



WADPA
• DANCE •

SHOW HANDBOOK

2025

Welcome



At the conclusion of the dance year, WADPA presents its end-of-year dance shows at the Capitaine Bougainville Theatre, Forum North. These performances showcase what our students have learned throughout the year, offering them the opportunity to perform on stage for friends and family, build confidence, and experience what it's like to be part of a professional show. It's a fun and exciting way to celebrate the end of the dance year.

We take pride in ensuring that our end-of-year shows are conducted to a professional standard. We work with lighting and sound technicians, a stage manager, and backstage assistants to guarantee a smooth and polished performance.

We present three shows:

Friday evening

Saturday afternoon

Saturday evening

Our WADPA family continues to grow, and having three shows ensures that all family and friends have the opportunity to attend. All dancers participate in all three shows. Commitment to both full dress rehearsals and all three performances is required.

Please take the time to read this entire Show Handbook and familiarise yourself with the important information it contains. If you have any questions, feel free to email Holly at

holly@wadpadance.nz



Dates & Times

Saturday, 29th November

Full dress rehearsal at Forum North

8:30 AM – 12:00 PM: First half run-through and Finale rehearsal

12:30 PM – 3:00 PM: Second half run-through

(Finish times are approximate)

Thursday, 4th December

Full dress rehearsal at Forum North

4:00 PM: Cast photo on stage

4:30 PM: Finale rehearsal

5:00 PM – 8:00 PM: Rehearsal (approximate finish time)

Friday, 5th December

Show at Forum North

6:00 PM – 8:30 PM (approximate finish time)

Saturday, 6th December

Shows at Forum North

1:00 PM – 3:30 PM

6:00 PM – 9:00 PM (approximate finish time)

Dress Rehearsal Information

We conduct two full dress rehearsals at Forum North before our shows. These rehearsals allow students to become comfortable on stage in the show environment. The first rehearsal is one week prior to the show, and the second is the day before the first performance. All students must have their hair and makeup done, and costumes must be worn for both rehearsals.

Attendance at both dress rehearsals is mandatory.

Dress rehearsals are crucial as they allow us to finalise dance spacing, perfect lighting, practice dancing in costumes, and address any issues that may arise. A small rehearsal fee of **\$20 per child/family** will be added to your Term 4 invoice to cover the cost of hiring Forum North. Please ensure you arrive at Forum North with hair and makeup done at least 30 minutes before the start time. Costumes and dance shoes should not be worn to and from the theatre; they should only be put on once in the dressing rooms.

Entry to Forum North is via the rear stage door, located down the lane between the Library and Forum North. You must sign your child in at this door and collect them from the same door, signing them out. This complies with Health and Safety regulations.

We require all parents to provide a contact phone number that can be used while their child is at Forum North. This number should be provided in advance to avoid delays when signing your child in. Signing your dancer in and out is extremely important for their safety, and this is the only way we can ensure everyone is accounted for.

Class attendance

As we approach the show, class attendance becomes crucial. Group dances are best performed when the entire team is present. If a student is missing, it makes it challenging for teachers and students to progress and refine the dance as a group.

We understand that illness and other commitments can arise, but regular attendance is vital to ensure the best possible performance. Commitment to Term 3 and Term 4 is also essential, as choreography is finalised and costumes are ordered and paid for. If a student quits in Term 4, it requires the teacher to rework the entire dance, and the studio incurs a financial loss. Please inform your teacher as soon as possible if your child will not continue dancing in Term 4.

If your child cannot participate in the end-of-year show, please inform their teacher before group choreography begins. This avoids confusion for both teachers and students during the final stages of choreography.



Melody Bear classes

The younger dancers, or 'littlies,' will perform at the beginning of our show and may leave after their performance if they wish. However, they are welcome to participate in all three shows if they choose, keeping in mind that the Saturday evening show will be recorded.

Melody Bear students are strongly encouraged to attend rehearsals so they can practice on stage and become comfortable with the environment. This year, the costume for Melody Bear students will be their purple uniform—either the skirt and leotard or the printed black/purple dresses—with bare legs and feet. Please don't wait until the last minute to order the uniform, as they are made to measure and may take some time to be completed and delivered. To place an order, call:

Pam at (09) 425 7298 or 021 202 6053.

If you need the printed black/purple dresses, please see Holly.

Additionally, all Melody Bear students must have a parent present at the show. This ensures their well-being and helps prevent any of the little ones from becoming upset.

Parent Help System & Dressing Room Allocation

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

The upstairs dressing room can become crowded and hot, so we use this helping system to ensure the show runs efficiently. As a parent helper, you will need to be prepared to assist other dancers, stay for the duration of the rehearsal and show, and ensure that no child leaves the building until collected.

If you can volunteer as a parent helper for one or more shows, we would greatly appreciate it. Helping lists will be available early in Term 4. If you help at a show, you will also need to help at a rehearsal. Different helpers will be assigned to each show to give every parent the opportunity to purchase a ticket to watch their child dance.

Depending on which show you are helping with, you will be required to help at the corresponding rehearsal:

Friday night show (5/12) or Saturday afternoon show (6/12): Help at the Saturday Rehearsal (29/11)

Saturday Evening show (6/12): Help at the Thursday night rehearsal (4/12)

Each dancer will be allocated a dressing room:

Downstairs dressing rooms will be allocated to Boys and Performance Group members.

No parents are allowed in the audience or side stage during rehearsals or shows. This helping roster system creates a more efficient, safe, and stress-free environment.

Show recording & photos

We will have a professional videographer record the Saturday evening show, and recording links will be available for purchase. This is a fantastic way to capture your child's performance, especially as the use of personal cameras and video recorders is not permitted in the theatre. A photographer will also take a cast photo at the dress rehearsal and individual/group shots during the show.

Recordings and photos can be pre-ordered, with order forms distributed closer to the show date.

Costume hire & return

Organising costumes is a significant task. Each dancer requires a costume for every class they participate in, and this can be expensive. Therefore, you will receive a costume hire bill. We aim to keep costumes affordable, which translates to reasonable costume hire charges.

Costume hire is usually around \$20-\$30, depending on the costume. Costumes must be returned in the same condition they were given out, with no lipstick stains, rips, or pulls. Otherwise, you will be charged for a replacement.

Costume hire bills are typically handed out at the start of Term 4 to give you enough time to make payment. Costumes are not distributed until costume hire is paid. If you do not receive a costume hire bill, it may mean that you are organising your own costume. Please speak to your teacher or Holly if you think you have been accidentally missed.

Costume Return

Every costume must be returned in a separate named bag to the workshop area behind the stage. There will be a large plastic bag labeled with the name of the dance for each costume. Place your costume bag in the correct large bag.

Steps to Return Costumes:

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

Please remove any safety pins from the costume, turn it the correct way, fold it, and place it in the bag. Do not throw the costumes in haphazardly. You may return costumes to the workshop area at any time during the final evening show once the costume is no longer needed.



Hair & Make-up

All students must have the same hair and makeup for the end-of-year show to create a uniform look, adding to the professionalism of our performance.

Hair

Style: Slick low bun with a middle part.

Melody Bear dancers: Neat and tidy, tied up off the face. If possible, please create a bun.

What You Will Need:

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

We sell a "hair pack" in the office for \$25, which includes the above products. You can also purchase it online via the parent portal in class manager.

How to Do a Bun:

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

Makeup

We prefer full stage makeup for our show. This includes:

- Foundation base
- Natural brown-colored eyeshadow
- Blush
- Bronzer/contour if needed
- Mascara
- Red lipstick

Fake eyelashes are required for all senior students, Junior, Intermediate, and Senior Performance Groups. Melody Bear, Beginner, and Primary classes do not need to wear full stage makeup, but it is fine if you wish for them to do so.



Ticket sales

Tickets are sold through the Forum North Box Office or via their online portal. Tickets usually go on sale four weeks before the show. Due to high demand, please book early to avoid disappointment. Seats are allocated on a first-come, first-served basis and are allocated seating.

Ticket prices vary depending on the seating. We try to keep prices as low as possible to ensure that all families can attend. However, please remember that putting on a professional show incurs costs such as theatre hire, technician fees, and other expenses. Ticket sales help cover these costs.

Prize giving

At the conclusion of the Saturday evening show, we will hold our annual prize-giving ceremony. This is our way of recognising students who have worked exceptionally hard throughout the year and whom the teachers believe deserve a trophy. When selecting recipients, we look for qualities such as a positive attitude in class, outstanding attendance, strong work ethic, enthusiasm for attending extra classes and workshops, and overall embodiment of the WADPA spirit.

Please note that there is a limited number of trophies, and not everyone will receive one. If your child does not receive a trophy, please do not be disheartened—this does not mean that they lack the qualities mentioned above. Unfortunately, we cannot give a trophy to every student. However, to ensure everyone feels included, we will be handing out participation certificates.

Trophies may be kept for the year but must be returned before the show the following year. You are responsible for having the trophy professionally engraved with your child's first and last name, as well as the year they were awarded it. We expect trophies to be returned in the same condition they were received. If a trophy is lost or returned in poor condition, you will need to arrange and cover the cost of a replacement.

To receive a trophy, students must be present at the prize-giving ceremony. If a younger student is receiving an award, you will be contacted prior to the event.

Flowers

We are excited to offer flower orders again this year. We are currently finalising details with the florist, and we will share all the information with you as soon as it's confirmed.

This is a great opportunity to order a bouquet of flowers for your dancer, a beautiful way to show your love and support for their hard work. It's a wonderful gesture to celebrate their achievements and make them feel special.



Show T-shirts

Show T-shirts are an essential part of our performances, worn by all dancers in the finale of each show. They can be worn before and after performances, and they make a great keepsake to remember our show. Additionally, they're perfect to wear to dance classes the following year and are featured in the cast photo.

Every year, we design a new T-shirt that matches the theme of our show poster and program. The cost is \$23 for child sizes and \$25 adult sizes, these can be ordered via our website, link will be emailed to you.

To ensure the correct size, we have 'sample' T-shirts available for your child to try on, located on the hallway desk. Please ensure that these samples remain at the studio.

These T-shirts are compulsory for all dancers except Melody bear. Having all dancers in the same T-shirt for the finale and cast photo creates a professional and cohesive look. Additionally, many families forgot to order T-shirts last year, leading to disappointment for several children.

If you have any questions or concerns about the T-shirts being mandatory, please don't hesitate to reach out.



Communication

We will communicate important information via email and Facebook leading up to the show.

Please ensure that we have your correct email address, and make sure to check your email regularly for updates. If you do not receive any emails from us, check your spam/junk folder, and if still not received, contact Holly to ensure we have the correct email on file.

WADPA

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