# OFF TO NEVERLAND THE PRODUCTION PACKET

The content of this packet is vital to the fluidity of our production. Please read it carefully and if you have any questions, please ask.

#### **Tickets:**

#### **Ticket Prices:**

#### \$22.00 per person seating is first come first serve.

Tickets go on sale Monday May 24th. Tickets are non-exchangeable and nonrefundable. Semester tuition and auto pay patrons may purchase tickets early beginning May 17<sup>th</sup>.

#### **Pictures:**

We will take class photos & individual package photos during the week of May 24<sup>th</sup> during regular class time. Your child must be in costume and make-up even if you are not purchasing photos. It is a nice memento to have a class picture, so we ask that everyone be there. Class photos will be taken for every class. It is especially important that you are there for the photo, even if you are not purchasing pictures, as we do a studio run of your child's class.

We will take the class picture, then individuals. The class will then go to a studio and perform their recital dance. Video and snapshots of your child may be taken at this time only. This is our costumed "in studio" run of your child's dance. At this time we will make sure your child has the correct shoes and tights, hair piece, and that everything is ready to go to the theatre.

For this to run smoothly your child must come dressed, ready and ON TIME for pictures. Group and individual pictures will be taken during class times. This means shoes and tights must be purchased by this date. Hair and makeup should look like it would for the performance. Pictures and video are strictly prohibited during the theater performance, and cause distraction to others sitting around you who also wish to enjoy their child dancing.

Photo forms can be picked up at the desk and brought in with payment to Bill Krautler Photography. The deadline is May 21st. The cost of a photo is 45.00 this includes 1 costume 2 poses, 1 group, additional costumes changes are \$25.00. (One photo form needs to be filled out for each class.) This will be delivered by a drop box link via email, so please print clearly. Individual shots will only be taken of students who prepay, group photos will be taken of everyone.

#### **DVDs**

DVDs will be provided by Anna Faiola Photo-Video. Digital Downloads are available for \$25. Please make checks payable to Fusion Dance Company. Video forms will be available in May. This is a wonderful memento of your child's progress, and your whole family will enjoy watching it again and again!

Digital Downloads will be ready a few weeks after the show.

\*\*Please note: Neither video recorders nor cameras will be allowed in the theater/church during the show. Flash Photography blinds the dancers on stage. Videotaping blocks the view of people behind you, and there is not enough space in the theatre for 100 cameras on tripods. You may video your child's dances during the costumed "in studio" run during picture week.

#### **Tee Shirts:**

Souvenir Tee Shirts will be available for pre-order for a cost of \$17.12 (16.00 plus tax). The shirts will have the Show logo on the front and all the student's names on the back! It is a wonderful memento of our performance. Please sign up on the appropriate form and pre-pay to order shirts in May.

#### Please sign up to Volunteer:

Volunteers are vital to the production of our show. You can choose to be involved backstage, in the dressing rooms supervising the children or teens, during the show taking tickets, ushering, selling water at intermission, or being a hall monitor. All positions are vital, and if someone does not show up to do the part they signed up for, it throws a BIG wrench in the flow of the show. This year we are having a mandatory meeting Tuesday, May 25 at 8:00pm during Picture week. We will go over what you will be doing, what time you need to be there, and what time you will leave. Sign up for volunteering will begin at the front desk or via e-mail the week of May24th. You can email Diana Griffin to volunteer and what position you would like and a second option, she will get back to you on a first come first serve basis. Miss Diana's email is MissDianaGriffin@gmail.com. Once you have gotten confirmation from Miss Diana, she will meet with you during picture week and go over everything. If you are working backstage or in dressing rooms, you will need to work 2 nights, Thursday and Saturday; some volunteers are needed for the 1st act only and some for the 2nd act only. If you are a dressing room volunteer, you will walk your child's group to the stage entrance and get to see them perform from the back of the church. We will need 2 parents for each group of classes ages 3-7, and 1 parent for ages 7-12. We also need parents for check in and checkout. Dads are great for this. Dads cannot for any reason be allowed to volunteer in the dressing rooms for obvious reasons. But if you want to volunteer for the check in/check out process, this is done right outside the children's dressing room and if you are needed you will be right there. We will need 1 dad or mom each night for the boys dressing room as well.

If your child has asthma, an epi-pen or any medical device that may be needed, please send that with them to the theatre/church to keep backstage in case we need it. Please make us aware of anything needed for medical conditions or allergies etc., so should it be needed, it is there for them backstage.

\*\*\*\*\*Please note Dancers are PROHIBITED from leaving rehearsal for any reason until dismissed by the director.

<u>Dress Rehearsal</u> - Thursday June 17th (REHEARSAL is MANDATORY!!!!)

#### **Show Week Information:**

<u>DROP OFF PROCEDURE:</u> Drop off at 4:30. We will be starting promptly at 5:00 at the Palm Harbor United Methodist Church and check in at the check in table in the foyer of the sanctuary. Please enter at the north entrance (if heading north on Belcher it's the 2<sup>nd</sup> entrance on left if you are heading South, it's the 1<sup>st</sup> entrance on right) Students will then proceed to their appropriate dressing rooms. You will be given a badge to pick up your child. You must have the badge to present when picking them up; it is our only way to keep track of the kids. NO ONE will be allowed inside the theatre for rehearsals, unless you are volunteering, so have a nice evening off!! Drop off if your child is only in ACT 2 will be at 6:30

<u>PICK UP PROCEDURE:</u> Act 1 pickup at 7:00-7:30, unless your child is in the 2nd act. Act 2 pickup is 8:30 - 9:00 \*\* Pick up times are approximate. Please have your badge to present to pick up child. If someone else needs to pick up your child give them your badge. No child will be released without a badge. PLEASE do not be late as we have to be out of the church by 9:00

\*\*\*\*\* Please be patient and kind with our staff and volunteers, many do not return to volunteer because of impatient parents. Please do not attempt to retrieve your child before they have been officially dismissed by the director, this only causes delay. If you have not signed up as a volunteer, you will not be permitted into the theater, backstage or in dressing rooms during rehearsals. We ask that you please drop off dancers and pick them up at the designated time.

#### DRESS REHEARSAL IS MANDATORY!!!!

<u>4:30-5:00 Drop Off Students</u>. They should arrive dressed in costume, with full make-up, and hair in a bun – just as if they were performing in the show with any extra costumes and shoes in hand.

<u>5:00 First Curtain Call</u> - We will be trying to run the show with as few interruptions as possible. We want to get the true timing & feel of the show.

<u>7:00 Intermission</u> - If you are in Act 1 only, children will be released to a badge holding parent or custodian.

Approximately 7:00 - Pick up Act 1 and Begin Act 2

<u>Approximately 8:30-9:00</u> Final Curtain Call Please arrive promptly at the checkout table to pick up your dancer. Please have your badge ready

Friday, June 18th: NO REHERSALS \*\*\*\*\*\*\*Relax the day before the show on the 19th!

#### Lights - Camera - Action, Its Showtime!!! Saturday June 19th

Arrive at Palm Harbor United Methodist Church at 1:00pm on Saturday the 19<sup>th</sup> for the SHOW! Saturday, June 19<sup>th</sup> at 2:00pm..... Show starts.

Dancers should arrive dressed in first costume, hair and makeup done, and ready to go.....

PLEASE WRITE NAMES ON INSIDES OF ALL SHOES, COSTUMES, TIGHTS AND ANY PERSONAL

BELONGINGS!! Fusion Dance Company will not be responsible for lost or misplaced items! Check dancers in at the back-stage entrance of the theater. All students must enter and exit the theater through the backstage entrance ONLY and must be checked in and out EVERY time they come or go!

If you have not signed up as a volunteer prior to show week, and attend the volunteer meeting, YOU WILL NOT BE ALLOWED BACKSTAGE FOR ANY REASON.

PLEASE, (if you supply your own snack): Water bottles with your child's name on it are great-- DO NOT PACK SNACKS SUCH AS CANDY BARS, GUM, JUICE, ETC. Pack goldfish or pretzels, carrots, anything that does not leave a residue. ANY SPILLAGE COULD RESULT IN A RUINED COSTUME; SNACKS THAT CONTAIN A LOT OF SUGAR WILL CAUSE THE KIDS TO BECOME VERY HYPER AND THEN VERY TIRED. Please make sure your children are rested and have a good meal before rehearsals AND THE RECITAL. \*No snacks with peanuts due to students with peanut allergies\*

#### Pick-up procedure after the show:

Act I Parents/Guardians: If your dancer performs in ACT I only, you may sign out your child during intermission at the backstage drop off area, approximately 3:45-4:00. If you wish to bring your child back into the theater. Your child must change into street clothes before entering the theatre. (PLEASE, NO COSTUMES IN THE AUDIENCE) No one is permitted to pick children up via the stage. Parents are not allowed to retrieve students from dressing rooms, you must go to the check in table to turn in badges and collect your student. If you are volunteering, after the last child in your group leaves, please turn your badge and your child's badge in at the checkout table when you leave.

#### Act II Parents/Guardians:

Dancers will not be allowed to leave via the stage. Parents will not be allowed backstage after the show, there are girls changing backstage and in dressing rooms. You must sign out your child at the backstage drop off area. Approximately 5:30-6:00

Please be patient and cooperative with backstage volunteers -- They work hard to run pick-up in an orderly fashion, for the safety of your child!!

#### If you have any questions, please call immediately! 727-938-9008

<u>Please Note: Fusion Dance Company will be closed on Thursday June 17th, Friday June 18th, and Saturday June 19<sup>th</sup>. Please make sure all students belongings are picked up from the studio prior to June 16<sup>th</sup>.</u>

All show info will be posted on our voicemail/ and website if you have any last-minute questions.

Parents/dancers: by cooperating with these instructions, you will help us run a smooth show. Rehearsals will start and finish on time! Although the dress rehearsal seems long, the children will be fine and well cared for. They will be excited about being involved in the show and the time will go by fast.

#### Make-up:

#### All Dancers need to wear Foundation, put on face, neck and ears.

All students should wear white, beige, pink, bronze, or gold as a base eye shadow, and black, grey, or brown as a contour ONLY. NO BLUE EYE SHADOW PLEASE! (Blue eye shadow gives the appearance of a bruised eye on stage). Apply pink, rose, bronze or peach blush to contour the cheek bones. Eyebrows should be darkened if they are light. Eye liner, only in Black or Brown, and of course, Mascara. Your dancer may wear false Eyelashes if she chooses to. Do not apply lipstick prior to arriving at the theater...it will get on the costume. You may bring lipstick to be applied just before going on stage. The lipstick that you paint on and let dry and then apply gloss works best and does not get on their teeth or costume. Small children need blush in the apples of the cheeks, if eye lashes and eyebrows are light go ahead and darken them a little, lipstick will be applied on them before they go on stage. All lips must be red. Any other color will not show up. No Nail Polish is permitted on fingers or toes except clear. No acrylic or gel nails are allowed during recital. The kids are doing partnering and we have seen nails torn off or children being gouged by others who have long nails.

Your child will appear washed out on stage without the proper makeup and will look like a ghost. We know that it can seem drastic or shocking to put makeup on a young child, but this is "stage makeup" and is needed because of the bright stage lights.

#### **Under Garments:**

If your child should need to wear a bra, or NUDE LEOTARD (for multiple changes backstage), they need to get the kind from a DANCE WEAR STORE or online at dancwearsolutions.com or discountdancewear.com with the clear straps. Dancers do not wear underwear under their tights. (This is well known dance etiquette). Dance brand tights have a cotton crotch, designed to dry quickly. Underwear does not allow this to happen, it harbors moisture, and can lead to infections, and it causes unsightly lumps in leotards, and costumes. Please DO NOT send your child in costume with underwear under their tights. They will not be permitted on stage.

#### **Buns:**

Parents, please start bringing your daughters to dance class with their hair in a bun! PLEASE NO sock buns. This is proper dance etiquette and is also good for them to get used to having all their hair up. You will find instructions below:

#### How to get your daughter's hair in the perfect BUN!

1. Wet hair works best, apply gel or hair wax to hair then brush hair back into a tight ponytail on the crown of the head (please, not the top of the head...place it where the back of the head meets the top of the head). Bristle brushes and rat tail combs will get the lumps out. Use a hair tie the same color as your child's hair

Wrap the ponytail in a hair net, the same color as your child's hair (can be purchased at Walgreens, Walmart, or dance store). Secure the hairnet to the ponytail by bobby pinning the hairnet to the hair band. Twist the ponytail and form a flat circle on back of head. Use "Bun" hair pins (bun pins are U-shaped and will not fall out, do not use flat bobby pins) to secure bun in place. If your child has a lot of hair or thick hair you may want to buy the thick hair pins by BUN HEADS sold at a dancewear supply store, or on- line. Wrap with a second hair net if necessary, to control short ends from sticking out. Secure second hair net with bobby pins.

- 1. Use matching colored hair pins where necessary.
- 2. After hair is in a bun, use hair spray all over head and bun.
- \*\*When dry, hair should feel like PLASTER! Hair SHOULD NOT MOVE!

<u>Headpieces:</u> When sending children with costumes backstage it helps them to be organized. Please put their head piece, accessories, and tights in a zip lock bag with their name on it and hang it on a hanger with the costume. Headpieces should be attached with bobby pins in the form of an X. Make sure the headpiece is secure. You can never use too many pins! (Please make sure Bobby pins are the same color as your child's hair).

<u>Costumes:</u> It is important to put your child's costumes on hangers organized in order of performance, as we have volunteers to dress them backstage for quick changes. If they are not organized properly it just adds to confusion and stress backstage. We will have a show flow at the desk in May, so you know in what order the kids will be performing.

<u>NO JEWELRY</u> (except rhinestone studs!!) Dancers will be required to remove all other watches, rings, earrings, necklaces, etc. Please take the time to remove them before arriving at the theater -- it can be quite stressful on the child if a chaperone must remove these items. We prefer that jewelry remain safe at home, not lost in the dressing room! Please no Dream Duffels or Huge dressing bags. If your child has multiple costumes buy a rolling rack. There is not enough room for all those huge bags backstage.

#### What to pack:

If you send your child with games, toys, etc., please clearly label your child's items so if left behind, we can return them to you! Remember all pairs of shoes and costume accessories need to be affixed to the costume hanger in a baggie and labeled with their name..

#### **Theater Rules:**

Camcorders, cameras, and flash photography are strictly prohibited inside the theatre and if found in use will be confiscated until after the show. As most theatre patrons know, dancers must stay focused to avoid injury. The flash from a camera in the audience can be extremely dangerous by blinding the dancers on stage for up to 30 seconds. It is also disrespectful to fellow audience members. Please respect the theatre policies and leave above items in your car! Please be respectful of your fellow audience members. if you are holding up your phone to video a dance or taking pictures you are blocking someone else's view! The videographer we hire is impeccable and will provide the highest quality video as we all know from last year. We also have foster families and families who want their privacy respected as to not have their children filmed or photos taken and posted on social media.

Please turn off all cell phones upon entering the theatre! Please plan for a babysitter if you have small children. It is uncomfortable for the crying child, as well as the other audience members. And most importantly it is a distraction to our performers to have a small child sit in the audience for a long period when they are upset.

Palm Harbor United Methodist church is requiring masks and temperature checks upon arrival for spectators. It is optional for dancers to wear or not wear a mask backstage. Performers will not have to mask while dancing on stage.

#### **Palm Harbor United Methodist Church**

#### 1551 Belcher Rd. Palm Harbor Florida 34683

If you have any questions or need more specific directions, please call Fusion Dance Company:

727-938-9008 before the week of the show