

Dear Parents,

Our annual production is quickly approaching, and as most of you know we are celebrating our 36th anniversary. Over the next few months there will be numerous important emails and reminders going out. It is imperative that you make sure that you are receiving all emails from the office. We have prepared the following packet that contains important dates about the show, tickets, t-shirts, and volunteering. If you have any questions or concerns, please see the office immediately so that we can try to assist you as soon as possible.

Our annual production will be held at the Pottle Music building located in Friendship Circle on Southeastern's campus in Hammond. The production will be presented on **Saturday, May 20th at 11:00am and 5:00pm.**

Important information and dates to remember:

It is important that students attend every class for the rest of the year to allow instructors to finish and rehearse production routines. Excessive absences could result in your child not feeling comfortable on stage. Remember if students must miss class, they can drop in on the same class/level another day. This is highly recommended.

1. **Wednesday, March 1st – Online T-shirt forms are due.** The online form will close, and submissions will not be taken after this date. No exceptions. A staff member will select a size for your child if a form is not submitted.
2. **Wednesday, March 1st – Online Parent T-shirt order forms are due.** The online form will close, and submissions will not be taken after this date. No exceptions.
3. **Wednesday, March 1st – Online Volunteer T-shirt order forms are due.** The online form will close, and submissions will not be taken after this date. No exceptions.
4. **Thursday, March 16th – Recital Fee Due.** \$185 one child or \$225 family
5. **Friday, March 31st – Covergirl Reveal party and five and ten years plus student awards.** A reveal party will be hosted at ATOC @6:00 pm.
6. **Friday, March 31st – Last day to pre-register for 2023-2024 dance season** to receive **1** additional free production ticket per registration. The online registration form and fee must be completed and paid. No exceptions.
7. **Saturday and Sunday, April 1st & 2nd – Recital pictures will be taken at the studio and featured in our recital program book.** Studio classes will not be held on those days. An online picture sign-up link will be emailed to you.
8. **Monday, May 1st – Tuition is due! All accounts MUST have a zero balance to participate in the production. No exceptions.**
9. **Saturday, May 6th – Tickets will go on sale ONLINE!** A link for ticket sales will be emailed to you. Please read over the information carefully. Please contact the office if you have any additional questions.
10. **Saturday, May 6th – Mandatory Volunteer Meeting @ 9:00 am at A Touch of Class**
11. **Saturday, May 13th Acro Showcase**
12. **Thursday, May 18th – Last day of regular dance class.**
13. ATOC will sell recital gifts that will be preordered and handed out at the theatre. The order form will be emailed to you. **All items are to be preordered.** No items will be sold at the theatre.

As we get closer, we will send out confirmed dates and times. Again, parents please ensure that you are receiving all ATOC emails, newsletters, and reminders.

All recital information will be added to our website as well. Please visit www.atocdance.com if you have any additional questions.

Lori Rayborn

Artistic Director