



# Lights, Camera, Action!

Dear Parents,

Our annual production "Lights, Camera, Action!" is quickly approaching, and as most of you know we are celebrating our 32<sup>nd</sup> anniversary. Parents, 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 and constant contact. All important dates about the show, tickets, t-shirts, volunteering is located on the website for you. If you have any questions or concerns, please see the office or email [atocperformingarts5678@gmail.com](mailto:atocperformingarts5678@gmail.com) immediately so that we can try to assist you as soon as possible.

Our annual production will be held at the Southeastern Louisiana University's Vonnie Borden Theatre and presented on Thursday, May 30<sup>th</sup> - Saturday, June 1<sup>st</sup>. More information will follow with full details.

Important information and dates to remember:

1. Parents 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, which affect the whole group. Remember if students must miss class they can drop in on the same class/level another day. This is highly recommended.
2. **Thursday, February 21<sup>st</sup> – T-shirt forms are due.** T-shirt forms will not be taken after this date. No exceptions.
3. **Thursday, March 7<sup>th</sup> – Volunteer T-shirt order forms are due.** Many volunteers are needed to make our high-quality show. Volunteer sign-ups will be done online through Sign-Up genius generator. Please see the form included and in the packet and return to the office completed. Volunteer T-shirt Forms will not be taken after this date. NO EXCEPTIONS!
4. **Thursdays, March 7<sup>th</sup> – Recital fee due. (\$160.00)**
5. **Pictures will be taken at the studio. Date TBA.** All students must have a zero balance to take pictures. Accounts will be checked as students at the studio by office staff. A picture schedule will be emailed out through the parent portal and constant contact when booked.

6. **Thursday, April 4<sup>th</sup> – Last day to pre-register for 2017-2018 dance season** to receive **1** additional free production ticket. Registration through parent portal and fee must be completed and paid. No exceptions.
7. **Tuesday, May 1<sup>st</sup> – Tuition is due! All accounts MUST have a zero balance to participate in the production. No exceptions.**
8. **Saturday, May 18<sup>th</sup> – Tickets will go on sale ONLINE!** Please read over the information given in this packet carefully. Please contact the office if you have any additional questions.
9. **May 29<sup>th</sup> Award Day** Please see packet for additional information.
10. **Saturday, May 18<sup>th</sup> – Mandatory Volunteer Meeting @ 9:00 am at the Ponchatoula Studio.**
11. **May 30<sup>th</sup> – Tentative rehearsal dates.** 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.
12. ATOC will sell recital gifts and flowers that will be handed out at the theatre. The order form with the items to purchase will be emailed out through the parent portal and constant contact. **All items are to be preordered. All forms are due no later than May 1<sup>st</sup>.** No items will be sold at the theatre. No exceptions.
13. All recital Information can be found on our website as well. Please visit [www.atocdance.com](http://www.atocdance.com) if you have any additional questions.

*Lori Rayborn*

Artistic Director