

## THEATRE RULES AND PROCEDURES - VERY IMPORTANT INFORMATION

Please read closely. If you need clarification, please email me.

### REMINDER – STAGE REHEARSALS AT SHEDLEY THEATRE

SUNDAY 28<sup>th</sup> July -

**9.30-10.45** – Company, Dr Coppelius's Workshop

**10.30-12.30** – Charlie & the Chocolate Factory

**12.15-1.15** - Gypsy

**1.00-3.30** - Barbie

TUESDAY 6<sup>th</sup> August –

**5.30-7.00** – Charlie & the Chocolate Factory (KinderBeginner students are not required, students can leave as soon as they have finished)

**6.45-7.45** – Dr Coppelius's Workshop

**7.30-8.15** - Gypsy

**8.00- 9.30** - Barbie

### AVANT BALLET STUDIO'S THEATRE RULES

Remember stage rehearsals are compulsory. They are a safety requirement to orientate and familiarise students and dressing room/backstage workers in the unfamiliar space. Parents/caregivers are not permitted to watch rehearsals.

#### **DROP OFF PROCEDURE**

REHEARSALS - Students are to arrive no later than 15 mins prior to scheduled rehearsal time and follow procedure as for performances. See previous concert newsletter & above for times (there is a copy on the webpage and Avant group page).

PERFORMANCES – Junior/company students in Charlie & the Chocolate Factory & Dr Coppelius' Workshop arrive no later than **6.30PM** for Thursday & Friday performances & **1.00 PM** for Saturday afternoon performance. Senior students in Gypsy & Barbie arrive no later than **7.55pm** for Thursday & Friday performances & **1.55pm** for Saturday afternoon performance. Students and helpers are to enter via the **stage door**. You will be greeted by Avant staff and senior helpers. Students will be taken to their allocated dressing room by a teacher or volunteer to be signed in. Parent volunteers will be directed to the sign in desk when they first arrive to sign in and pick up a volunteer badge and folder.

**Only parents/guardians who have volunteered and have a valid working with children clearance will be permitted backstage. We are required by South Australian law to follow this procedure.**

At the start of each performance, the stage/theatre backstage doors will be locked, for security reasons & will not be opened until the signing out time or completion of the performance.

If children have health concerns, please contact Robbyn 0412956328, well before concert week to discuss requirements and procedures for your child.

#### **PICK UP PROCEDURE**

REHEARSALS - pick up will be from the sign out desk at loading dock exit door (next to Delicia, see map). **All students and volunteers must be signed out.**

PERFORMANCES - students who have finished after Charlie & the Chocolate Factory will be **signed out** at the sign out desk via loading dock exit door (see map) during the interval period (8.10-8.30 approx Thurs and Fri pm, 2.10pm approx. on Sat).

Students who perform in Gypsy and Barbie, will be **signed out** in the dressing room and exit through loading dock exit door (see map) after the show (9.40-9.45pm Thursday and Friday, 4pm Saturday). Volunteers sign out at loading dock exit door and return badge and folder.

We will talk to the children about this procedure but please speak with them too, so they have a clear expectation of what is going to happen.

Parents/Guardians not involved in class supervision or viewing the performance will be able to wait in the foyer area of the theatre during performances if they wish. This area will not be available at rehearsals.

NO STUDENT MAY ARRIVE OR LEAVE BACKSTAGE AND THERE WILL BE NO PARENT ACCESS (except in emergency) OTHER THAN THE STATED TIMES.

## **COSTUMES**

Please **name all** costume pieces & place each costume in a plastic zip garment bag with the child's name & costume item written on the front. A list of all costume pieces (including tights and shoes) should also be attached to the front of the bag.

If your child has a quick change then place this costume in a separate bag with each article listed, within the garment bag. Please name every item – the quick-change area is extremely busy & pieces are misplaced or picked up by others frequently.

Children are to arrive at the theatre with hair and makeup done. We suggest you dress your child in tights before they arrive. Costume must not be worn to the theatre and will be put on in the dressing room.

## **HAIR**

Hair is to be done with **no fringe** & using plenty of clips, gel & hairspray.

Hairstyle - bun or as discussed for individual classes. Please bring your (named) brushes, combs and clips.

## **MAKEUP FOR PHOTOS & STAGE**

Makeup is preferred for students participating in stage performances. The strong stage lighting draws natural colour from the face making it difficult to see performer's faces & expressions.

Suggestions -

Foundation (darker than would normally be used for day wear), blush on cheeks, light colour eyeshadow (any colour) below brow & on lid with contouring if desired, eye liner & mascara, pink or red lipstick. There are tutorials online for stage makeup for children. Makeup is not compulsory but desired & highly recommended for the best effect on stage.

For photos, lighter makeup than is used for stage. No makeup is also acceptable.

NO SHARING OF MAKEUP.

## **FOOD & DRINK**

Please send a named bottle of water only, with your child, as well as a light snack but no foods that are messy & **NO FOOD that contains NUTS (due to allergies)**. We also will insist on NO SHARING OF FOOD. Volunteer helpers - please be aware of food and drink you may have too (for example coffee should be in a cup with lid).

It is also a good idea to send your child with an activity to pass the time eg book, colouring in activity etc.

We have designated First Aiders.

## OTHER

### **OFFICIAL RECORDING**

Forms can be picked up at the studio (some maybe available at the sign in desk or on the Avant Facebook group page). CHILD PROTECTION LAWS PROHIBIT THE RECORDING OF THE PERFORMANCES BY ANY DEVICE BY AUDIENCE MEMBERS. Official personnel have been engaged to take video and photos and these will be available for parents.

There will be no viewing available during rehearsals.

