

# Ace Dance Academy's Production Handbook 2020

## NEW LOCATION!

### Show and Dress Rehearsal Location:

Dougherty Valley Performing Arts Center  
10550 Albion Rd  
San Ramon, CA 94582

### Dress Rehearsal Dates:

**June 8-9, 2020**

### Production Dates:

**June 13-14, 2020**

### Important Dates

#### Nov 4

Last day to Opt-Out of the Production –**Register for Production Opt-Out 19-20 Class on your customer portal**

#### Nov 11

Costume Deposit automatically withdrawn: \$70 per class

#### Dec 11

Costume Balance Fees automatically withdrawn:  
\$0-\$40 per class

#### Dec 16-21

Costume Size Approval Week (Sneak Peek Week)

#### Feb 1

Last day to sign up to participate in June Production

#### March 1

Show assignments given

#### March 15

Last day to Register Online as a Production Volunteer

#### March 20

Participation Fee automatically withdrawn: \$65 per family  
(waived if parent volunteers backstage)

#### April 1

Dress Rehearsal assignments given

#### April 25

T-Shirt pre-orders due online

#### May 8 at 11:30a or 6:00p

Parent Production Meetings at Ace  
(Mandatory for families or volunteers who are NEW to Ace)

#### May 13

Tickets go on sale for all families

#### May 17

Photo Day at Ace

#### June 1-6

Final Week of Classes: Special Presentation

#### June 8-9 & 13-14

Dress Rehearsals & Performances

#### June 30

Deadline to order 2020 Production Videos

### Show Fees

**Production fees are non-refundable and are automatically withdrawn from your account on the following dates:**

**Nov 11:** \$70 Costume Deposit Fee withdrawn for each performance class the student is enrolled in (ex: Students enrolled in 2 classes will be charged \$140).

**Dec 11:** Costume Balance Fees withdrawn. If your child's costume is more than \$70, the remaining balance will be charged. This can range from \$0-\$40 per class.

**March 20:** Participation Fee automatically withdrawn: \$65 per family. *This fee is waived if parent registers online to assist backstage at one show.* Before you register as a Production Volunteer please note that we will automatically charge your account on file a non-refundable \$75 participation fee if you notify us that you are unable to fulfill your Volunteer responsibility after April 15.

**If you do not fulfill your Volunteer responsibility on the day of the production, we will automatically charge your account on file a non-refundable \$95 participation fee (regardless of reason).**

The following are not included in Costume Fees and must be purchased separately: required show tights/socks/shoes, hair/make-up supplies, production tickets. The following may also be purchased if desired: videos, photos, and show t-shirts.

### Opting-Out or In to the Production

#### Dancers enrolled prior to Nov 5

If you do not wish to participate in the production, dancers have the option to opt out. To opt-out of the June performance, login to your customer portal and register for the Production Opt-Out 19-20 class by **Nov 4**. **Please note that Ballet Technique, Stretch and Conditioning, Ballet Magenta, and Pre-Pointe/Pointe I classes do not participate in the June production.**

**NEW THIS YEAR: Pointe I/II class is a performance class.**

#### Dancers who enroll on or after Nov 5:

For students who enroll on or after Nov 5, parents must sign up to participate in the production by sending an email to [info@acedanceacademy.com](mailto:info@acedanceacademy.com) with the following information: child's first and last name, and that you would like to participate in the Production.

Please note that fees are charged automatically once Ace receives your production request. **Costume fees paid after Dec 11 will include a \$15 processing fee.** The final day to sign up is Feb 1.

## Show Assignments

There are 4 shows total during the weekend.

- Primary Division classes (ages 3 – 6), Level White, and Red classes are assigned to 1 show.
- Level Yellow, Teal, and Navy classes are assigned to 2 shows.
- Level Magenta, Burgundy, Pointe I/II classes, and Ensemble pieces perform in 3 shows.
- We apologize for not being able to accommodate individual requests for a particular show and/or time.

## Class and Dress Rehearsal Requirements

As the dances depend upon the presence of every dancer, regular attendance in classes is required and attendance at dress rehearsal and performances is MANDATORY.

- Dancers in Primary and Secondary White, Red, Teal classes who miss 8 or more classes between February 1 and June 6 will not be allowed to perform.**
- Dancers in Secondary Navy, Magenta, Burgundy classes who miss 7 or more classes between February 1 and June 6 will not be allowed to perform.**
- Dancers who do not attend Dress Rehearsal will not be allowed to perform.**

## Parent Production Meeting

In order to keep parents informed about the production, we hold a **mandatory** meeting for families and volunteers **NEW** to Ace during the 19-20 session; however, this meeting is beneficial to ALL participating in the end of the year production.

**Friday, May 8, 2020 at Ace**

**Please Attend One: 11:30a or 6:00p**

## Tickets

Tickets are **not** included with production fees. Parents will need to use the Dougherty Valley Performing Arts ticketing service to purchase show tickets. We will be using assigned seating again this year. More detailed information will be available in March. Tickets go on sale May 13, 2020.

## Costume Exchanges

Once costumes begin arriving (Feb-May), parents have 7 days after receiving a costume to bring it to the front desk for exchange. Parents will need to fill out an exchange form provided by the front desk and pay a Costume Exchange Fee of \$15. If we do not receive the costume within 7 days of distribution we will NOT be able to exchange the costume. *Please note there is no guarantee that we will be able to exchange the costume for a different size due to costume company inventory.*

**-NO Costume Exchanges after May 1.**

## Undergarments & Accessories

- Females: Please do not wear underwear under costumes. Please wear appropriate dance undergarments if necessary (skin color sports bra/leotard with clear straps)
- Males: wear solid white or black underwear.
- Remove all nail polish.
- No jewelry is to be worn with costumes.
- Please sew a clear or skin-color elastic strap on all hats in order to prevent them from falling off.

## Costume Care

Please write student's first and last name in his or her costumes, shoes, accessories and tights. We recommend that you keep accessories in a gallon-size clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hat box or similar container to prevent damage. Please do NOT let students wear their costumes prior to the Photo Day/Dress Rehearsal/Production. We want costumes to be new for the show.

## Costume Alterations

Alterations and/or trim attachments requiring light sewing are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent. Please contact the Ace office if you have any questions about your costume(s).

## Tights

Parents (of female dancers) are required to purchase Revolution brand tights for the show in order to ensure that there are no discrepancies in color and style. If your child is in more than one dance with different color tights, you are required to purchase all pair(s). Please do not wear or wash tights before Photo Day/Dress Rehearsal/Production. Tights are available for purchase at the studio.

## Shoes

The style of shoe that is required for each dance class (as described in the dress code information on our website) is the style of shoe to be used in the production. All students must purchase the required shoes before Photo Day. Review styles with the Ace office if needed. Take a few minutes to clean, remove stickers and shine shoes so they are "show ready".

## Videotaping and Photography

There is no videotaping or photographing of the production. A professionally recorded video of the show will be available for purchase. **Final Video Orders must be placed online by June 30, 2020.**

## Photo Day at Ace: May 17

James Brian Fidelibus Photography will take professional photographs of dancers in their costumes at Ace Dance Academy. Each dance will be assigned a specific time for their group photograph, and if you so choose, an individual photo of your child can be taken at this time. **Secondary ballet classes must wear a bun.** All other students may do hair as they please. Make up may be worn if desired (stage make up is not necessary on Photo Day). Attendance at Photo Day is highly recommended for all Ace dancers so we can have group photos of everyone in class. Photo packages are available for purchase from the photographer and are by pre-order only. Forms are available mid-April.

## Dress Rehearsal

Dress Rehearsals are Monday and Tuesday, June 8 and 9 at Dougherty Valley Performing Arts Center. We will assign dress rehearsal days and times for each class by April 1. Dress rehearsal is **MANDATORY**. Enter through the front of the theatre and sit with your class in the audience. **Please arrive in complete costume, hair, and stage makeup at dress rehearsal.**

Please arrive at your scheduled call time accompanied by one or both parents. **No food/drink inside the theater. Please DO NOT bring siblings or friends to the dress rehearsal. Rehearsal is for dancers and their adult(s) only.** Students are dismissed after they have rehearsed all of their dances onstage.

Parents are free to video or photograph during Dress Rehearsal. Please **NO** flash photography as it disorients the performers.

## Production

We have 4 shows at Dougherty Valley Performing Arts Center:

**Show #1 Saturday, June 13, 2020 at 10:30a**

**Show #2 Saturday, June 13, 2020 at 3:00p**

**Show #3 Sunday, June 14, 2020 at 10:30a**

**Show #4 Sunday, June 14, 2020 at 3:00p**

Each show will run approximately 2 hours and 20 minutes.

- Parents assisting backstage must arrive **1 HOUR and 15 MINUTES PRIOR** to show start time.
- Ensemble dancers must arrive **1 HOUR PRIOR** to show start time.
- All other dancers must arrive **45 MINUTES PRIOR** to show start time.
- Dancers are **required to stay backstage for the entire production. For safety reasons, dancers will not be released to parents at any point during the show.** Do not enter through the front of the theatre. Please bring students to the designated backstage check-in table.

No food/drinks allowed backstage or in the theater at the production. Bottled water is allowed and encouraged backstage.

## Drop off/Pick up

Parents with students under the age of 14 are **required** to check their children in and out both at call time and at the completion of each performance. Thank you for your cooperation as this is for the safety of our dancers. **Parents are not allowed backstage.** If you wish to go backstage, you must sign up as a designated volunteer by March 15.

**Please do not attempt to pick up your child during the performance.** All students will be under the supervision of responsible adults and will be safe for the length of the performance. The backstage area will be stocked with fun activities to keep the children entertained while not onstage.

## Theater Etiquette

If you need to leave the theater for any reason during the performance, please note that the main doors will only open in between dances. This is for safety and in consideration of the young dancers on stage as well as their families in the audience. Please do not try to go around to other doors to exit the theater, as this is distracting to the performers and audience members. It also poses a safety issue when the light shines into dancers' faces on stage.

## **Students will not be dismissed to their parents until the completion of the performance.**

Please contact us with any questions. Although this big production may seem a bit overwhelming at first, please trust that it is well worth the effort, and is a wonderful experience for Ace students and their families!

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