

## **Christmas Carol Informational Packet**

Congratulations! You have earned a part in “A Christmas Carol” performance. You will be rehearsing and performing an amazing show at the Sunrise Theatre while perfecting your dance technique and stage presence all while making memories that will last a lifetime. You are all a huge part of the show, and its success depends upon your commitment and hard work. Read through this packet carefully and take down any question you may have. It is important that all dancers and parents understand what is required to perform in the show. It is a privilege that our dancers get to perform in this prestigious venue. We ask our families to abide by all rules set forth in this packet and by the theater. We hope to have this venue again in the future and are greatly looking forward to another positive experience with this year's show! **Please remember that a PERFORMANCE FEE OF \$175 IS NOW PAST DUE**

**\*\*Please return the last two pages of this packet signed\*\***

### **Important Dates:**

**Saturday October 31<sup>st</sup>** Fall Fun Fest Performance 3:00pm at the PSL Civic Center. Marley Scene Dancers will be performing. This paperwork with times and other information has already been handed out.

**Friday November 27<sup>th</sup>** Black Friday mall performance. Toys and Money dancers will be performing. We will have more info available as the time approaches. Please mark this date on your calendar.

**Sunday November 8<sup>th</sup> 10am-6:00pm.** Sign up is in the lobby. Santino photography will be taking the photos and they will be delivered before winter break. We will have an exact date later. A copy of the photo prices are posted in the lobby.

**Thursday December 3<sup>rd</sup>** Dress Rehearsal at the Sunrise Theatre. Please see packet for times and information.

**Saturday December 5<sup>th</sup>** Final Rehearsal/performance at the Sunrise Theatre. Please see packet for times and information.

Tickets can only be purchased through the Sunrise Theatre:

Address: 117 South Second Street Fort Pierce, FL 34950

[www.sunrisetheatre.com](http://www.sunrisetheatre.com) 772-461-4775

Please check your schedule for your rehearsals and **South Florida Dance Co Facebook Page** for scheduling changes, updates and important reminders throughout the performance.

## **General Information:**

**Parents are not permitted backstage or in the Theater at anytime.** Only the handful of volunteers working the rehearsals and performance will be permitted. This is the Theater policy and we will strictly enforce it. Volunteer sign ups will be posted in the lobby for those that wish to help.

**Dancers and volunteers are only permitted in the backstage area, dressing rooms and green room during rehearsals and the the performance.** There will be a select few that will be permitted into the theater for very specific reasons. Please do not ask.

**There will be zero tolerance for misbehavior while at the theater.** SFDC dancers and volunteers are expected to behave in a respectful professional manor according to SFDC and Sunrise Theater guidelines. Any dancer or volunteer that does not act accordingly will be asked to leave immediately and the dancer will NOT perform. (**Example of misbehavior:** running, yelling, use of profane language, violent/aggressive behavior, visiting dressing rooms or spaces in the theater other than those permitted, eating/drinking anywhere other than green room, disrespect of Sunrise or SFDC staff, etc)

**No dancing, stretching or acrobatic moves in the hallways or dressing rooms.** Those spaces are very tight with props and dancers entering and exiting. You may warm up and stretch in the backstage area if needed.

**Rehearsals and Performance dancer drop off/pick up:** You will drive to the rear of the theater where you will see a row of double metal doors. One set of doors will have a sign that reads “Dancer Drop/Pick up”. This is the **ONLY** place to drop/pick up dancers. Do not use the front of the theater. Those doors will be locked and the Sunrise staff will not let you in.

You will be greeted by one of our volunteers where you will sign your child in and leave a phone number in case of emergency. Upon picking your dancer up you will be asked to sign them out. Please remember to leave them with a labeled lunch box, water bottle and all personal dancer gear needed. Dancers cannot leave until their backstage duties are complete, see next paragraph.

**Pictures in front of curtain the night of performance/dancer duties before leaving.** Families will be given 15 minutes at the end of the show to take pictures in front of the red curtain. Please tell your dancer before the show if you want them to come out and take pictures before they change out of costume. We will not search for dancers, and remember, parents are not permitted backstage, it is up to you to make sure your dancer knows to come out. After the 15 minutes dancers must return backstage to clean up their dressing room space and replace/organize costumes. Our dressing room monitors will release them as a whole once they have completed their duties. **NO DANCER LEAVES UNTIL THEIR DRESSING ROOM IS CLEARED BY THE MONITOR, NO EXCEPTIONS!** Please wait patiently at the pick up location(same as drop off) for your child to come out. Please expect this process to take 20-30min after the show.

## **Rehearsal/Performance Schedule:**

**Thursday December 3<sup>rd</sup>** : Dress Rehearsal, students need to arrive wearing ballet class attire with their nude camisoles underneath. Full Hair and Makeup, have all dance shoes etc.

**\*Lunch will be catered, Courtesy of Bagel brothers in Tradition! Please sign your child up for a turkey or ham sandwich with chips and a cookie , list at the lobby desk for those that want it. Cost is \$5 cash only. Students may bring their own lunch if they do not want the catered lunch. \*Please bring water bottle, snack, and a sack dinner labeled. No foods that need to be heated or cooked as there is no access for that.**

8:00am Load in: Crew, All Volunteers and SFDC staff only

10:00am Arrival time for all Dancers, EXCEPT school children

11:00am Start Blocking w/props

12:00pm Arrival time for School Children

1:00pm Lunch Break            1:30pm Warm up

2:00pm First Full run

4:30pm Dinner Break            5:00pm Dancers get in costume

5:30pm Full Dress Rehearsal run

8:30 Dancer release/Parent Pick up

**Saturday December 5<sup>th</sup>** : Final Rehearsal and Performance: Students need to arrive wearing ballet class attire with their nude camisoles underneath. (Full hair/Makeup, required for performance arrival only) **\*Please pack a snack and water bottle, labeled.**

9:00: Call for ALL Dancers, Crew, ALL Volunteers and SFDC staff

9:30am: Warm up

10:00am: Full Rehearsal run of show

1:00pm: Dancer release/Parent Pick up

5:00pm: Return time for all Dancers, except school children, town children, maypole

6:15pm: Return time for school children, town children, maypole

7:00pm: Performance start time!!!

**Please see required items to purchase for dancers on the following page.**  
**Order now as many items can be back ordered and take time to ship.**

ALL ITEMS MUST BE LABELED WITH DANCER'S FIRST NAME & LAST INITIALS.

**Girls:**

- Pink tights (must purchase from SFDC)
- Pink ballet slippers (drawstrings tied and cut to 1" to tuck in; elastics properly sewn)
- Tan jazz shoes and tights (Money dancers only)
- Nude leotard with clear straps **MUST BE WORN UNDER ALL COSTUMES!**  
Order from studio \$24 plus tax sign up list in the lobby or...
  - \*You may order from [www.discountdance.com](http://www.discountdance.com) **N8301C-child or N8301-adult**; or **3532C-child 3532 adult**. Or from Jane's Dance Boutique in Stuart
- 2 hairnets (purchase at Walgreens, Walmart, Sally's etc.) must be invisible type not yarn.
- Hair gel, hairspray, hairpins, no slip hair bands, hairpiece (if needed).
- Make-up (please see make-up page) \*special make-up for lead characters also.
- All Dancers ages 12 and up must also purchase fake eyelashes for the dress rehearsal and performance.
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**Girls en pointe...additional**

- Pointe shoes (ribbons and elastics properly sewn)
- Sewing kit (complete with scissors, thread, strong needle, safety pins)
- Toe tape and band aids
- Toe pads and other items you individually wear inside your shoes

**Boys:**

- Black, footed tights
- White t-shirt (townsmen only)
- Black compression shorts and black t-shirt (death scene only)
- Dance belt (must be worn at all rehearsals and performances)
- Black ballet slippers (drawstrings tied, cut to 1" to tuck in; elastics properly sewn)
- Hair spray, gel, make-up (foundation, face powder, blush, matte skin tone lipstick, mascara, black eyeliner).

All dancers should bring a water bottle and for those in multiple dances with quick changes should bring a towel.

Once in costume there is no eating or drinking of any kind. Water bottles only in the dressing areas...no other food or drink will be permitted.

Dancers should have warmers to put on after warm-up to keep their muscles warm in between rehearsals and performance. Legwarmers, sweat pants, sweaters, slippers, etc.

## **Costume Information Sheet**

- Wear and tear to the costume should be minimal and if minor (button falls off, sequins fall off, strap breaks, etc) they will not be charged to the dancer/parent.
- Damage that is not consistent with the above (including food/drink stains, tears from carelessness, or lost accessories) will be charged to the student/parent at a fee commensurate with the level of damage.
- Lost/missing costumes will be assessed at their original value and charged accordingly.
- Lost hangars or garment or other bags will be \$5 each.

## **How to Care for Costumes**

- All costumes should remain in dressing rooms unless it is being worn.
- Quick change costumes can be set in the wings as approved by stage manager.
- Do not crumple costumes and leave them on the floor-quick change assistants should re-hang costumes as needed, or dancer themselves if not a quick change.
- **NO EATING OR DRINKING IN COSTUME AT ANY TIME.**
- Undergarments must be worn at all times under all costumes.
- All personal items must be labeled including lunch boxes, water bottles, shoes tights, leotards, make-up, etc.

## **Food/Drink Policy**

- No food or drink will be allowed in the theater or backstage in the dressing rooms except in the GREEN ROOM.
- Lunch boxes/coolers, thermoses, water bottles, etc should be labeled with your child's name and brought immediately to the green room upon arriving at theater.
- No dancer is permitted to eat or drink in costume.
- The only area permitted for food/drink is green room.
- Sandwiches, snacks, drinks only...please do not send messy foods,colored drinks or sugary foods.

## **General**

- Remember to have all bags, personal items, lunch boxes, etc. labeled with student name.

## **Specialty Makeup**

Students cast as Toys, Marley Ghost, Past Ghost, Present Ghost, and Snow Queen are responsible for their own specialty makeup. Please present some picture ideas for what you would like to do your makeup as. You can be creative, but remember if you have multiple parts in the show, the makeup needs to come off easily and be reapplied for bows at the end of the show. Start researching ideas, practice applying and find which types of makeup to use now. All makeup ideas must be approved by Bonnie first.

## Stage Make-up Diagram For ALL Dancers

### Eyes:



**\*\*Eye Shadow please use Revlon Colorstay #555 (Moonlit)\*\* or eyeshadow packs with 3-4 complimenting colors of natural browns.**

Eye Brows—dark brown  
Brow Bone-white eye shadow  
Crease- dark brown eye shadow  
Tear Duct-dot of white eyeliner  
Waterline- white eyeliner  
Lash line- water proof black eye liner  
Lashes-water proof lack mascara

### Face:

Foundation-Skin color or a shade darker  
Powder-Skin color or a shade darker  
Cheeks-Dark red blush  
Lips-Dark red lipstick



For tutorials on how to apply visit:

(older dancers) [http://www.youtube.com/watch?v=eE\\_o7766rKE](http://www.youtube.com/watch?v=eE_o7766rKE)

(young dancers) <http://www.youtube.com/watch?v=YrRF5fb7nzg>  
(from a dance studio)

Part 1: <http://www.youtube.com/watch?v=m668BuAfcaE>

Part 2: <http://www.youtube.com/watch?v=87ah3uosYEI>

<http://www.youtube.com/watch?v=PgmIdPgLCog>



## Christmas Carol DVD Order Form

DVD shoot: December 5<sup>th</sup> 2015 7:00pm

The Recital DVD must be purchased by the performance December 12<sup>th</sup> .

*\*No more orders can be placed after the show.\**

The price of the DVD is \$35.00 Cash or check only

If paying by check, make payable to South Florida Dance Co.

DVD's will be available 4-6 weeks after the performance. An email will be sent to inform everyone when they are available for pick up at the studio.

Student

Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Place quantity next to item**

\_\_\_\_ DVD of Performance    Total \$ \_\_\_\_





South Florida Dance Co.  
529 NW Prima Vista Blvd, Ste 309  
Port St Lucie, FL 34983  
772-336-1450  
info@southfloridadance.com

To whom it may concern,

Please excuse \_\_\_\_\_ from school Thursday December 3<sup>rd</sup>. He/she is participating in "A Christmas Carol" performance at the Sunrise Theatre in Fort Pierce, FL and has a dress rehearsal for the performance that Friday. It will be a full day rehearsal, so they will need to be excused for the full day. Please feel free to contact us with any questions or to confirm. Thank you for your understanding.

Sincerely,

Brian Spector  
Executive Director



**South Florida Dance Company Inc. Costume Check-Out Procedure**

Since all costumes are the property of SFDC, each student/parent will need to sign them out and then back in at the end of the dress rehearsal and performance. The signature on the costume sheet constitutes a contract between SFDC and the child/parent that while signed out, the student/parent is fully responsible for the costume and all accessories. This sign-in signature also accounts for "Roll Call" as each student will do this immediately upon arriving at the dress rehearsal and performance. Before the rehearsal/performance each dancer will go to their assigned dressing room where a volunteer will be assisting them in finding their costumes and signing them out. No costumes will be put on until after warm-up. (See Schedule)

During the performance the dancer is responsible for keeping his/her costume cared for in a way that will not cause damage. Eating or drinking in costume is not permitted, and even during quick changes the costume should be handled carefully as many are hand-made and delicate.

After the show, the dancer must return all costumes on their original hangers facing the correct direction with all accessories in the proper bags exactly as it was checked out. A costume volunteer will check in each costume and accessory and check for damage. If there is damage they will note it on your signature page. See costume information sheet. Once the dancer has signed in their costumes and is released by the dressing room monitor they may leave. If costumes are not signed back in, the full cost of the costume will be charged by direct withdrawal from the student/parent's account on file with SFDC.

Dancers dressing area must be neat and tidy before volunteer will sign them out to go home.

I have fully read and understand this policy and agree to abide by it.

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Student Name(s)

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Parent Signature

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Date

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Parent Printed Name

**\*\*Please completed and turn this form in by Saturday, October 31<sup>st</sup> \*\***

## Community Performances

Some of the dances from the Christmas Carol production will be performed around the community in order to highlight the show and the dancers. The venues and dances to be performed will be announced in advance, and the dances will be responsible to be there in costume and make-up. Some of the venues at which we will perform will be outdoors. Dancers should be prepared with old shoes that can be worn on grass or outdoor footing. Occasionally there will be other factors which may affect the performance such as small stages or rain. It is at the discretion of the director whether the “show goes on,” and if a dancer leaves without the express permission of the director or owners he/she will lose their part in the show. We have your child’s safety in mind, and will do our best to make every performance as pleasant as possible.

Please sign below indicating that you give permission for your child to perform in the community, with the understanding that they may have to dance outdoors, and agree that the performance will/will not go on according to the decision of the director or owners.

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Parent Signature

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Date

**\*\*Please completed and turn this form in by Saturday, October 31st\*\***