

# DECEMBER HOLIDAY SHOW PERFORMANCE PACKET

“ROCKIN’ AROUND THE CHRISTMAS TREE” 2017

## 1. DECEMBER HOLIDAY SHOW

The staff of Take Five Dance Academy is proud of the professional manner in which we produce our annual dance productions. The policies that we have created are the result of many years of hard work. Please read the following information carefully. We need everyone to follow and trust in the policies that we have set forth. Successful shows will be the direct result with everyone’s help.

### **HOLIDAY PERFORMANCES – 4 SHOWS:**

at Westview High School Theatre/Auditorium (107th Ave & Garden Lakes Parkway)  
10850 W. Garden Lakes Parkway • Avondale

Directions from Take Five studio: Go north on Dysart Rd., East (right) onto Indian School Rd., South (right) onto 107<sup>th</sup> Ave., West (right) onto Garden Lakes Parkway. Look for the tallest building that says Westview High School Performing Arts Center.

**Saturday, December 16<sup>th</sup>, 2017      6:30 p.m.**

**Sunday, December 17<sup>th</sup>, 2017      3:30 p.m. & 6:30 p.m.**

**Monday, December 18<sup>th</sup>, 2017      6:30p.m.**

★ NO DANCE CLASSES OR REHEARSALS AT THE STUDIO ON THESE DAYS. ★

Dancers performing in the 3:30 p.m. shows, need to arrive at their dressing rooms at 2:30 p.m.  
The front doors of the theatre will open at 2:30 p.m. for seating.

Dancers performing in the 6:30 p.m. shows, need to arrive at their dressing rooms at 5:30 p.m.  
The front doors of the theatre will open at 5:30 p.m. for seating.

## 2. MANDATORY DRESS REHEARSAL

Dress Rehearsal is the opportunity for dancers to become acquainted with the stage, lights, audience and backstage area. It is also a chance for them to practice on the stage with their costumes.

All dancers need to have their hair and makeup done for dress rehearsal as if it were their real performance. This gives the teachers the opportunity to make any necessary changes before show time.

### **MANDATORY DRESS REHEARSAL:**

**Saturday, December 16<sup>th</sup>, 2017**

at Westview High School Performing Arts Center Auditorium

- Parents must stay with their child until they are finished rehearsing.
- See the attached dress rehearsal schedule for your rehearsal time.
- Arrive at least **30 minutes before** your scheduled section.
- Parents are allowed to **videotape at dress rehearsal only; not at the shows.**

For dress rehearsal, dancers and parents need to arrive in their designated dressing room in order to put costumes on. Once your child has their costume on, you may go into the theatre, find your other classmates and sit together as a group. Teachers and production staff will come and get each group when it is their time to practice on stage. Once your dancer is finished with their rehearsal, take them to their dressing room to take off their costume. Take all belongings home.

### **3. TICKET PURCHASING - ON SALE NOW**

**Adult Tickets: \$10.00      Children 12 & under (seated): \$6.00**

There are only 650 tickets available for each show. Tickets will be FIRST COME, FIRST SERVE. Make sure you are buying tickets for the correct show date and time.

We cannot guarantee that there will be tickets available for sale at the dress rehearsal or the performances. Please plan accordingly.

Take Five Dance Academy is not responsible for any lost tickets. Tickets are NON-REFUNDABLE.

### **4. FOOD DRIVE: SAVE \$1.00 OFF ADULT TICKETS**

In celebration of the holiday season, we are holding a food drive to benefit the AGUA FRIA FOOD BANK. If you bring in 2 canned food items at the time of purchase, we will deduct \$1.00 OFF of one adult ticket. This offer may be applied to each adult ticket purchased, however there is a 2 canned food maximum per adult ticket. Please make sure your food cans are not expired.

### **5. VIDEO TAPING AND TAKING PHOTOS**

**No personal videotaping** will be allowed at the performances. However, you may video tape at Dress Rehearsal. Please let your family and friends know of this policy. **Our production security will be in the theatre during the performances. This policy will be strongly enforced.**

**No flash photography** during rehearsals and shows. It is very distracting to the dancers, and it may cause disorientation which could result in injury.

### **6. DANCERS DURING THE SHOW**

***Dancers are not allowed to sit in the theatre during their show!***

We need **every seat** in the theatre to be available for all our guests. Dancers need to stay backstage because the Take Five Dance staff and Room Moms must be able to account for the dancers at all times.

At the end of each show we will have a **Finale** which will consist of a parade of all dancers participating. The stage will be filled with all of our talented dancers for the final curtain. Dancers will be taken back to the dressing rooms and monitored until parents arrive to **"sign them out."**

## **7. BACKSTAGE OFFICE AND BOX OFFICE**

**The Take Five Dance Backstage Office** will be setup backstage for your general needs like picking up Room Mom packets, holiday shirts, or purchasing dancewear. All purchases will be on a cash, debit/credit (Visa/MasterCard) only basis.

**The Take Five Dance Box Office** will be setup in the auditorium lobby. Staff will be there for volunteer shirt pickup, volunteer check-in, purchasing tickets (if available), and selling Take Five Dance merchandise.

## **8. MAKE-UP, HAIR & DANCEWEAR**

All dancers need to have make-up on for the dress rehearsal and the performances. The stage lights are very bright and will wash out the facial features on the dancers. Even dancers in our 3-6 year old levels should wear a small amount.

**Hair, Tights, and Shoes:** *See the attached holiday dress code.*

**Prepare your make-up and hair at home for Dress Rehearsal and for the Performances.**

Apply lipstick and do any touch ups at the school; it is very busy and distracting in the dressing rooms. The less you have to do at the high school, the easier it will be for you and your dancer.

**Make-up:** Brown/Earth tones or pink/purple eye shadows are best. No blue eye shadow.

Mascara, Eyeliner, Blush-blended

Mini and Youth Ensembles, Jr. and Fifth Element and All Company levels: Wear false lashes.

**Dancewear:** Parents are responsible for the purchase of tights and shoes. All of the proper brands, colors and styles of tights are available at Take Five Dance's Office. Supplies are limited, please plan accordingly.

## **9. ROOM MOMS NEEDED - SIGN UP WITH YOUR TEACHER**

**SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from backstage.

Room Moms are required for each class. Let your child's teacher know as soon as possible if you would like to help. They will need your name, child's name and best contact number. We will take volunteers on a first come, first serve basis.

One to two parents, per group, is needed as a Room Mom to be backstage at each performance. Room moms will be able to stand in the wings and watch their class perform.

### **FOR THE PERFORMANCES ONLY:**

Dancers and a parent/guardian need to arrive to their dressing room and "**Check In**" with their Room Mom by initialing next to their child's name on the class roster. Room Moms will be wearing a name badge. Room Moms will be in the dressing rooms and backstage to assist with dancers at all times. Your child will never be left alone. A parent must "**Sign Out**" their dancer at the end of each show.

***It is extremely important that every family follows this policy.***

***It is for your child's safety that we do this.***

## **10. RECITAL VOLUNTEERS NEEDED - SIGN UP AT THE OFFICE** **Theatre Usher, Ticket Collector, Program Volunteers**

**SAVE MONEY ON A TICKET!** You will be able to see your dancer perform from the auditorium.

Ask for Volunteer flier from your teacher or the Office.

## **11. IMPORTANT NOTES TO READ**

- **NOTE WHERE YOUR DANCER IS ON STAGE.** During Dress Rehearsals, take note where your dancer is on stage and plan accordingly on where to sit for the best view at the show.
- **SPECIAL SEATING – TELL THE OFFICE:** If you have a family member that is in a wheel chair or is vision impaired, please let the OFFICE know ASAP (not the teacher). We need to know in advance in order to reserve a seat. The theater has only a few areas to accommodate these needs.  
*Therefore, special seating is limited to special seating person(s) and **ONE** family member.*
- **SAVING SEATS (2 SEATS PER FAMILY)** - You can only save 2 seats per family in the theatre. If you want everyone to sit together, you must enter at the same time. Seats are limited, and the audience will fill up fast. Please let your family and friends know of this.
- **RESERVED SEATS** will be marked for handicap only. No personal/homemade signs allowed.
- **ALL TRANSACTIONS WITH TAKE FIVE DANCE** at Westview High School will be on a cash, debit/credit (Visa/MasterCard) only basis.
- **IN THE DRESSING ROOMS** NO fathers, uncles, grandpas or brothers.
- **LABEL EVERYTHING** that is being taken to Dress Rehearsal and to the Performances.
- **NO JEWELRY** - If you *have* to wear earrings, make sure they are small, stud earrings only.
- **NO UNDERPANTS** under costumes.      • **NO NAIL POLISH** on toes or fingers.
- **NO TATTOOS**
- **DANCERS ARE ONLY ALLOWED TO USE THE BATHROOMS** in the backstage hall. Restrooms are available in the lobby for audience members only. Dancers are not allowed to walk around outside or in the lobby.
- **YOUNG CHILDREN NEED TO BRING** a blanket, quiet games or any other items to help entertain them while backstage in the dressing rooms. No markers or anything that can get on costumes.
- **NO FOOD OR DRINKS** in the dressing rooms or theatre, however, water bottles are allowed and recommended. Please label them with your child's name.

**DRESS REHEARSAL SCHEDULE**  
 December Holiday Show  
**Saturday, December 16, 2017**  
 at Westview High School Theatre/Auditorium

***Arrive at least 30 minutes before your scheduled section.***

**7:00 am - 9:00 am**

Company Level 3,4 "Cool Yule" (Rhonda)  
 Company Level 1,2 "Deck the Roof Top" (Dana)  
 Acro Purple "Toy Soldiers" (Kristin)  
 Student Choreography (Team Candy Canes)  
 Company Level 4 Contemporary Jazz  
 Student Choreography (Team Reindeer)  
 Pointe Number (Alyce)  
 Company Level 3,4 "We Need a Little Christmas" (Kristin)

**9:00 am - 10:15 am**

Creative Dance (3 yr olds): Monday 11:00 (Cammy)  
 Creative Dance (3 yr olds): Thursday 11:00 (Pam)  
 Creative Dance (3 yr olds): Monday 5:15 (Cammy)  
 Creative Dance (3 yr olds): Saturday 11:00 (Courtney P.)  
 Creative Dance (3 yr olds): Tuesday 4:15 (Stephanie), Friday 5:30 (Samantha)  
 Creative Dance (3 yr olds): Wednesday 10:00 (Nicole), Wednesday 4:00 (Nicole)  
 Creative Dance (3 yr olds): Saturday 10:00 (Courtney W.)

**10:15 am - 11:30 am**

Intro to Dance (4 yr olds): Monday 3:15 (Pam)  
 Intro to Dance (4 yr olds): Wednesday 4:00 (Heather), Thursday 10:00 (Pam)  
 Intro to Dance (4 yr olds): Monday 6:15 (Megan), Tuesday 5:15 (Megan)  
 Intro to Dance (4 yr olds): Wednesday 11:00 (Nicole), Thursday 5:15 (Sarah)  
 Intro to Dance (4 yr olds): Saturday 9:00 (Courtney W.)  
 Intro to Dance (4 yr olds): Saturday 8:00 (Courtney W.), Saturday 11:00 (Elizabeth)

**DRESS REHEARSAL SCHEDULE (CONTINUED ON NEXT PAGE)**

**DRESS REHEARSAL SCHEDULE (CONTINUED)**

December Holiday Show

**Saturday, December 16, 2017**

Westview High School Theatre/Auditorium

***Arrive at least 30 minutes before your scheduled section*****11:30 am - 1:15 pm**

Dance Basics (5 yr olds): Monday 5:15 (Pam)  
 Dance Basics (5 yr olds): Tuesday 6:15 (Megan)  
 Dance Basics (5 yr olds): Saturday 9:00 (Elizabeth)  
 Dance Basics (5 yr olds): Saturday 11:00 (Courtney W.)  
 Dance Basics (5 yr olds): Wednesday 5:00 (Sarah), Thursday 6:15 (Sarah), Friday 6:30 (Samantha)  
 Fab Five (6 yr olds) Tuesday 5:15 (Pam)  
 Fab Five (5 yr olds) Thursday 5:15 (Pam)  
 High Five (7-8 yr olds) Thursday 6:15 (Pam)

**1:15 pm - 2:45 pm**

Primary (6 yr olds) Jazz **A-L** Saturday 1:30 rehearsals with Courtney W.  
 Primary (6 yr olds) Jazz **M-Z** Saturday 2:30 rehearsals with Courtney W.  
 Elementary 7-8 yr. olds **A-L** Saturday 1:30 rehearsal with Elizabeth and Heather  
 Elementary 7-8 yr. olds **M-Z** Saturday 2:30 rehearsal with Elizabeth and Heather  
 High Fives (9+ yr olds) Monday 8:15 (Cammy)  
 Funky Fives (CJ)  
 Jr. Element (CJ)

**2:45 pm - 4:45 pm**

Elementary 9-10 yr. olds Friday 4:30 rehearsal with Damaris - GROUP 1  
 Elementary 9-10 yr. olds Friday 4:30 rehearsal with Damaris - GROUP 2  
 Secondary 11-12/Teen Friday 5:30 rehearsal with Damaris - GROUP 1  
 Secondary 11-12/Teen Friday 5:30 rehearsal with Damaris - GROUP 2  
 Youth Ensemble (CJ)  
 Mini Ensemble (CJ)  
 Fifth Element (CJ)