

CAE REHEARSAL POLICY

COSTUME INFORMATION

All children must arrive at the theatre with **hair and makeup** already prepared, Hair – high ballet bun (to support the headpiece) - reference attached.

NO red lipstick, body glitter, colored eye shadow.

All outer costumes are provided by Classical Arts Entertainment . Each child must provide own undergarments: tights, ballet slippers, pointe shoes, and leotard. Children should arrive dressed in tights, camisole or leotard.

The below guide is designed to make fittings quick and accurate. It is really important that the Dress Rehearsal Volunteers help to keep the children as quiet and organized as possible. It is an exciting time, but the kids must cooperate if they want their costumes fitted in time. Please help them understand the process!

FITTING PROCESS

1. Each Dress Rehearsal Volunteer (DRV) should bring a roll of masking tape and Sharpie marker as they will identify costumes with children's names on the coat hangers of the costumes.
2. Children should arrive on time and join directly their assigned group and wait for their group to be called to get their costumes.
3. Children must line up and wait when we call out their names in their respective role groups, as that is the way the costumes are arranged – no exceptions.
4. When a child receives an assigned to him/her costume, the DRV adds the child's name on masking tape on that costume's hanger.

5. The child is now **RESPONSIBLE** for him/her own hanger and costume. The costume must **BE RETURNED** to Classical Arts Entertainment on the same hanger it was received on at the end of the night.

6. If there are two different casts, there will be two names written on the matching costume hanger.

7. Children are responsible for **ALL costume pieces**, and they must all be returned in the same condition (clean) before anyone leaves at the end of the night.

8. No dancer leaves the fitting area with costumes or accessories on, as someone is bound to leave her headpiece in the bathroom never to be found again. Unfortunately we can't go to the next city without all our costumes, so PLEASE help us.

9. **No eating in costumes is allowed.**

NO ONE leaves the theater until **ALL COSTUMES AND ACCESSORIES** are counted and back in the Gondolas according to size. **THANK YOU FOR YOUR COOPERATION** in getting this accomplished.

DAY of PERFORMANCE SCHEDULE and CHECKLIST

1. Performance day approximate schedule

-Children will arrive at the venue's backstage door 2 hours before (first) curtain dressed in tights, camisole or leotard with hair and make-up on. Arrival time may vary – if so parents/children will be informed of the new time ahead of performance date by the host dance teacher.

- Parents will sign their child in with host dance teacher at the backstage door (unless directed to a different entrance by the CAE costumer).

- Children will be backstage until the end of the performance. Parents are not allowed backstage unless volunteering
 - Host Dance Studio should bring 1 volunteer for every 5 student dancers. 2 volunteers will be stationed at each side of the stage with 2 dance teachers. All other volunteers will be in waiting rooms with student cast assisting with costumes, hair, make-up, bathroom, food, and discipline.
- Upon arrival costume fittings begin with Classical Arts Entertainment Wardrobe Mistress who is the children's supervisor for the day and will set the rules. Please help her out by supporting her efforts
- After each child is fitted in their costume, portrait photos are taken.
- Rehearsal time with Classical Arts Entertainment is flexible and Classical Arts Entertainment Production Manager will let the Host Dance Teacher know when and where it will take place that day
- Show call is 30 min. before performance. Children should be warmed up and in costume prior to this time. Performance is 2 hours long, which includes a 20 minutes intermission.
- The 2 host dance teachers and 2 volunteers are stationed on each side of the stage and cue the children's entrances. The volunteer is responsible for ushering children back to dressing room and getting the next cast lined up to go on stage. The teachers and volunteers must be the same people for dress rehearsal and performances. End of performance – parents come to backstage door where they dropped the children off and sign-out their child with the Host Dance teacher. **Parents are not allowed backstage.**

2. Checklist of Items to Bring in 1 Bag

- Clean ballet shoes, Pointe and/or soft shoes
- Button up or zipper warm up suit (Nothing over the head, cannot mess up hair). Make sure sweat suit does not leave “pill” marks on tights
- Pink lipstick & blush (NO red lipstick, false eyelashes or colored eye shadow)
- Hair spray or gel, Pony-tail holders and/or rubber bands, hair pins, hair net, brush, comb
- Personal mirror
- Small packages of tissues and safety pins, NO jewelry of any kind, i.e. earrings, rings, bracelets, etc.
- Child’s name must be on all personal items
- Water bottle and healthy snack: fruit/nuts/granola bar/etc (No large meals please)

3. Parents Role

- Make sure your child gets a good night’s rest and arrives well fed at the venue
- Parents are not permitted backstage at any time or in the theatre during dress rehearsal
- Neither the Host Dance Studio or parents may take photos or record the Classical Arts Entertainment performance in any format
- Please do NOT bring large trays of food

Information for Parents

NO parents that are not designated volunteers are allowed backstage or in the theatre.

What to pack: (Please pack everything in 1 bag)

1. Personal mirror
2. Hair spray, bobby pins, comb, gel
3. Water, snacks & a lite meal- No peanuts, no candy, no chocolate
4. Blanket to sit on
5. Activities to keep entertained (i.e. books, coloring activities, electronics etc.)
6. Warm ups/ sweaters

Day of Performance Schedule - Arrival:

- Children must have their hair and makeup done before arrival.
See costume & makeup guidelines
- Children's cast MUST NOT ARRIVE EARLY. No early arrival can be accommodated.
- A Classical Arts Entertainment crew member will greet the children in the LOBBY upon arrival. Your child will be signed in by a volunteer from the dance school.
- Parents will drop off children in the lobby and a volunteer from the dance school will bring the children to their dressing room.
- Parents are not allowed to remain in the theatre.
- The dance school will provide volunteers for each group of children.

Fittings & Photos:

- **The wardrobe attendant will run the fittings.**
- Fittings & photos will be done in show order.
- All photos will be available online for purchase

Rehearsal with Classical Arts Entertainment:

- **The rehearsal is run by Classical Arts Entertainment's rehearsal director only**
- The wardrobe attendant will notify the dance teacher when the rehearsal will be.

Performance:

- Children can NOT leave the building between rehearsal and the performance; the exception to this is if your child is participating in multiple shows in one day.
- Only designated volunteer parents are allowed backstage.
- Call time is one hour before the show. Children should be warming up at this time.

After the performance:

- The dance school is responsible for signing out all children.
- No children will be dismissed until ALL costumes and accessories have been accounted for.
- **The children will be brought back to the lobby by a volunteer for their parents to pick them up, NOT THE STAGE DOOR.**

Parents and Volunteers may not interact or converse with the State Ballet of the Ukraine. We do not want to bother the dancers. We ask all volunteers and students to respect their privacy.