



## Show Handbook

At the conclusion of the Dance year WADPA presents end of year dance shows in the Capitaine Bougainville Theatre at Forum North. These shows showcase what the students have been learning throughout the year.

The shows offer our students the chance to perform on stage for their friends and family, it builds their confidence, they get to experience what it is like to be in a professional show and it is a fun and exciting way to end the dance year.

It is important to us that these end of year shows are conducted to a professional standard, we have lighting and sound technicians, a stage manager and back stage assistants to make sure the performance is run smoothly and displayed professionally.

We present three shows- Friday evening, Saturday afternoon and Saturday evening. Our WADPA family continues to grow and having three shows ensures all family and friends get the opportunity to come along.

All dancers are included in all shows, being part of the WADPA end of year shows requires commitment to both full dress rehearsals and all three shows.

Please take the time to read this entire Show Handbook and familiarise yourself with this important information.

If you have any questions please email Holly;  
[holly@wadpadance.nz](mailto:holly@wadpadance.nz)

### Dress Rehearsal Information

We run two full dress rehearsals before our shows. Both are run at Forum North which allows students to become comfortable on stage in the show environment. The first, is one week prior to our show and the second is the day before our first show. All students are expected to have full hair and make up done and costumes are to be worn at both rehearsals. Both dress rehearsals are compulsory to attend. Dress rehearsals are so important - it is our last chance to ensure the spacing of dances fit well on the stage, it is when our lighting is finalised to a professional standard, it gives the students time to practice dancing in their costumes and it is the final opportunity to sort any issues that may arise. We want our end of year shows to run as smoothly as possible so it is a necessity to have dress rehearsals. There is a small rehearsal fee to cover the hire cost of Forum North, \$20 per child/family. This fee will be added to your term 4 invoice.

### Show and Dress Rehearsal Dates and Times

Saturday 28th November

Full dress rehearsal at Forum North.

8.30am- 12pm first half run through and Finale rehearsal.

12.30pm- 3pm second half run through.  
Finish times are approximate.

#### Thursday 3rd December

Full dress rehearsal at Forum North.

4pm- Cast photo on stage.

4.30pm Finale Rehearsal.

5.00-8.00pm- Rehearsal (approximate finish time)

#### Friday 4th December

Show at Forum North.

6pm- 8.30pm (approximate finish time)

#### 5th December

Shows at Forum North.

1pm- 3.30pm and 6pm- 9.00pm (approximate finish time)

All finish times are approximate. You will be given more details nearer the show.

Please make sure you arrive at Forum North with your hair and make up done at least 30 minutes prior to the start time.

Please do not wear your costumes and dance shoes to and from the theatre, costumes and shoes are only to put on once you are in the dressing rooms.

Entry to Forum North is via the rear stage door, this is located down the lane between the Library and Forum North. At this door you will be required to sign your child in, you will need to collect your child from the same door and sign them out - this complies with the Health and Safety regulations.

We require everybody to provide a phone number that they can be contacted on while their child is at Forum North - this phone number will need to be provided in advance of the rehearsals to avoid any delay when signing your child in.

Signing your dancer in and out is extremely important - we take the safety of our dancers very seriously and this is the only way we can ensure everyone is accounted for.

### **Parent Help System & Dressing Room Allocation**

We will be using a parent help roster system which we believe is very efficient. We will require approximately 30 parents to help in the upstairs dressing room.

As many of you will know the upstairs dressing room becomes over crowded and hot. There is not room for every child to have a parent with them and often siblings too so we use this helping system to make the show run more efficiently.

As a helping parent you will need to be prepared to help other dancers, if you volunteer to help we expect you to help anybody that needs help and you will be required to be there for the duration of the rehearsal and the show. You can not leave once your child has danced. We envisage that a parent helper will be responsible for 4-5 children. You will need to help with any costume changes

children may have, it will be your responsibility to make sure they are ready when called, you will be responsible for making sure they do not leave the building until collected at the end of the rehearsal or show.

If you are able to volunteer as a parent helper at one or more of our shows, we would really appreciate it. We will have helping lists available early in term 4. If you are helping at a show, you will be required to help at a rehearsal also. If you are unable to help that is fine, we understand.

By having different helpers for each show this gives every parent an opportunity to purchase a ticket to watch their child dance in one of the end of year shows. I know many parents want to watch the final show on Saturday evening but it's not possible to run a show with no help back stage, I understand parents like to watch the awards at the end and any helper at the Saturday evening show will be able to watch this from the far side of the stage.

Depending on which show you are helping with will determine which rehearsal you will be required to help at.

If helping at the Friday night show (04/12) or Saturday afternoon show (05/12) then you will need to be at the Saturday Rehearsal (28/11).

If helping at the Saturday Evening show (05/12) then you will need to be at the Thursday night rehearsal (03/12)

Please remember if your child is participating in the show then it is compulsory that they are at all rehearsals and shows.

Each dancer will be allocated a dressing room.

Downstairs dressing rooms will be allocated to Boys, Senior Performance Group, Intermediate Performance Group and Junior Performance Group. It will be up to these dancers and parents to organise help amongst yourselves but as you all know, there is not room for every child to have a parent with them.

**There will be no parents in the audience or side stage during rehearsals or side stage during the shows.**

We want the end of year concerts to be stress free and enjoyable for children and parents (the teachers stress enough for everyone) and this helping roster system creates a more efficient, safe, stress free environment.

## **Hair and Makeup**

It is essential that all students have the same hair and makeup for our end of year show. This creates a uniform look adding to the professionalism of our performance.

### Hair

Hair is to be worn in a slick low bun with a middle part. NO DIAMANTES are necessary this year.

## What you will need

- Hair donut
- Hair pins
- Bobby pins
- Bun nets
- Hair ties
- Hair brush
- Hair Spray and/or gel

We sell a 'hair pack' in the office for \$20. This includes the above products.

## How to do a Bun

1. Tie the hair into a low pony tail with middle part.
2. Use hair gel or hairspray to neaten their hair.
3. Put a hair donut over the ponytail.
4. Wrap their hair around the donut, place a bun net over their hair.
5. Secure the donut with hair pins and or bobby pins.
6. Spray their hair with hairspray to keep it in place.

## Makeup

We like full stage make up for our show. This is a good foundation base, natural brown coloured eyeshadow, blush, bronzer/contour if needed, mascara and red lip stick. Fake eyelashes are to be worn by all senior students as well as Junior, Intermediate and Senior Performance Groups.

We do not expect Melody Bear, beginner and primary classes to wear full stage makeup. However, if you wish for them to wear makeup, that is perfectly fine.

## **Costume Hire**

Organising costumes is a huge job when it comes to the show. We have to organise a costume for every dancer in each class. As you can imagine, with our studio being the size it is, this is a massive job and becomes extremely expensive. This is why you receive a costume hire bill. We try to make our costumes as affordable as we can which then results in affordable costume hire. On your first invoice of the year we charge a non refundable costume hire fee of \$20, this is then taken off your costume hire charges in Term 4.

Usually each costume is hired out at approximately \$20-\$50 cash depending on what the costume is. Each costume needs to come back in the same state it was given out. This means no lipstick stains, rips, pulls etc. If it is given back in a poor condition, you will be charged for a new replacement.

Costume hire bills are usually handed out towards the start of term 4. This ensures that parents/caregivers have enough time to make payment. Costumes are not given

out to students until costume hire is paid. If you do not receive a costume hire bill, this means your payment of \$20 earlier in the year has covered the hire or you are organising your own costume. Please speak to your teacher or Holly if you think you might have been accidentally missed.

## **Costume Return**

Every costume will need to be returned in a separate named bag. Costumes are to be returned to the workshop area (which is behind the stage). In the Workshop area there will be a large plastic bag for each dance, the name of the dance will be on the bag, this is where your costumes need to go. So for example if you are in 1 dance you will need 1 bag, if you are in 3 dances you will need 3 bags. Bags and markers will be available in the workshop area and the upstairs dressing room. Even if your costume is only 1 item such as a leotard it must be in a named bag.

If your costume was handed out on a hanger or is one that needs to remain hung then please do not put it in a bag, instead attach a named bag to the hanger. Please remove any safety pins from the costume. Please turn the costume the correct way, fold and put it in the bag - do not just throw the costumes in. You may return costumes to the workshop area at any time during the final evening show - once the costume is finished with.

1. Take a bag and write the dancer's name on it.
2. Place the costume and accessories in the bag, or if hung place the named bag on the hanger.
3. Find the large plastic bag that matches your costume (eg Baby Shark, Primary Jazz) and place your bag with the costume in it in the correct large bag.

As you can imagine, collecting, sorting and washing the costumes is a massive task. If everyone could please do their bit to return the costumes as requested it will make this massive task a little easier.

Your help is appreciated. If you are unsure about anything please ask.

## **Class Attendance**

As it gets closer to the show, class attendance is extremely important. A group dance is portrayed well when the whole team dances together. It's a team effort. As you can imagine, when there is team members missing, it is very hard for teachers and students to move forward and better themselves as a group. Polishing dances takes a lot of time and it is essential that all students are present. When a teacher is trying to organise spacing or change a part of the choreography, it is extremely frustrating when there are children missing.

We understand that people get sick or other commitments come up, but we want our dancers to look the best they possibly can so attending class is very important. A group dance is a team effort, it cannot be done without the entire team.

Commitment to term 3 and 4 is also important. A lot of time, effort and money has gone into the end of year show dances, teachers have finished choreography and ordered/paid for costumes. When a child decides to quit for term 4, this results in the teacher having to change the whole dance and leaves the studio out of pocket. Please refrain from doing this. If you wish to discontinue dancing at WADPA in term 4, please let your teacher know as soon as possible.

Please note that if your child is not going to be here for the end of year show, let their teacher know before they start the group choreography. This avoids confusion for both the teachers and students.

## **Show T-Shirts**

Show T-shirts are worn in the finale of each show and they can be worn before and after performances, they are great to wear to dance classes the following year and are a great souvenir to remember our show. They are also worn in the cast photo. Each year, we create a new design to match the theme of our show poster and programme. The cost is \$20 and added to your costume invoice.

You will be provided with an online link to choose the size you wish to order.

We will have different sized shirts for your child to try on to make sure you order the right size these are purple 'sample' t-shirts and are located on the hallway desk, please do not take them home.

This year we have decided to make these t-shirts compulsory as having all dancers in the same T-shirt for the finale and cast photo looks very professional, also many people forgot to order T-shirts last year and we had many disappointed children. If you have any questions about the T-shirts being made compulsory please get in touch.

## **USB Video**

On the Saturday evening, we employ a professional videographer to video our show and prize giving. The video comes in a USB format and these are \$25 each. These are only available via pre-order. We will have a list on the hallway desk closer to show time where you will be able to pre order, payment will need to be made in cash in a named envelope before the final show. We will let you know when this is happening. We will be doing one order only. Make sure you don't miss out.

## **Prize Giving**

At the conclusion of the Saturday evening show, we hold our annual prize giving. We do this to acknowledge students that have been working hard throughout the year and who teachers think are deserving of a trophy. When deciding who deserves a trophy, we look for qualities such as a great attitude in class, amazing attendance, hard working, wanting to attend extra classes and workshops and an all round great WADPA student. Please note that there are a limited amount of trophies and not everybody gets one. Please do not be disheartened if your child does not receive a

trophy as this does not mean that we think your child doesn't have the qualities as stated above. We simply cannot hand out trophies to everybody. However, we do have participation certificates which we hand out to make everyone feel included.

You may keep the trophy for the year, but they must be returned before the show the following year. You are responsible for engraving. The trophy will need to be professionally engraved with your child's first and last name and the year they were awarded it. We expect trophies to be returned in the same condition they were received. If the trophies are lost or returned in poor condition, you will need to organise and pay for a replacement. To receive a trophy, students need to be at this presentation. If younger students are receiving an award, you will be contacted prior to the prize giving.

## **Show Tickets**

WADPA show tickets will be available to purchase through Ticketek. You can purchase tickets online or at the Hub. We advise purchasing your tickets early to avoid disappointment, we have experienced sell out shows for many years now. We will announce the date that tickets go on sale in the near future.

As stated earlier in the hand book, we like to make our end of year show as professional as possible. This is why we have professional lighting, sound and facilities. Of course, this comes at high cost. Our show tickets cover the hire of Forum North, the lighting/sound set up, and many more expenses. We try to make tickets as affordable as we can, we would not be able to present these shows at the professional standard they are without the ticket sales.

## **Melody Bear**

The 'littlies' will perform at the start of our show and therefore can leave once they've danced if they wish. Please note that dancers will be able to perform in all 3 shows if they wish, baring in mind that the Saturday evening show is recorded. Melody bear students are also very welcome and encouraged to attend rehearsals so they are able to practice on stage and feel comfortable in the environment. The costume this year for this class is their purple uniform - skirt and leotard, bare legs and feet or the printed black/purple dresses. Please do not leave ordering the uniform to the last minute as they are made to measure and it may require a bit of time getting them made/sent. Call Pam on (09) 425 7298/ 021 202 6053 to place your order. See Holly for the printed black/purple dresses.

All Melody Bear students must have a parent with them at the show. This ensures that all Melody Bear students are taken care of and avoids some of the little ones getting upset.

## **Good Luck Notes**

We have two pages available in our show program where you can send your little super star a good luck note. Notes are \$5.00 cash donation. Money in a named

envelope to Holly or put in the fast deposit box located downstairs by the hallway desk.

Example- "Lexi, good luck for the show, wish we could be there to watch, Love Nana and Grandad". Make sure to email Holly if you would like a good luck note [holly@wadpadance.nz](mailto:holly@wadpadance.nz)

## **Flowers**

We will be offering flowers again this year. At this stage we are finalising things with the florist so we will get all this information out to you once confirmed.

We are very excited to present our 2020 shows to all our WADPA families and Friends. We thank you all for your support.

As always, if you have any questions or concerns, please email Holly [holly@wadpadance.nz](mailto:holly@wadpadance.nz)