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

Concert Date: FRIDAY NOV 30 6 PM
SATURDAY DEC 1 12 PM & 6 PM 2018

Venue: Murray Bridge Town Hall Bridge

Tickets: \$20.00 Adults \$15 Concession \$12 Youth under 17

ALL STUDENTS ARE TO PERFORM IN ALL 3 SESSIONS – THIS IS NOT NEGOTIABLE

Tickets are available through Trybooking ONLY – please follow the following links (Seating is numbered)

<https://www.trybooking.com/YZKE> or <https://www.trybooking.com/438988>

PLEASE NOTE THAT PRAMS ARE NOT PERMITTED IN THE AUDITORIUM - 2 WHEELCHAIR SEATS ARE AVAILABLE

- All students need to arrive at the theatre on Friday by 5 PM
Saturday 11:15 AM for matinee
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 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 but it really needs to be done at home. 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).
- ◆ All costumes must be in the supplied UFPA costume 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 & TINY GROOVERS ONLY
Fri Evening STAYING / GOING
Sat Matinee STAYING / GOING
Sat 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 event without help 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 3:30 pm and students need to return by 5:15 pm
- ◆ **INSTRUCTIONS FOR TINY FEET BALLET & TINY GROOVERS** – They will be performing in the Act 1 only and will be having their finale at the end of Act 1 so they 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 1:15 pm / 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
- ◆ **VIDEOS AND CAMERAS OF ANY DESCRIPTION ARE NOT PERMITTED IN THE AUDITORIUM OR BACKSTAGE.**
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 Saturday 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 to save time, we ask if you could please do your own child's make up. The instructions are below. If this is a problem our dressers are able to assist, but try to get the makeup 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 “Tiny Feet Ballet or Groovers”
- 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 GROOVERS
- Water bottle - NAMED
- Band-aids
- Make up wipes
- Emergency sewing kit
- Spare pairs of tights
- Something to do in the dressing room

MURRAY BRIDGE COMPULSORY REHEARSALS
SAT 17 NOV AND SAT 24 NOV
MURRAY BRIDGE HIGH SCHOOL DRAMA THEATRE
PLEASE BE READY AT COMMENCEMENT TIME

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

SATURDAY 17th November – All Students Required

Arrive at 9 am for a 9:30 am Start

9:30 – 11:00	Act 1
11:00 – 11:30	Tiny Feet & Tiny Groovers
11:30 – 12:15	Finale
12:15 – 1:00	LUNCH – SAUSAGE SIZZLE – HELPERS REQUIRED
1:00 – 3:00	Act 2

SATURDAY 24th November – All Students Required

Arrive at 9 am for a 9:30 am Start

9:30 – 11:30	Act 1 and Tiny Feet & Groovers Finale - RUN THE SHOW IN ORDER
11:30 – 12:15	Finale
12:15 – 1:00	LUNCH – SAUSAGE SIZZLE – HELPERS REQUIRED
1:00 – 3:00	Act 2

Act 1

Scene 1: In the Forest

Class

A Million Dreams	Singing
Flowers	Tiny Ballet Tuesday
Peacocks	Grade 3 Ballet
Lanterns	Contemporary 1 B
Leaves	Sub-Elementary Ballet
I Like to Move It	Tiny Feet Groovers
Butterflies	Tiny Feet Ballet - Saturday
Spirit	Contemporary
Singing in The Rain	Adult Tap
Magic	Contemporary 1 - Saturday
Time	Jazz 5

Act 1

Scene 2: Candyland

Candy Cane Lane	Jazz 1 - Tuesday
I Want It	Acro 2
Candy Mix	Hip Hop 2 - Wednesday
Jelly Beans	Tap 3 - Saturday
Kid in a Candy Store	Acro 1
Good Ship Lollypop	Primary Ballet - Tuesday
Candyman	Tap 5 Saturday

Act 1

Scene 3: Future Land

Futuristic Ballerinas	Grade 2 Ballet - Thurs / Sat
Sky Full of Stars	Contemporary Monday
Female Presidents	Jazz 4 Saturday
Future Husband	Jazz 2A - Monday
Robots	Elementary Ballet
Star Ships	Tap 1 & 2
Graduation	Hip Hop 2B

Act 2
Scene 1: Toyland

Bounce
Queen of Hearts
Shopkins
Cowgirls
Cars
Toy Soldiers
Chinese Dolls
Lego House

Hip Hop 2A
Grade 5 Ballet
Primary Ballet Saturday
Jazz 2 Saturday
Hip Hop Beginners
Tap 4 Saturday
Grade 1 Ballet Thurs / Sat
Contemporary 1 A

Act 2
Scene 2: Peace, Love & Dance Land

Just Dance
Dancing On My Own
Funky Town
One
Broadway Baby
To Be Human
Dance With Me Tonight
Disco Inferno

Grade 4 Ballet
Contemporary 3 - Wednesday
Tap 1 - Tuesday
Adult Jazz
Tap 2 - Monday
Contemporary 2 Sat
Jazz 2 B
Jazz 3 -Saturday

Is my child required for all shows?

Yes, your child **is required for ALL 3 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 5 PM Friday evening and 11:15 for matinee and 5:15 Saturday with all hair and make-up done and have already eaten.

All performers need to be on stage by 5:30 pm Friday for OHWS Induction

On Saturday after the first show approx. 3:00 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 10:45 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. Please make yourself be aware of our Child Protection Policy and **no** photos are to be taken 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 teacher's 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 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 causing 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 all 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!