan Jazz	Suntan
Text Me Merry Christmas	HH/E3-L1 Character	Red/White Striped dress	Tan Jazz	Suntan
Conductors	Elem 1/2 Jazz	Blue/White conductor	Tan Jazz	Suntan
Grown Up Christmas List	Senior Self Choreo.	TBD	TBD	TBD
Toy Soldiers	Level 2/3 Tap	Red/Black Soldier	Black Tap	Suntan
<i>Scene 4- Night Before Christmas</i>				
Jingle Bell Rock	Elem 3- Level 1 Tap	Red/Green/Silver Bells	Tan Tap	Suntan
Rockin' Around	Elem 1/2 Tap	Christmas Tree	Tan Tap	Suntan
I Saw Mommy	Level 2/3 Jazz	Christmas PJs	Tan Jazz	Suntan
Reindeer	Level 5 Rockette	Reindeer	TBD	Suntan



