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THEATRE PROCEDURE MORPHETT VALE 2018 **(PLEASE READ ALL 8 PAGES CAREFULLY EVEN IF YOU HAVE SEEN IT BEFORE)**

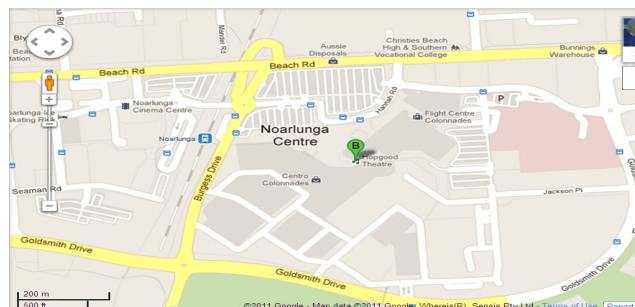
Concert Date: SATURDAY 15 DEC 2018

Venue: Hopgood Theatre Ramsay Place, Noarlunga Centre

Time: Matinee 12:00 / Evening 6:00

ALL STUDENTS ARE TO PERFORM IN BOTH SESSIONS – THIS IS NOT NEGOTIABLE

Tickets: \$25.00 Adults \$20 Concession \$18 Youth under 17



Tickets are available through the theatre Ph: (08) 7009 4403 or through the website www.countryarts.org.au. Seating is numbered. PLEASE NOTE THAT PRAMS ARE NOT PERMITTED IN THE AUDITORIUM BUT WHEELCHAIR ACCESS IS AVAILABLE IF YOU BOOK EARLY

- ◆ All students need to arrive at the theatre – Hopgood Theatre, Ramsay Place, Noarlunga Centre – by 11:00 am for matinee and 5:15 pm for evening performance.
- ◆ On arrival at the theatre for the performances please report to the sign in desk located inside the entrance of the STAGE DOOR located at the rear of the theatre - near Gloria Jean's - so we know who is present. You will also need to sign out again before leaving. **Parents, friends and relatives will not be permitted backstage.** There will be team of adults to supervise the children and to get them dressed. They will be wearing an ID badge for recognition. It is very important that this is adhered to. **DO NOT PUT MY VOLUNTEERS IN THE AWKWARD POSITION OF ASKING YOU TO LEAVE THE BACKSTAGE AREA – YOU CANNOT “JUST DROP OFF A COSTUME, DO MAKEUP AND HAIR” ETC UNLESS YOU ARE ON THE OFFICIAL LIST OF HELPERS.** If you need to do make up etc you will have to do it in the foyer. The backstage door will be closed at all times for security reasons. This is for the safety of your children!

- ◆ If you could have the children partially dressed i.e. tights etc and their hair is in the appropriate style. Unless otherwise told all female students to have their hair in a bun, (or if short slicked back as much as possible), **NO FRINGES**, without wispy bits, tidy and secure. You will need to use gel, hairspray, clips and bun nets. Males to have hair gelled and / or sprayed neatly off the face. *Your teacher will advise you if hair will be different for their items.* Please no “knickers” under tights. Body stockings are permitted and advised.

ALL SHOES MUST BE CLEAN!!!!!!!!!!

- ◆ **BALLET SHOES ONLY - JIFFIES ETC., ARE NOT PERMITTED.** Shoes must have elastic securely sewn on over the arch of the foot. **NO RIBBONS.** Folding the end of the shoe forward easily checks this and where the crease is made is where the elastic is placed. The drawstring elastic should be tied into a double knot, excess elastic cut off leaving approx. 3 cms. which is then tucked back into the shoe – no bows please! Shoes **must** have a drawstring in them so that they fit snugly to the foot. ***If the elastic has come out you need a very fine needle to thread it through the casing or you will need to purchase a new pair of shoes.***
- ◆ **JAZZ SHOES** should be **BLACK** and if they have laces these should be removed and laced with elastic and then tied into a double knot. No bows please. Check with your teacher regarding this.
- ◆ **TAP SHOES** Your teacher will advise you as to the colour for your items. The strap needs to be taped down and / or cut to size to give a neat appearance without excess overhang.
- ◆ **HIP HOP shoes** to be clean
- ◆ **TIGHTS** must be clean and without snags or runs. (good to have a spare pairs in the costume bag just in case) **PLEASE NOTE TIGHTS SHOULD BE PURCHASED FROM UFPA SO THAT THEY ARE THE SAME COLOUR.**
- ◆ No jewellery is to be worn on stage. This includes earrings unless advised by your teacher (better to leave all jewellery at home in case it goes missing). Also removed at home if going to cause distress and then spoiling make-up.
- ◆ All costumes must be in the UFPA costume / suit bag with the student’s name clearly marked on the bag. If the student is doing more than one item it is important that each costume is in a separate bag. Please place **EVERYTHING** including shoes in the bag so we can find them quickly
- ◆ Please mark the bag as follows: -

JANE SMITH BAG ONE LADYBIRD
 Tutu
 Headpiece
 Pink Tights Ballet
 shoes

TINY FEET BALLET & GROOVERS ONLY
Matinee STAYING / GOING
Evening STAYING / GOING

Make sure all costumes (all the pieces) are name tagged on the inside, this includes tights, shoes - on the inside not on the sole or elastic - accessories, everything and a list is on the outside of the costume bag. Remember there are groups of up to thirty with the same costume and it is difficult if bits go missing! In addition, ballet, tap and jazz shoes all look the same and if accidentally picked up we have no idea who they belong to without a name in them DO THIS ON THE INSIDE NOT ON THE SOLE. Please also label all street clothes for easy identification

- ◆ Please dress your child in something simple such as a tracksuit, NOT something that has to be pulled over the child's head, so the dressers can dress and undress them quickly. Costumes can be picked up at the end of the concert. Under no circumstances will children in costume be allowed in the front of house.
- ◆ **Please do not send your child backstage with any food or drinks.** There are many costumes and not a lot of space and accidents can happen and from past experience these treats can cause upset stomachs. We also need to be aware of those students that have severe allergies etc. It is best that students do not have milk drinks and chocolates, etc on performance day. Water will be available backstage for the children if they need to have a sip.
- ◆ **Please leave any medication clearly labelled in a sealed plastic bag at the sign in desk**
- ◆ Students will need to remain on stage after the matinee finale to receive any notes. This should only take 10 minutes.
- ◆ **Calls for help.** We cannot run the production without assistance backstage and front of house so please put your name down on the lists provided. Note the Police Clearance is preferred by no longer a requirement.
- ◆ **Supervision Between Matinee & Evening Performances.** Please note that we do not offer supervision of the children between matinee and evening performances. The matinee will conclude at approximately 4:00 pm and students need to return by 5:15 pm
- ◆ **INSTRUCTIONS FOR TINY FEET BALLET**– They will be performing in the Act 1 only and will be having their finale at the end of Act 1 so you are free to leave after this. Please mark on your costume bag if staying until the end or if you wish to collect them at interval - approx 1:15pm / 7:15 pm - so the dressers can get them ready. **PLEASE BE PATIENT AS THE CHILDREN HAVE ONLY JUST COME OFF STAGE AND WILL NEED TIME TO GET READY BEFORE THEY ARE BROUGHT TO THE STAGE DOOR TO BE SIGNED OUT AND COLLECTED BY YOU.** If you wish your child to see the rest of the performance you need to purchase a ticket for them unless they are sitting in someone's lap
- ◆ **INSTRUCTIONS FOR TINY FEET GROOVERS** – students are performing in Act 1 and 2 and will be in Act 1 finale so are free to go at end of Act 2 if they wish
- ◆ **VIDEOS AND CAMERAS OF ANY DESCRIPTION ARE NOT PERMITTED IN THE AUDITORIUM.**
This is an infringement of the child protection policy and copyright laws and is distracting to the students. Cameras etc will be confiscated or you will be asked to leave the theatre. The evening performance is being professionally filmed and will be available for you to purchase in DVD form. Please note that the quality is of a very high standard and is digitally recorded on professional machines and not home handy cams. I do have to remind you that copying the DVD is an infringement of copyright and jeopardises the company that is filming the production.

Please tell your friends and relatives about the production as the children have been working very hard to bring this to you. Rest assured your children will be well supervised and looked after. I implore you to follow the above instructions as they are there for the safety and well being of your children. If you have ANY queries please do not hesitate to contact me or speak to one of the staff or more experienced parents.

Jayson Smart

MAKE UP DETAILS

In order that we save time, we ask if you could please do your own child's make up. The instructions are attached. If this is a problem our dressers are able to assist, but try to get the make up as close to finished as possible. The general female makeup for the production is: -

- Base: - should be a beige colour that compliments the skin tone
- Eyes: - Brown eye shadow on the lower lid, cream or white on upper lid extending slightly from the eyelid
Mascara should be applied to the lashes. Senior students may wear false eyelashes if they wish.
Eyebrows should be gently traced with an eyebrow pencil and a small line placed under the lower lid – not necessary for "fairies"
- Blush - Apply blush along the cheek line blending into the hairline
- Lips - Apply red lipstick to the lips – Please leave this for the dressers for the younger students but make sure you have your own to use and it is packed with their makeup
- Males - need a beige base, a little mascara, brown / red lips and blush very minimal! The look should be as natural as possible – please blend!

Your teacher will inform you if there is any variation on this.

<https://youtu.be/YrRF5fb7nzg> is a helpful tutorial – if you are not confident it is best to have a few trial runs!
<https://www.youtube.com/watch?v=Hcm87NHHkEs> for males

CHECKLIST OF THINGS TO BRING

- ❖ Costumes!!! (believe it or not -it has happened in the past)
- ❖ Shoes required
- ❖ Gel
- ❖ Hairspray
- ❖ Hairclips
- ❖ Bun net
- ❖ Make -up for touch ups for older students – NOT FOR TINY FEET OR TINY GROOVERS
- ❖ Water bottle - NAMED
- ❖ Band-aids
- ❖ Make-up wipes
- ❖ Emergency sewing kit
- ❖ Spare pairs of tights
- ❖ Something to do in the dressing room

COMPULSORY REHEARSALS Sun 2nd Dec, Sun 9th Dec, Fri 14th Dec at REYNELLA EAST COLLEGE SECONDARY GYM

**PLEASE NOTE THAT YOU NEED TO SUPERVISE YOUR CHILD DURING REHEARSALS
UFPA DOES NOT OFFER SUPERVISION**

SUNDAY 2nd December - All Students Required

Arrive at 9:30 am for 10 am Start

10:00 – 11:30	ACT 1
11:30 – 12:00	Tiny Feet Ballet and Tiny Groovers
12:00 – 12:30	ACT 3 FINALE Involves All Except Tiny Feet Ballet & Tiny Groovers
12:30 – 1:00	LUNCH - SAUSAGE SIZZLE - HELPERS REQUIRED
1:00– 2:15	ACT 2
2:15– 3:30	ACT 3

SUNDAY 9th December – All Students Required

Arrive at 9:30 am for 10 am start

10:00 – 11:30	ACT 1
11:30 – 12:00	Tiny Feet Ballet and Tiny Groovers
12:00 – 12:30	ACT 3 FINALE Involves All Except Tiny Feet Ballet & Tiny Groovers
12:30 – 1:00	LUNCH - SAUSAGE SIZZLE - HELPERS REQUIRED LUNCH
1:00– 2:15	ACT 2
2:15– 3:30	ACT 3

FRIDAY 14th December – All Students Required

Arrive at 4:30 pm for 5:00 pm start - RUN THE SHOW IN ORDER

5:00 – 6:15	ACT 1
6:15 – 6:30	FINALE
6:30 – 7:15	ACT 2
7:15 – 8:30	ACT 3

ACT 1**SCENE 1 THE FOREST**

Opening	Drama
Earth Song	Contemporary 2
Lady Bugs	Tiny Groovers Jazz
Peacocks	Grade 1 Ballet
Bees	Tiny Feet Ballet Sat
Sunshine	Tap 3
Eye of the Tiger	Tap 1
Flowers	Tiny Feet Thursday

SCENE 2 CANDYLAND

Candy Canes	Grade 3 Ballet
Gum Drops	Pre-Primary Ballet
Candy Man	Tap 2

SCENE 3 TOYLAND

Genie Dolls	Sub Ele Ballet Monday
Dolls	Jazz 4 Thursday
Spanish Dolls	Tap 5 Tuesday
Boss Ladies	Hip Hop 2
Ragdolls	Primary Ballet
Marionettes	Acro 2
Finale	Tiny Feet Ballet / Tiny Groovers

ACT 2**SCENE 1 SEA**

Beyond the Sea	Tap 4 Tuesday
Pirates	Jazz 2
Shell Shock	Hip Hop 3
Can't Stop this Feeling	Adult Tap

SCENE 2 DAY OF THE DEAD

Asylum	Jazz 5 Thursday
Spiders	Tiny Groovers Tap
Skeletons	Grade 5 Ballet
Shadows	Tara Private Lesson
Witches	Senior Ballet
Creepy Kids	Hip Hop 1
Thriller / Heads Will Roll	Acro 1

ACT 3**SCENE 1 SPACE LAND**

Robots	Sub Ele Saturday
Lunar People	Contemporary 1
Boy Oh Boy	Hip Hop 4
Space Jam	Jazz 1

SCENE 2 DANCELAND

Greatest Show	Jazz 5 Tuesday
Street Tap	Tap 5 Thursday
Feel It Please	Adult Jazz
Beyoncé	Tap 4 Thursday
I hope I get it	Theatrical
LA LA Land	Contemporary 3
Sway	Jazz 3
Disco	Jazz 4 Tuesday
Found / Tonight	Elliot
Burlesque	Hip Hop 5
SINGING ?????	Singing
FINALE	

MORPHETT VALE PRODUCTION FAQ

Is my child required for both shows?

Yes, your child is required for both shows - this is not negotiable

What if my child gets tired back stage?

We are aware it is a long day however there is a lot of excitement backstage and the children will always have something to do, e.g. practising their dances, getting ready for their next dance etc. We also suggest that your child bring a colouring book (pencils not textas) or something to do.

In our years of doing concerts we have never had anyone young or old, fall asleep or be "bored" backstage.

What time does my child need to come to the theatre

You need to arrive at the theatre by 11:00 sharp, with all hair and make-up done and have already eaten.

All performers need to be on stage by 11:30 midday for OHWS Induction

After the first show approx. you will have a short break to eat and fix any hair and relax.

You need to organise supervision of your child in between shows

You will need to be back by 5:15 sharp- ready for the next show.

Can I come backstage?

Parents at no time are allowed back stage, only the helpers will be.

Helpers you will need to be at the theatre by 11:15 am sharp for the matinee and 4:45 pm sharp for the evening show.

How will you keep track of my child back stage?

We will be having a sign-in and sign-out sheet, any time a student enters or exits the backstage area we will need their name signed off, so we know who exactly we have back stage with us

All helpers will also have to sign in and out and wear name tags which we will supply.

Can my child bring food back stage?

Your child may bring water and dry biscuits backstage.

What do I do if I'm a helper?

Before the concert you will be allocated a group of students to look after, this includes making sure they are dressed in the correct costumes (costume lists will be put up in the dressing rooms), supervising your group, doing toilet runs and minding behaviour. Helpers are also responsible for "fixing up" anything the needs doing, for example tucking in all shoe laces and re-applying lipstick. You may also have to help other groups during quick changes etc. NOTE Photography of any kind is not permissible backstage

What happens backstage?

Your child stays in their allocated room with their allocated helper until it is their time to go on stage, when this happens our "runners" will come and collect the group and take them side stage. One person per class comes and waits just outside the stage door until the group has finished performing and then escorts them back to the dressing room and helps them prepare for their next dance.

Hair and make up?

Please do your child's hair and make-up as the theatre procedure and your child's teachers instructions

Why does my child have to wear make-up?

The theatre lights are very bright, without make up your child face will look washed out, this is why the boys also need to have at least foundation on. It also adds to the excitement of the day, the students get to get dress up and have make-up on, (adds to the experience!)

What if I owe money?

All money owed needs to be paid BEFORE the last Sunday rehearsal. Your child will not be allowed backstage or be allowed to perform in the concert until all monies have been finalised

Is back stage on “lock down?”

Yes!

What does that mean?

Backstage being on “lock-down” means no-one, even if you are a parent, is allowed backstage during the performances nor during the intervals. If we need to get in contact with you, we will.

What do I need to pack with my child for the concert?

Please make sure you have packed all the items listed on your child’s costume “check-list” every student should have one of these. Please also pack water, hairspray, hair-clips, touch- up make up (lipstick etc) and a zip-up jacket to wear to and from the theatre. Students are not permitted to wear their costume to the theatre or in the foyer

What do I do about nail polish and Jewellery?

No jewellery is to be worn or brought to the theatre, if you have nail polish on it needs to be clear/ natural looking. Best to take earrings out at home especially if it is going to cause distress and cause makeup to run.

Can I video or take photos of the performances?

No, for copyright and child protection laws you are not allowed to video or take photos of the show, if you are found doing so you will told to leave.

DVDs

The evening performance will be professionally recorded and DVD orders can be placed on the day of the concert.

Order form is also on the website. The price and order sheets will be available at the concert.

We hope this has cleared up any concerns or questions you may have had, we are still looking for helpers for both shows, for dressing and front of house duties, please be aware if we do not have enough helpers the theatre will not allow us to put the show on.

Looking forward to a great show!