

Hello Parents,

Congratulations! You have made it to the end of the road! The Artistic Team thanks you for allowing your dancer to participate in this year's production! Take a moment to pat yourself on the back! You deserve it! Please read this email multiple times it has every piece of info that you are going to need for the next week! Arrival times are broken up by day below!

It is very important that you read and know this information. This will keep frustration levels down. You are responsible to know this information. Do not rely on someone else to tell you this info. This email will be posted on the web so if you have a question refer back to the webpage! If you ask, you will be referred back to the webpage or your email. :)

GENERAL INFO:

1. *NO SNACKS CONTAINING PEANUTS OR TREENUTS!*
2. *Only pack COSTUME FRIENDLY SNACKS! No sticky, cheesy, or greasy snacks. (Goldfish are greasy, Cheetos are cheesy and Swedish Fish are sticky) The ONLY acceptable costume friendly snacks:*
 - a. *Graham Crackers*
 - b. *Saltines*
 - c. *Ritz Crackers*
 - d. *Animal Crackers*
 - e. *Oyster Crackers*
 - f. *Pretzels*
3. *EVERY dancer needs to bring a DISPOSABLE water bottle that is labeled with their name on it for each show! Please make them disposable as we can recycle those and not lugging 32 reusable unclaimed cups back to the studio. Also NO STANLEY CUPS! They leak! Please no Gatorade, Propel, Colored or Clear flavored water. These are not costume friendly.*
4. *EVERY dancer needs to bring a small zip lock bag with extra bobby pins (this includes the boys), flesh colored bandaids (to match their skin), make up wipes.*
5. *EVERY dancer needs to ARRIVE at the theatre with their hair and make up completed. The room moms DO NOT do the dancer's make up.*
6. *Parents MUST bring their dancers up to the theatre. Please do not drop your dancer off at the front door and have them walk up to the theatre. Likewise, you must come up to the theatre and pick your dancer up and sign them out!*
8. *Please bring warm up clothes for your dancer to wear over their nude leotards!*
9. *If you ARE NOT volunteering backstage, you CANNOT go past the dancer check in!*

Dancers ARE NOT allowed outside of their assigned dressing rooms in costumes! Only specific leads will be permitted out in costume.

DANCE BAGS- PLEASE only send your dancer with a large ziplock bag and exactly what they need (listed above). We do not have a lot of space in the dressing room.

PHOTOS/VIDEOS BACKSTAGE:

****ABSOLUTELY NO PHOTOS OR VIDEOGRAPHY ARE TO BE TAKEN BACKSTAGE DURING THE SHOW*** If you are doing so you will be asked once to stop, the second time you will be removed from your volunteer position. This is to ensure that dancers are not accidentally videotaped/photographed in any stage of undress and to ensure that our volunteers are ready for any quick change/props, etc that are needed.*

PHOTOS/VIDEOGRAPHY FROM THE AUDIENCE:

****During the show ABSOLUTELY NO VIDEOS OR PHOTOGRAPHY IS PERMITTED! Please share this information with your guests. Anyone found to be doing so, will be asked to stop. If you must be told a second time you will be escorted out.*

MAKE-UP:

EVERY dancer must come with hair and make up ready!

Link Here: Attachment: [Make Up Production.jpg](#) (153.0kB)

PARKING and ENTERING THE BUILDING:

*DANCERS and BACKSTAGE VOLUNTEERS – Will enter through **door 31** and checked in. Parents will then go around and enter through door 1. Parents will NOT be permitted to enter through Door 31! Dancers will be picked up at an INSIDE DOOR at the main entrance. Dancers will NOT be dismissed through door 31!*

Ticket Holders – Should enter the building through Door 1!

Saturday Rehearsal:

Location: Valparaiso High School

Arrival Info:

11:30am *Company Dancer's arrive (unless told differently by Ms. Amanda) – **Adult Company, Company 1, Company 2, Trainee***

12:00pm *Junior Company and the rest of the cast*

1-4:30pm *Rehearsal*

4:30-5:45pm *Meal Break*

****Please be understanding that the ending time can be fluid. It depends on the arrival of Volunteers to do the work to start rehearsal. It also depends on the arrival time of the dancers.*

Arrival Times and Pick Ups Show Days:

	<i>Saturday Rehearsal</i>	<i>Saturday 7:00pm</i>	<i>Sunday 1:00pm</i>	<i>Sunday 6:00pm</i>
<i>Company: Adults, Co 1, Co 2 & Trainee</i>	11:30am	5:45pm	11:00am	4:45pm
<i>Junior Company</i>	12:00pm	5:45pm	11:30am	4:45pm
<i>Act 1 Kids Cast</i>	12:00pm	5:45pm	11:30am	4:45pm
<i>Act 2 Kids Cast</i>	12:00pm	5:45pm	12:00pm	5:00pm
<i>PARENT PICK UP</i>	4:30pm	9:00pm	3:00pm	9:00pm

Volunteer Arrival Times:

	<i>Saturday Rehearsal</i>	<i>Saturday 7:00pm</i>	<i>Sunday 1:00pm</i>	<i>Sunday 6:00pm</i>
<i>Runner</i>	12:00pm	5:45pm	11:30am	4:45pm
<i>Quick Change</i>	12:00pm	5:45pm	11:30am	4:45pm
<i>Props</i>	*See Mrs T	5:45pm	11:30am	4:45pm
<i>Check in/out</i>	11:15am	5:30pm	11:00am	4:30pm
<i>Green Room</i>	12:00pm	5:45pm	11:30am	4:45pm
<i>Merchandising Concessions</i>	NA	5:30pm	11:30am	4:45pm
<i>Ushers</i>	NA	6:00pm	12:00pm	5:00pm
<i>Room Mom</i>	11:30am	5:30pm	11:00am	4:30pm

Lastly, we hope you enjoy this week with your dancer. Production week is always a favorite in our homes, especially during the holidays.

IBT Production Team