

A Touch of Class Performing Arts

Rehearsal and Theatre Information



Location: Southeastern Louisiana University's Pottle Music Building Theatre

DRESS REHEARSAL @ POTTLE MUSIC BUILDING – FRIDAY, MAY 16TH

Every Student is required to be at Dress Rehearsal for the following reasons:

- The Dress Rehearsal allows the students to become familiar with the theatre surroundings and feel comfortable with their performance, costume(s), and being on stage.
- It is the only time to see the dancers in full costume prior to the performance to correct any possible adjustments.
- It is the only chance to correct mistakes and catch any staging problems. If last minute corrections are made and the student isn't there, they will not be aware of the changes and are likely to make mistakes on stage.
- Lighting, music cues, set changes, and all other logistics for an organized and professional performance are going to be rehearsed so that the students make the best impression possible.
- To cut down confusion, noise, and general disorganization we insist that only parents come to the dress rehearsal.

DRESS REHEARSAL IS CLOSED – No one is allowed to view the dress rehearsal from the audience. We will run an organized and timely dress rehearsal. Your help with the process will guarantee a professional production. A detailed dress rehearsal schedule will be emailed to you closer to showtime. ***Please arrive at least 30 minutes early to sign in.***

PREPLANNING

Gather accessories, costumes, shoes, and makeup in advance so you'll know if something is missing or isn't right. ***Your child's name should be on everything you bring in the theatre – costumes, props, shoes, hats, etc. Also bring extra hair gel, hair nets, bobby pins, ponytails (same color as hair) and hair spray.*** A checklist of your child's routines, listing their costume, tights, shoes, and any other accessories will be provided. You will also need to refer to the list to make sure you have all your supplies before going to the theatre.

Other handy extras include:

- Baby Wipes/Shout Wipes (to fix makeup mistakes or wash hands)
- Safety Pins (for emergency costume repairs)
- Pain Reliever of your choice
- Band-Aids (make sure they are the invisible kind)

GRAND FINALE

There will be a grand finale at the end of each show that each class will participate in. Recital T-shirts, black shorts and bare feet will be their attire for the finale. Your Recital T-shirt is covered in Recital Fee. Please fill out the Online Recital T-shirt form for the correct size to be ordered for your child. Without a submission, a staff member will select a size for your child. NO exchanges or refunds will be accepted.

THEATRE RULES

Listed below are a few very important guidelines that we need everyone to pay close attention to. Not all rules listed are ours; some of them are the videographers and theatre. Please make sure family and friends are aware of these rules as well.

1. **VIDEO RECORDING** – **There is to be NO Video Recording at the Dress Rehearsal or at the Recital.** Our recital is being professionally taped! (No Video Cameras Allowed) A complimentary digital copy will be emailed to you following the show.
2. **PICTURES** – **Flash photography is not allowed during the recital performance.**
3. **FOOD AND DRINK** – **Please do not take food or drink of any kind into the theatre!** Southeastern Louisiana University does not allow any food or drink in their facility. Therefore, if food, drinks, or garbage is found in the theatre after the performances, then we will not be allowed to use the theatre again.
4. **NO ALCOHOL is allowed in the theatre. This is a Southeastern Campus Rule.**
5. **NO BALLOONS ARE ALLOWED IN THE BUILDING.** Southeastern Louisiana University does not allow helium-filled balloons in Pottle Theatre, including the lobby, theatre and dressing rooms.

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THE DAY OF...

- Everyone should arrive 45 minutes early.
- One Parent and students should go straight to the dressing room; all other guests should remain in the lobby. Room assignments will be posted backstage. Parents should sign in their child on the alphabetize list. They will also be required to sign out your child when finished. No one is allowed to walk from stage down into theatre. PLEASE walk back to the lobby and then find your seat. Please stay in your seat until Intermission.

Dressing Room Etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing room than on the stage or in the theatre, so please do your best to keep them organized and clean. No food or drinks are allowed in the dressing rooms. No Alcohol is allowed in the dressing area or anywhere else in the Theatre.

- ABSOLUTELY NO JEWELRY IS TO BE WORN ON STAGE! NO EXCEPTIONS!
- No underwear is to be worn under costumes.
- Each headpiece should have at least 10 bobby pins!
- Ensure shoes are double tied, ballet strings tucked, and ribbons secure.
- Please do not ever bring gum or candy with you. Never chew gum while dancing or in costume.
- No food or drinks while in costume. Please remember the children are putting in a lot of hours and should eat healthy. Lay off of soft drinks and junk food. You may pack healthy snacks and water.
- Dancers will remain in the dressing rooms with their dressing room mom during dress rehearsal and show when they are not on stage.

BACKSTAGE

All performers must stay in the dressing room during the entire show. Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the show. There are a lot of backstage activities in a limited space, and dressing rooms are a private area. **Only family members with volunteer T-shirts are allowed backstage and in the dressing room during shows.** Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas. Absolutely NO MEN are allowed in the dressing room areas.

SHOW VOLUNTEERS INFORMATION

Anyone interested in volunteering to help backstage is welcome. We do suggest that parents volunteer for one show and watch another. More Information and signup will be emailed. There will be a meeting for all volunteers, and all must abide by the policies set forth by A Touch of Class Performing Arts. Recital is a hectic experience. All volunteers must work in a cooperative manner at all times. Our backstage managers' work very hard to put a system in place that works, we ask that all volunteers rely on their experience and follow their instructions. Anyone that volunteers backstage or in the dressing room must have an ATOC volunteer shirt.

Mandatory Meeting – Very Important: Saturday, May 3rd @ 9:00am Held at: ATOC

DRESSING ROOM MOMS

Dressing Room mothers are needed for each class to supervise the dancers. We do suggest that parents volunteer for one show and watch another. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. During their class performance volunteers leave the students at the stage door with the teacher in the backstage area. Only dance teachers are allowed in the wings. They are also responsible for seeing that all children return to the dressing room after their performance. Anyone that volunteers must have a Parent Volunteer shirt. An online form will be emailed to you to order your shirt.

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