

Performance Handbook 2017-2018



Houston Academy of Dance



West University Dance Centre

FEES

Performance Fee

Every student is charged a performance fee. This fee helps to cover the production costs: theatre rental, sets, props, technical crew, security officers, programs, etc. There is no ticket admission charge.

Performance Fees:	Nov. 6-11, 2017	After Nov. 11, 2017
1child/1dance	120.00	135.00
1child/ 2 or more dances	135.00	150.00
Family (2 children or more)	180.00	190.00

RSVP Form is due at the same time

Costume Fees

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible while keeping costs affordable. Please be aware that costumes are ordered from catalogues and are not custom-made. We do our best to insure that students receive the best available fit for their measurements. All Combination ballet and tap classes will need only one costume; all other students will need one costume for each subject they train in. Costume costs usually range from \$50.00 to \$125.00. Details about the color of shoes and tights for each costume will be posted on the bulletin board and included in the costume instructions. Please remember to put the student's name in all costumes, shoes, accessories, and tights.

No eating or drinking in costumes.

In an effort to insure that costumes are delivered in time for organized distribution to our students, **costume orders are placed during the first week of December. Costume manufacturers do not accept cancellations or offer refunds; therefore the studios do not refund any costume monies.**

Costumes will not be ordered until all pertinent forms and fees have been received by the office.

These include:

1. Performance R.S.V.P. Form (Return even if not participating. Participation not required)
2. Performance Fee
3. Costume Deposit

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Studios are not responsible for costumes that are not received in time for the performance due to late payments.

Withdrawal from studio

There are no refunds of performance or costume fees. Withdrawal of a student must be done in writing. Parents or guardians of withdrawn students may pick up purchased costumes at the studio at the time of general distribution and up to 15 days afterwards. After 15 days, the costumes will be donated to charity.

TICKET INFORMATION

Our Spring Performance has always been a "non-ticketed" event. We are now required by our contract, to use ticket companies to facilitate the requirement that every attendee must have a ticket and an assigned seat. We were only allowed to dispense tickets ourselves last year due to the late notice of this new requirement. All approved ticket companies charge a handling and processing fee for the online ticketing. There will be no upcharge by the studio. The charge should be minimal, probably \$1.50 -2.00/ticket. More information forthcoming in February.

THE PERFORMANCE

You must arrive at the theatre 30 minutes before curtain. Creative Movement, Pre-Ballet, and Combinations I-III need to be completely ready for stage when they arrive at the theatre. One female parent or guardian may accompany each student to the dressing room where they will be checked in and placed under the supervision of their Backstage Angels. Some of the younger performers from Act I are dismissed during intermission, otherwise, dancers stay in their dressing rooms until the end of the performance. One female parent or guardian is to come to the dressing room to pick up their child.

NO MEN ALLOWED IN THE DRESSING ROOMS.

STAYING INFORMED

Families

We do our best to accommodate siblings in the same performance. Due to the number of families at each studio with multiple siblings performing, please be aware of the possibility that your children may be split between two performances. The benefit of separate show times is the opportunity your child has to see their sibling's performance along with the magic and full story line.

Performance Updates

As the season progresses, additional performance information or updates will be posted on the studio website, www.hadance.com, on the school bulletin board, emails, and notices sent home with your dancer. Make it your responsibility to keep abreast of this important information. It is our goal to make the performance experience organized and exciting for all involved. It's a team effort; students, parents, teachers, and the director are key players in the success of the show.

Home Study

To insure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child's music will be available by request at the start of the choreography season in February. A charge of \$3.00 per CD is required to cover expenses.

Sizing/ Alterations

Costume measuring has already begun during scheduled class time. Each child will be measured in order to determine his or her costume size(s). Studios take great precautions when measuring to add space for "growing room" and determining the correct size for each child. Although rare, if alterations are needed after the costumes have been distributed, they will be the sole responsibility of the student's parent or guardian.

Program Ads

Program ads will be available for the spring performance program. Ad form will be available in February.

REHEARSALS

Class Time

Some classes and or students may be asked to attend a class other than their own to rehearse a specific scene or part. Notices and emails will be sent in advance if this includes your child.

Studio Run-Through – April 21, 2018 (HAD); April 14, 2018 and April 28, 2018(WUDC)

No costumes are required for this rehearsal. All of these rehearsals will be held at the studios. Please check the website or bulletin board in March for specific times. A note will also be sent home with each child's specific rehearsal times. The dancers should be in class attire with proper hair and shoes pertinent to their class dance.

Parents will be asked to wait in the lobby during the rehearsal.

Dress Rehearsal

Dress rehearsal participation is mandatory. It allows the student to become familiar with the theatre surroundings and feel comfortable with their performance, costumes(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students may feel confident. We run an organized and timely dress rehearsal. Your help with the process will guarantee a professional production. Please arrive on time, locate the assigned areas for your class, and be seated in the theatre. If possible, please arrive with dancer already in costume. Dates and times for each class will be updated on the website, the bulletin board, email and notes sent home. A changing area will be provided for dancers in multiple routines. Dancers will be called to the stage by the studio staff, practice onstage, and then wait to be dismissed after returning to their seats.

Dancers are not allowed to change in the restrooms.