

## "The Snow Queen 2010" Parent and Student Handbook

Please keep this information on hand over the coming weeks leading up to the recital.

### Our Aim

The St Albert Ballet Academy has produced this show "The Snow Queen" in order to give our students the opportunity to demonstrate their performing art. Our main focus is to bring our students together in a collaborative, fun and creative atmosphere allowing them to flourish and blossom, create new friendships and enjoy new and exciting experiences. We truly hope that you all enjoy watching and taking part in our 2010 production. Together, we will be able to provide an opportunity for many children to perform for their families and community while raising funds to fulfil wishes of Alberta children with chronic or life threatening illnesses. We are working hard toward our goal of raising \$10,000 for the Rainbow Society of Alberta.

The following is a detailed list of events that will occur during the lead up to and after our performance:

### **Sunday Jan 24<sup>th</sup>**

#### Finale Rehearsal

**10 am - 12:30 pm, location: studio**

All dancers, pre-school through to Advanced to attend this rehearsal. This is when we will practice the finale with all dancers. Younger dancers should bring a drink labelled with their name as well as a snack; no parents will be permitted to stay for this rehearsal as we can only fit so many bodies into the studio.

### **Sunday Jan 31<sup>st</sup>**

#### Full Run Through Rehearsal

(Please note alternate rehearsal times below depending on your dancers age and level.)

**10am-2:30 pm Dancers from Grade 1 up to Advanced will be expected for the whole duration of the rehearsal**

**11.30-2.30 Dancers from pre-school 1, pre-school 2, Pre-primary and Primary classes should arrive at 11.30 Sharp!**

**location: The Gym at Sturgeon Heights School, 50 Hogan Road, St Albert (please note this school is located near to the North Ridge and Deer Ridge areas of St Albert not out in Sturgeon County)**

All dancers, pre-school through to Advanced to attend this rehearsal. This rehearsal will be a full run through of the show we will start with the 2<sup>nd</sup> act and then rehearse the finale and then the 1<sup>st</sup> act

once the younger children arrive. There will be no makeup, or costumes at this rehearsal. Please arrive appropriately dressed to dance with your class uniform on and your hair in a bun as for class. Younger dancers should bring a drink labelled with their name. Only parents who have been officially asked to help with this rehearsal should stay. This is due to security and safety reasons. We will be running a mock up of the student security check in same as the performance dates. Please check the details below in the pickup and drop off section on page 6 so that you know which table to sign your child in at. We need to keep track of everyone that is in the building. This security check in is explained in detail below. Please take the time to read this information on page 6 so that you are fully aware of what will be happening.

At this rehearsal a Rainbow Society of Alberta representative will talk to all the performers about the society. This is a very important part of the full run through and will inform the dancers about why we are doing this recital, the dancers are helping children less fortunate than themselves. It will help the performers to understand where the money we raise from this performance will go.

## **Thursday February 11<sup>th</sup>**

### **Full Dress Rehearsal & Technical Rehearsal**

**3.30-9.30pm,** (please note alternate rehearsal times below depending on your dancers age and level) **location Arden Theatre, St Albert.**

### **What to bring to the Theatre with you**

**All performers, regardless of age or part in the ballet, need to bring a refillable bottle of water with their name on it (Culligan Water has kindly donated water for backstage), an oversized housecoat to cover as much of their costume as possible and several easy to eat snacks that won't interfere with their make-up (children will be at the theatre for long periods of time and will need snacks and water to keep up their energy). Cell phones and electronic equipment, jewellery and other valuables should be left at home for security reasons. Younger children do not need to bring any toys or stuffies that could be mixed with the items being brought for their use. Dancers please bring your ballet shoes. Dancers Grade 1 and below should also bring a named zip lock bag with a hair brush and some hair pins.**

On February 11<sup>th</sup>, the Front of House crew will have a table set up in the Arden Foyer should you wish to sign up for Performance DVD Pre-Orders; method of payment accepted...personal cheque or cash. Also, volunteer t-shirts for the backstage crew can be picked up from the Volunteer T-Shirt pickup station.

## **All dancers and backstage crew to attend!**

**NO ONE WILL BE ALLOWED IN THE AUDITORIUM DURING DRESS/TECH REHEARSAL. THE ARDEN THEATRE HAS VERY STRICT RULES AND GUIDELINES AND WILL NOT ALLOW AN AUDIENCE DURING REHEARSAL TIMES.**

The evening will run as follows:

**2.00pm** Gabrielle Belter, Ashlyn Sirdiak and Kirsten Tullis to arrive to apply Snow Queen Make-up

**3.00pm** All Dancers Grade 6 and up and Allison Spinner, Erin Spiller, Charlotte Battigelli, Katrina Sha and Jessica Hunt Dochuk to arrive for make-up

**3:30 pm** Arrival Time All dancers from pre-school to Advanced please arrive promptly. Dancers should be signed in at their assigned doors (see detail on Page 6).

Hair and Make- up Please ensure that your dancer arrives at the theatre with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has been previously requested by Miss Sophia). Pre-school, pre-primary, primary and grade 2 dancers should arrive at the theatre with foundation (matching their skin tone), red lipstick and black mascara already applied, the rest of the makeup will be applied at the theatre. All other dancers should arrive with clean moisturised faces, please bring cold cream and a wash cloth to wash off make up (especially those that need to change makeup).

Security: There will be the same student security check in as the performance dates. This sign in procedure is for the safety of your child. This security check in is explained in detail below; please take the time to read this information so that you are fully aware of what will be happening (see detail on Page 6).

**4.30 pm** The Run Through will commence with the finale of the show followed by a run through of the 1<sup>st</sup> act of the ballet.

**6:30 pm** Dancers pre-school-grade 1 should be picked up at their assigned door. Again the same secure sign out will be used as the children leave.

**6:30-7.00 pm** Back stage crew to run through show for scenery changes

**6:30-9:30 pm** A Run Through will continue 2<sup>nd</sup> act will continue to run through.

**9:30 pm** Please pick up your dancers at their assigned door (see detail on Page 6).

**No costumes or accessories to be removed from the theatre apart from by the costume co-ordinator.**

**ALL Makeup and Wigs to be left at theatre**

## **Friday February 12th**

### **Snow Queen Show#1- Arden Theatre**

**4.30 pm**      **Snow Queen, Snow Wolves and Snow Cats to arrive at the theatre for make up to be applied**

**5:30 pm**      **Dancers Primary, Grade 1 and higher, backstage & front of house crews** to be at the Arden at **5:30 p.m. sharp!** Dancers should be signed in at their assigned doors (see detail on Page 6). Please ensure that your dancer arrives at the theatre with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has been previously requested by Miss Sophia). Primary and grade 2 dancers should arrive at the theatre with foundation (matching their skin tone), red lipstick and black mascara already applied, the rest of the makeup will be applied at the theatre. All other dancers should arrive with clean moisturised faces, please bring cold cream and a wash cloth to wash off make up (especially those that need to change makeup).

**6:10 pm**      **Preschool 1, Preschool 2, Pre-Primary** to be at the Arden **6:10 p.m. sharp!** **(PLEASE NOTE THIS TIME HAS BEEN CHANGED FROM PREVIOUS NOTICES)** Please ensure that your dancer arrives at the theatre with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has been previously requested by Miss Sophia). Pre-school, pre-primary, dancers should arrive at the theatre with foundation (matching their skin tone), red lipstick and black mascara already applied, the rest of the makeup will be applied at the theatre.

**6:30 pm**      **Performance begins**

**9:00 pm**      **Performance ends.** Please pick up your dancers at their assigned door (see detail on Page 6).

**No costumes or accessories to be removed from the theatre apart from the costume co-ordinator. ALL Makeup and Wigs to be left at theatre.**

## **Saturday February 13<sup>th</sup>**

### **Snow Queen Show#2 -Arden Theatre**

- 12.00 pm** **Snow Queen, Snow Wolves and Snow Cats to arrive at the theatre for make up to be applied**
- 1.00 pm** **Dancers Primary, Grade 1 and higher backstage & front of house crews** to be at the Arden at **1.00 p.m. sharp!** Dancers should be signed in at their assigned doors (see detail on Page 6). Please ensure that your dancer arrives at the theatre with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has been previously requested by Miss Sophia). Primary and grade 2 dancers should arrive at the theatre with foundation (matching their skin tone), red lipstick and black mascara already applied. Grade 1 and grade 3 and above dancers should arrive with clean moisturised faces, please bring cold cream and a wash cloth to wash off make up (especially those that need to change makeup).
- 1.40 pm** **Preschool 1, Preschool 2, Pre-Primary** to be at the Arden **1.40 p.m. sharp!** **(PLEASE NOTE THIS TIME HAS BEEN CHANGED FROM PREVIOUS NOTICES)** Please ensure that your dancer arrives at the theatre with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has been previously requested by Miss Sophia). Pre-school and pre-primary dancers should arrive at the theatre with foundation (matching their skin tone), red lipstick and black mascara already applied, the rest of the makeup will be applied at the theatre.
- 2.00 pm** **Performance begins** cheque presentation to the Rainbow Society will take place during this matinee.
- 4:30 pm** **Performance ends.** Please pick up your dancers at their assigned door (see detail on Page 6).
- 4.30pm** **All dancers & guests are invited to,** an after-party celebration & auction which will take place in the foyer of City Hall. Light snacks & beverages will be served at the after-party. Proceeds from the auction will help us to achieve our \$10,000 goal for the Rainbow Society, so please bid generously. Cash or personal cheques accepted. Please note that the auction table will only allow those over 18 years of age to bid in the auction.

**No costumes or accessories to be removed from the theatre apart from the costume co-ordinator. ALL Makeup and Wigs to be left at theatre.**

## Pick up and drop off procedure at the Arden Theatre

The children have been divided differently this year so please make note of the door entry points so that your child can be signed in correctly. If their name does not appear on the list, you are likely at the wrong doors. There will be a sign by the doors reminding you of which direction the classes enter. The older students (over 12) do not need an adult to sign them in or out but they must do so on their own. They will not be allowed to check in or out of the wrong doors in order to maintain the safety of all of the dancers.

Progress Hall doors: preprimary (2 classes), primary, Gr. 1 and Gr. 7 and above

Bathroom doors (backstage hallway): preschool classes (4 classes), Gr. 2, Gr.3, Gr. 4, Gr. 6, adult dancers (2), Old Woman, Kia, Gerta, Snow Queen

There will be no parents allowed beyond the check in point this year for any reason. There will be a "kissing point" where you can hug and let your dancer know you will be back to get them after the performance. Please prepare your child ahead of time that you cannot go into the dressing room. There will be adult helpers and senior dancers in all of the locations to help them get changed before and after. As we have split the little ones up into different rooms, it will not be so overwhelming or noisy so they will be able to settle quicker. The people signing in are under strict orders to only allow those adults with clearance so please help to make their job easy by not asking to go into the change areas. We are encouraging all of the children to bring one small toy (preferably not one with lots of pieces) to play with - colouring books and a movie will be provided in all change areas.

Unless the backstage helpers are told differently by Sophia, all earrings left on children will be removed prior to the show. It would be best if you could remember to do this at home. If your child can not remove their earrings, you must have discussed this ahead of time with Sophia and it will be noted by your child's name so that we don't have to worry them trying to take them out.

We will be running a "mock" sign in on January 31st. There will be two tables set up when you enter the location. Please take your child to either the one marked Progress Hall or Bathroom Doors, which matches their sign in location at Arden Theatre. When you return at the end of the rehearsal, rather than trying to enter the dance area, please wait by the tables and your children will be brought to you the same way they will during the performances.

If you have any questions, please let Sophia know and she will send them on to me (Naomi Holmes, backstage coordinator). We do ask that you not make requests to have your children out before others as it is impossible to rush one child when you have a group to get ready. Also, please be aware that it could be up to 20 minutes before your child is brought out on performance nights as we have to get all of the children down from the stage area, back to their change rooms, changed and their costume pieces hung and put away. Many of the children also need to make a quick bathroom stop due to the excitement of the final bows. Your patience is appreciated. One last note: if you could stay back from the sign in/out tables until your child is "announced" so that there is space for those already claimed to be signed out and taken without being squished.

Thanks and enjoy the show while we take great care of your young dancers!!

**It is imperative that all parents follow the procedure so that we are not left thinking we have lost a child !**

### **Front of House Information**

Intermission on both performance days will be 30 minutes in length. At Front of House before and after performance, and during intermission, you will be able to purchase: fresh flowers, chocolates, pre-order the performance DVD, Souvenir T-shirts, Souvenir posters, tickets for the 50/50 draw and the Wine/Spirit Raffle. The net profits from the Front of House sales will be going to the Rainbow Society of Alberta. You will also be able to view photos by DC Photoshoot from the full dress rehearsal at The Arden. The silent auction will be held throughout the Saturday matinee performance in the foyer of City Hall (located across the hall from the Arden Theatre). You are invited to view and bid on items prior to show time, during intermission and after the performance. There are many wonderful items for you to bid on that have donated by local businesses. All proceeds from the silent auction will go to the Rainbow Society of Alberta so please bid with a generous heart. An announcement will be made indicating when the auction will close and when the winners of each auction can pick up their item. Please note that only individuals over the age of 18 years will be allowed to bid on items.

**Acceptable payment method for any of the above items: Personal cheque or cash only. An ATM bank machine is located in City Hall.**

Also for those who haven't ordered their tickets ahead of time, the Arden Box Office will be open prior to show time. However, to avoid disappointment, we highly recommend that you purchase your tickets in advance. Tickets can be purchase at [www.ticketmaster.ca](http://www.ticketmaster.ca) but if you buy your tickets from the Arden Box Office you will avoid ticketmaster fees.

## **Saturday February 27<sup>th</sup> and Sunday February 28<sup>th</sup>**

**Location: Ballet Studio**

**Photographer: DC Photoshoot**

**Photo Days:** All dancers should be at the ballet studio at their groups' scheduled photo times, please check the photo schedule which has already been sent out. 50% of the net proceeds of photo orders will be donated to the Rainbow Society of Alberta.

Pricing Information: Information regarding packages available and prices has been released with the photo day schedule.

**All dancers** will change into their costumes at the studio and should show up with their hair in a proper ballet bun using gel, hair pins and a hair net (unless another hair style has

been previously requested by Miss Sophia). Pre-school, pre-primary, primary and grade 2 dancers should arrive at the studio with foundation (matching their skin tone), red lipstick and black mascara already applied, the rest of the makeup will be applied at the theatre. All other dancers should arrive with clean moisturised faces, please bring cold cream and a wash cloth to wash off make up (especially those that need to change makeup).

**Once the photos for your group have been completed the costumes, make up and accessories will belong to the individual dancers and should be taken home.**

**Thanks to all dancers and families for your support of the 2010 production of The Snow Queen !**