

Show dates and times

IMPORTANT – On **26 Feb and 3 March 2012** I need your help to ensure the show runs smoothly, by making sure performers are organised, on-time and prepared, as follows:

Parents – I need a number of volunteers to help the teachers supervise and prepare the performers backstage on the above dates. Due to space constraints and security it is important that only a few authorised and identified parents (those with a backstage pass) are allowed backstage. Please see the attached application form. **Parents without a pass (except parents of babies) will not be allowed backstage for space and security reasons.**

Separate instructions will be provided to the parents of babies and ballet basics pupils in class.

Please make sure that pupils have sufficient food and drink for rehearsal and show days.

13 Feb – Rehearsal at Secombe Theatre

- See separate listing for when pupils are expected to arrive.

26 Feb – Dress Rehearsal at Secombe Theatre

- 9:00am – Carshalton actors, witches and singers to arrive at Stage Door
- 10:00am – Hayes actors to arrive
- Noon – All other pupils to arrive
- 3:30pm – All pre-primary and primary pupils to be collected from Stage Door
- 6:00pm – All other pupils to be collected

3 March – Performances at Secombe Theatre

Matinee performance

- 10:00am – All actors and singers to arrive at the Stage Door
- 11:30am – Matinee volunteers to arrive
- Noon – All other performers to arrive, dressed and ready
- 1:00pm – Doors open
- 1:30pm – Performance commences

Evening performance

- 3:30pm – Evening volunteers to arrive
- 4:00pm – Doors open
- 4:30pm – Performance commences
- 6:30pm – Performance finishes and all performers to be collected from Stage Door

By allowing your child to appear in the above Show, you consent without payment, for their likeness and performance to appear in a video reproduction of the matinee and/or evening performances of this Show.

PLEASE KEEP THIS SLIP

Tickets are only available from the Secombe Theatre Box Office by phone on 020 8770 6990, in person or online in the What's On section of their website at:

www.suttontheatres.co.uk/secombe+theatre

Prices:	Adult	Child
Front six rows	£15	£11
Next rows	£12	£8

Further terms and conditions apply, see Secombe Theatre website.

Show arrangements

Attendance

All performers are expected to attend **all** rehearsals and performances.

Make-up and hair

On the Dress Rehearsal and Show day please come with make-up and hair fully done. Please ask advice from your teacher if stuck! (Hair gel will get fringes off the face) Photos will probably be taken during the Dress Rehearsal, so we want to look good.

- **Face make-up should include base-layer, eyes and lipstick – this is a must**
- Pupils should arrive in their ballet or modern & tap outfits if already given to them

What to bring

Costumes – with your name on please. Bring your costume and all other accessories required for all of your dances, socks, shoes etc... Please keep clean and tidy at all times.

Dressing gown – this must be put on whilst waiting and directly after your dance piece. No one should be seen hanging around in costume. The parents backstage and teachers will say when to put costumes on.

Plenty of food and drink for the duration. Please no fizzy drinks, sweets or chocolate – no sticky hands close to the costumes! Please call me personally if your child has any problematic allergies. ***** DEFINITELY NO FOOD WITH NUTS FOR ANYONE *****

Video and pictures. During the live show we ask that no video or still photography be taken because of the disturbance it can cause to the performers and audience. A professional company – Wizard Video Productions – will be shooting the evening performance of the show. Order forms will be available at the rehearsal and performance.

Parking. Public parking is available at the Gibson Road Multistorey Car Park and the Saint Nicholas Centre Car Park. Both are well sign-posted. Please do not park at the Secombe Theatre car park.

Please arrive promptly. The rehearsal and show must run to time.

Please keep this slip. Many thanks, Jane

Show arrangements for Babies and Ballet Basics Pupils

Due to the age of babies and ballet basics pupils they will need to be accompanied by a parent whilst back stage.

It is very important to note that the parent accompanying the pupil backstage will not be able to watch the performance of their child whilst they are accompanying them. There simply is not the room in the stage wings or access to the theatre seating to allow this.

Parents, friends and relatives may purchase tickets and watch the show. If possible, we suggest that one parent watches the matinee performance and another parent watches the early evening performance, allowing both parents to watch their child's performance. Pupils watching the show do require a ticket.

Timings:

There will be two performances starting at 1:30pm and 4:30pm. During each performance there will be two intermissions. Please ensure that you arrive at the Stage Door with your child ready to dance by the following times:

- 1:15pm and 4:15pm – Sanderstead Babies (Wednesday 3:45 to 4:30)

Parents of these pupils who purchase a ticket, will be able to take their seat during the first intermission at approximately 2:15pm or 5:15pm.

- 2:15pm and 5:15pm – Sanderstead Pre-primary (Wednesday 4:30 to 5:15)
- 2:15pm and 5:15pm – Highfield Babies (Thursday 3:45 to 4:30)
- 2:15pm and 5:15pm – Wilsons Babies and Ballet Basics (Saturday 9:30)

Parents of these pupils who purchase a ticket, will be able to take their seat at the start of the show as normal, leave for the Stage Door at the first intermission and then return to their seat at the second intermission at approximately 6pm.

All pupils must be signed in and out of the school premises at the reception area every time they arrive and leave. We take the safety of our pupils extremely seriously. Please contact me if you have any questions.

Many thanks. Jane.

Babies and Ballet Basics Rehearsal

jdancestudios.com
Classical Ballet – Modern & Tap – Drama – Singing

There will be a short rehearsal for pupils in the Babies and Ballet Basics Classes on Sunday, 26 February at 11:30 to 11:45 at the Secombe Theatre Sutton.

Please arrive at the Stage Door by 11:15 at the rear of the theatre. This rehearsal is intended to allow the pupils to see the stage and back stage areas so that they aren't so overwhelmed on the day of the show.

Due to the age of babies and ballet basics pupils they will need to be accompanied by a parent whilst back stage.

Please contact me if you have any questions. Many thanks, Jane

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Please contact me if you have any questions. Many thanks, Jane

Show arrangements

for Pre-Primary and Primary Pupils

Who is allowed back stage

Unfortunately I cannot allow the parents of every pre-primary and primary pupil back stage. There is not enough space and the teachers need to be able to identify every adult back stage quickly and easily.

If you want to come back stage during the rehearsal, matinee or evening performances you **MUST** volunteer to help (see enclosed form). You will be expected to help generally and must not only supervise your child.

I ask that all pupils remain backstage during the brief break between performances.

We will only need four adult volunteers for this age group for each session (rehearsal, matinee or evening). Therefore, I suggest parents for each class agree who (one or two people) will attend one of these sessions. Priority will be given to parents who are teachers or those with recent CRB checks.

There can be no exceptions to these arrangements on the day. ONLY OFFICIAL VOLUNTEERS WILL BE ALLOWED BACKSTAGE.

Safety back stage

All of the pre-primary and primary pupils use one changing room behind the stage area. This room will be supervised by at least one fully qualified teacher who will be assisted by three to four adult volunteers and older pupils.

Pupils will only be allowed to leave this room when called to the stage or if they require the lavatory, which will be supervised.

Pupils cannot leave the back stage area until the end of the performances. During the break between performances we will have some entertainment to keep pupils entertained. Frankly, they love it! If there are any upsets, we will call you if you leave a contact telephone number at the stage door.

All pupils must be signed in and out of the school premises at the reception area every time they arrive and leave. We take the safety of our pupils extremely seriously. Please contact me if you have any questions.

Many thanks. Jane.

Show Volunteers

Backstage Volunteers

I need a number of backstage volunteers to help at the dress rehearsal on **26 February 2012** and the matinee and the evening performances on **3 March 2012**.

Duties

Each dressing room will have a responsible teacher/s. You will be asked to help the teacher/s supervise children while they are backstage. This will include helping them with their costumes, supervising toilet trips, accompanying them from the dressing room to the stage area and helping generally.

We also need volunteers to run some of the front of house activities, such as the arrival and departure of pupils.

Safety and security

To ensure the safety of our pupils, all volunteers will be required to provide the following information:

- Copy of a recent Criminal Records Bureau (CRB) disclosure (if held) **AND**
- Photo ID (i.e. passport or driving licence) **AND**
- Recent official bill (utility, credit card or council tax)

If you would like to volunteer, please complete and return the slip below along with a **black and white** photocopy of the information requested above.

Parent Name: _____

Child's Name: _____

Please tick which performance/s you would like to volunteer for:

Dress rehearsal (**Sun, 26 Feb 11.00 am to 6:00pm**) **All volunteers needed**

Matinee performance (**Sat, 3 Mar 11.30am to 4.00pm**) Please tick one or both

Evening performance (**Sat, 3 Mar 3.30pm to 7.00pm**)

Signed: _____

Date: _____

Return to: Jane Tilley, Highfield Hall, 320 Carshalton Road, Carshalton, Surrey SM5 3QB

JDanceStudios checks:

CRB

Name

Account

Photo

Address

Mon, 13 Feb rehearsal timings

PLEASE NOTE THAT ALL CARSHALTON AND WILSONS PUPILS, EXCEPT PREPRIMARY AND PRIMARY PUPILS WILL NEED TO STAY UNTIL 15:30

Please ensure pupils arrive 15 minutes before the following time slots for our first rehearsal at the Secombe Theatre, as follows:

Carshalton pupils:

08:30 – All actors, singers and witches to arrive at Lobby

10:30 – Ding Dong

11:30 – Snowflakes

11:30 – Poppy

12:00 – All pre-primary and primary pupils to be collected from Lobby

12:00 – Jai Ho

12:00 – Twister

12:00 – Scarecrow

13:00 – Laura Whitehead and Company

13:30 – Croydon High School

14:00 – Colour my World & Finalé (Everyone except Preprimary and Primary)

15:30 – All remaining Carshalton pupils to be collected from Lobby

Hayes and Sanderstead pupils:

14:00 – All pupils to arrive at Lobby

17:30 – All pupils to be collected at Lobby

Please contact me if you have any questions. Many thanks, Jane