

# Ace Dance Academy's Production Handbook 2018

## Production & Dress Rehearsal Dates

# June 7-10, 2018

### Show and Dress Rehearsal Location:

Amador Valley High School  
Amador Theater  
1155 Santa Rita Rd  
Pleasanton, CA 94566

### Important Dates

#### Nov 3

Last day to Opt-Out of the Production –**Register for Production Opt-Out 17-18 Class on your customer portal**

#### Nov 10

Costume Deposit automatically withdrawn: \$68 per class

#### Dec 12

Costume Balance Fees automatically withdrawn:  
\$0-\$35 per class

#### Dec 11-16

Costume Size Choice Week (Sneak Peek Week)

#### Feb 1

Last day to sign up to participate in show

#### March 1

Show assignments given

#### March 15

Last day to volunteer online

#### March 20

Participation Fee automatically withdrawn: \$55 per family  
(waived if parent volunteers backstage)

#### April 2

Dress Rehearsal assignments given

#### April 13

T-Shirt orders due

#### May 9

Tickets go on sale for all families at noon

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

Parent Production Meetings at Ace  
(Mandatory for families NEW to Ace or NEW to volunteering)

#### May 20

Photo Day at Ace  
DVD Pre-Orders due

#### May 31 – June 6

Special Presentation Week

#### June 7-10

Dress Rehearsals & Performances at  
Amador Theater, Pleasanton

### Show Fees

Production fees are non-refundable and are automatically withdrawn from your account on the following dates:

**Nov 10:** \$68 Costume Deposit Fee withdrawn for each class the student is enrolled in (ex: Students enrolled in 2 classes will be charged \$136).

**Dec 12:** Costume Balance Fees withdrawn. If your child's costume is more than \$68, the remaining balance will be charged. This can range from \$0-\$35 per class.

**March 20:** Participation Fee automatically withdrawn: \$55 per family. This fee is waived if parent registers online to assist backstage at one show.

### ~ New Policy ~

**Before you register as a production volunteer please note that we will automatically charge your account on file a non-refundable \$65 participation fee if you are unable to fulfill your volunteer responsibility (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: DVD, photos and show t-shirt.

### Opting-Out or In to the Production

#### Dancers enrolled prior to Nov 10

If you do not wish to participate in the production, dancers enrolled prior to November 10 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 17-18 class by **Nov 3**. **Please note that Creative Dance, Ballet Technique, Stretch and Conditioning, Turns & Jumps, Ballet Black, Ballet Magenta and Pointe classes do not participate in the June production.**

#### Dancers who enroll on or after Nov 10:

For students who enroll on or after Nov 10, parents must sign up to participate in the production in 1 of 2 ways:

1. Send 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.
2. Fill out a Production Sign-Up Sheet at the Front Desk.

Please note that the fees are charged automatically once Ace receives your production sign up request. Costume fees paid after Dec 12 will include a \$15 processing fee. The final day to sign up is Feb 1.

## Show Assignments

There are 4 shows in total during the weekend.

- Primary Division classes (ages 3 – 6 ½), Level White and Red classes are assigned to 1 show.
- Level Yellow, Teal and Navy classes are assigned to 2 shows.
- Level Magenta and Burgundy classes and Ensemble pieces perform in all 4 shows.
- We apologize for not being able to accommodate individual requests for a particular show 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 that miss 8 or more classes between February 1 and June 6 will not be allowed to perform.**

**-Dancers that 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 17-18 session; however, this meeting is beneficial to ALL participating in the end of the year production.

**Friday, May 11, 2018 at Ace**

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

## Participation Fee

Parents who have children participating in the performance must choose one of the following options:

1. Sign up as a production volunteer online by March 15.
2. For those who choose not to volunteer, **we will automatically charge your account on file a \$55**

**Participation Fee per family on March 20** to cover the cost of hiring assistance. **Fees are non-refundable.**

**~ NEW POLICY ~**

**Before you register as a production volunteer please note that we will automatically charge your account on file a non-refundable \$65 participation fee if you are unable to fulfill your volunteer responsibly.**

## Tickets

Tickets are **not** included with production fees. Parents will need to use the Amador Theater ticketing service to purchase show tickets. We will be using assigned seating again this year. More detailed information will be available in March. Tickets range from \$19 to \$27 and go on sale May 9, 2018 at noon.

## Costumes

We will take measurements for costumes in Nov/Dec. During Sneak Peek Week, Dec 11-16, plan on attending your child's class presentation. During the in-class presentation, the instructor will give parents a clip board with a costume size chosen for each dancer. At that time, we ask that parents initial next to the costume to approve the size, or cross out the size and write a different size of your choice and initial. If parents do not choose a size, Ace will select the size we feel is best for your child.

### **~ New Procedure for Costume Exchanges ~**

Once costumes begin arriving (Feb-May), parents have 14 days upon receipt of the costume to bring it to the front desk for exchanges. Parents will need to fill out an exchange sheet provided by the front desk and pay a costume exchange fee of \$15. If we do not receive the costume within 14 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.

## For the Performance

Females: Please do not wear underwear under costumes.

Males: wear solid white or black underpants.

-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 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 new 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 DVD of the show will be available for pre-order by May 20<sup>th</sup>. **Final DVD orders must be placed online by June 15, 2018.**

**We are excited to announce we will be using a new videographer this year!**

## Photo Day at Ace: May 20

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 Thursday and Friday, June 7 and 8 at Amador Theater in Pleasanton. We will assign dress rehearsal days and times for each class by April 2. 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 tap shoes or food/drink inside the theater. Please DO NOT bring siblings or friends to the dress rehearsal. Rehearsal is for dancers and their adults 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 Amador Valley High School Theater:

- Show #1 Saturday, June 9, 2018 at 10:30a**
- Show #2 Saturday, June 9, 2018 at 3:00p**
- Show #3 Sunday, June 10, 2018 at 10:30a**
- Show #4 Sunday, June 10, 2018 at 3:00p**

Each show will run approximately 2 hours and 15 minutes.

Ace Dance Academy  
1825 Mt. Diablo Blvd.  
Walnut Creek, CA 94596

All students must arrive **45 MINUTES PRIOR** to the start time of the show and 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!

Warmly, Jenny & Megan

925.934.7466  
info@acedanceacademy.com  
www.acedanceacademy.com

Ace Dance Academy  
1825 Mt. Diablo Blvd.  
Walnut Creek, CA 94596

925.934.7466  
info@acedanceacademy.com  
www.acedanceacademy.com