

2015 ACADEMY UNLEASHED PRODUCTION HANDBOOK



Lone Star Dance Academy proudly provides students with an exciting performance experience through its yearly productions. These productions are a chance for students to shine in front of family and friends presenting a year's worth of hard work, dedication and progress. We've created this handout in an effort to clarify everything that will be happening during the performance week and we look forward to a successful 2015 Academy Unleashed productions. **Reminder – LSDA Classes in Amarillo, Borger, Dumas, Hereford and Panhandle will not meet the week of May 11-16. Plainview classes will be held.**

Dress Rehearsal Procedures: Refer to handout A for dress rehearsal date/times

Participation in the dress rehearsal is mandatory. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their choreography, costume(s), and being onstage. Lighting, music cues and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. We run an organized and timely dress rehearsal and with your help the process will guarantee a professional production. Please follow the three steps below.

#1. Arrival and Costume Checkout: Students will need to arrive at their performance venue at the designated call time through the performer's only entrance. Once you arrive at the theatre, please follow the signs to the costume check out tables. When receiving your costume(s), parent will be given one wristband to be utilized on actual performance date which will allow access to secured dressing room area and will also serve as your ticket to performance. It is not needed for the dress rehearsal. Each student will receive a dancer pass which will serve as their ticket when not performing. **Costumes will not be distributed to students who have an outstanding balance. Parents with questions regarding their accounts should contact Costume Director and Financial Manager, Elaine Seaton prior to dress rehearsal date.**

#2. Dressing Room Assignments and Etiquette: After checking out your costume(s), you will need to report to your assigned dressing room. Dressing room assignments will be posted for each class on the dressing room entrance doors. Dancers must respect other dancer's space and property in the dressing rooms. The dancers will spend more time in the dressing rooms than onstage or in the auditorium. Please do your best to keep the dressing rooms organized and clean. Young dancers **MUST** have parent supervision in dressing rooms. **No food or drink is allowed in the dressing rooms with the exception of bottled water!!** Due to limited space and the safety of the dancers, only **ONE** parent or guardian may accompany each student in the dressing room. In the event that a parent or guardian needs to be a male, please contact Elaine Seaton to make special arrangements. We do not allow males in the dressing room with female dancers. Please, no siblings who do not dance!

#3. Dress Rehearsal Breakdown:

- a. Parent/Guardian will need to dress their child in his/her first costume based on the rehearsal order posted in the dressing room. Dancers are to remain in the dressing area once dressed.
- b. An Academy Staff member will come to the dressing room and escort each class to their off stage holding area. Parent/Guardian may then watch from the auditorium.
- c. After each number, dancers will be escorted to the photography area for group photos. Individual photos are also optional at that time. Every dancer must participate in the group photo even if not purchasing so that parents who are interested will have a full class.
- d. After photo is taken, dancers will need to immediately return back to the dressing room.
- e. Dancers will need to change into their next costume if they are participating in another number. Otherwise, dancers are dismissed for the evening. (Do not take costumes home after dress rehearsal)
- f. Staff, dancers and crew are the only people permitted to be backstage. Backstage is defined as stage right, stage left, and on stage.

Costumes: Refer to handout B for individual class costume requirements.

We spend many hours determining the correct costumes for each class. They are ordered from well respected costume companies and of the highest quality possible. Your costume(s) will be personally delivered to the theatre by Elaine Seaton, Costume Director and her staff. Costumes will be ready for checkout upon your dress rehearsal call time.

Do NOT take your costume home with you after dress rehearsal. They are to remain in the dressing rooms. **HANG UP COSTUME(S) UPON COMPLETION ON YOUR HANGER** and not on chairs. Dressing areas will be locked and monitored. Do not bring valuables. We are not responsible for lost or stolen articles. Costumes that are the property of LSB are to be left on the rack after the performance. Purchased costumes can be taken home after the final performance. It is yours to keep!

Tights and Shoes: Please purchase new tights and do not wear or wash them before the dress rehearsal or performance. Tights should have no holes or runs. No holes in shoes. No undergarments are to be worn under tights. Tights and shoes can be purchased at Razzle Dazzle Dancewear. **Having a second pair of tights on hand offers students and parents a greater sense of security.** Shoes should be polished and cleaned up. Double tie shoelaces on tap shoes. Double check sewing on pointe shoes; such as ribbons and elastic. Ballet shoes must have elastic and no ribbons attached to them. No safety pins on shoes. Tuck in front elastic. No bows showing. **LABEL ALL SHOES AND TIGHTS WITH DANCERS NAME AND KEEP THEM IN A DANCE BAG WHEN NOT USING. DO NOT WEAR DANCE SHOES TO OR FROM THEATRE.**

Hair and Makeup: Students will need to arrive with makeup and hair already prepared. The Academy follows the tradition of professional ballet when it comes to hair and makeup. All dancers are required to wear makeup for both the dress rehearsal and performance. No body-glitter. Female dancers must have hair in a bun secured with a hairnet and bobby/hair pins. No bangs or loose strands of hair. Dancers with short hair must pull their hair away from the face and slick it down with hair gel. A hair piece made into a bun that matches color of hair is recommended but not required. Please see Elaine for details on where these can be purchased. Male dancers with long hair will either need to cut it or put it in a pony tail away from the face. Costumes that have hair accessories or head pieces must be secured on the RIGHT SIDE of bun with lots of bobby pins. No eyeglasses should be worn unless absolutely necessary. Absolutely no jewelry is to be worn with the exception of rhinestone stud earrings for the Senior Company and Company Artists.

Props: All props are the property of Lone Star Dance Academy and should be returned to the backstage prop area after the dress rehearsal and performance. Props include items that did not come with costume ordering.

Pre-Planning: The Academy productions are not a one-day activity. Gather all tights, shoes, and makeup several days in advance before going to the theatre. Make a checklist of your necessities listing tights, shoes, and any other accessories. You can refer to it to make sure you have all your supplies. Bring extra hair gel, hair nets, bobby pins, and hairspray. **LABEL EVERYTHING WITH YOUR NAME THAT YOU BRING FROM HOME.**

Performance Day Procedures: Refer to handout A for date/time for your call time and performance.

Performance Arrival and Dismissal: Parent/guardian and students will need to enter through the Performers Entrance and go directly to their assigned dressing rooms. **Security will be present and no one will be allowed to enter without wearing your wristband and dancer pass.** Feel free to bring crayons, coloring pages and picture books to help keep younger children occupied while not on stage. After last dance is finished and students have changed out of their costumes, students are encouraged to watch the remainder of the performance with their parents in the audience.

NO COSTUMES IN AUDIENCE! Reminder – Each member of the family must have a ticket or emailed receipt if purchased through LoneStarBallet.org to enter the auditorium with the exception of the student performing and the designated parent/guardian with wristband. Wristband and Dancer Pass must be clearly visible to enter the auditorium and shown to usher.

Performance Day Breakdown:

- a. Students are to remain in their dressing room until their turn to perform.
- b. You will be able to hear the music through the monitors (GNC only) while in the dressing areas. There will also be line-ups of the show order to help remind the ones that are responsible for doing costume changes. Calls for each dance will be made when it is time for their turn.
- c. Students will be escorted from the dressing room to the holding area by an Academy staff member and at that time parents may proceed to the audience.

Photos and Videotaping:

Photos: Photographers will be Steve Satterwhite Photography at the Globe News Center and Bobby Smith's Photographic Memories at the Harrel Auditorium, WBU. You are not obligated to purchase any photographs.

Taking pictures in dressing rooms or holding area is definitely allowed! Please no flash in holding area.

DVD's: Unleashed productions will be videotaped by Cissy Burch with *peace2gether* Studio and will be available for purchase for \$25 for Standard DVD and \$30 for BlueRay There will be a table provided at the dress rehearsal where you may return your order forms. DVD's will be distributed by 1st class mail by peace2gether Studio's within a month of recital date.

DUE TO THE SAFETY OF OUR STUDENTS ABSOLUTELY NO PHOTOGRAPHY, VIDEO CAMERAS OR ANY FLASHING OBJECT IS ALLOWED DURING A PERFORMANCE.

Ticket Information: Hassle Free Ticket Purchase: Tickets for all Unleashed performances can be purchased fast and easy online for only \$5 by visiting Lonestarballet.org. Link is posted under each Academy's main page on the right hand side. **IMPORTANT** - Emailed receipt is used for entrance into performance. **Tickets will not be mailed or available at will-call.** Children over the age of 2 will require a ticket purchase. Tickets can also be purchased over the phone by contacting the Lone Star Ballet office at (806) 372-2463 or at each Academy location during regular office hours. With the exception of Plainview, tickets are also available for \$5.00 (city surcharges imposed) online at panhandletickets.com. This is an open-seating event.

Contact Information

General Information, Front Desk	info@lonestarballet.org
Vicki McLean, Artistic Director	vicki@lonestarballet.org
Mark Sellers, Academy Administrative Director	mark@lonestarballet.org
Elaine Seaton, Costume Director / Financial Manager	elaine@lonestarballet.org

General Information/Tickets:

Lone Star Ballet Office (806) 372-2463 LoneStarBallet.org or info@lonestarballet.org
Panhandletickets.com (806) 378-3096 (**No Plainview**)

Photography: Steve Satterwhite Photography 5818 Andover Drive Amarillo, Texas 79109 (806) 352-9366
Bobby Smith Photographic Memories 1315 Quincy Street Plainview, Texas 79072 (806) 293-0251

Video: Cissy Burch, peace2gether studio Phone: (806) 220-7051 Email: peace2getherstudios@gmail.com

Tights/Shoes: Razzle Dazzle Dancewear 3440 S. Western St Amarillo, TX 79109 (806) 351-0432

Performing Locations

Globe News for the Performing Arts
500 S. Buchanan St.
Amarillo, TX (806) 342-5600

Harrel Auditorium, Wayland Baptist University (Plainview only)
1900 West 7th Street
Plainview, Texas 79072