

Annual School Performance 2019

Student-Parent-Volunteer Handbook

Mr. John C. Carney
Artistic Director

33219-33221B 1st Avenue, Mission BC V2V1G7

† 604.826.0097

f 866.304.3823

info@fvad.ca

fvad.ca

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IMPORTANT INFORMATION

DATES FOR YOUR CALENDAR:

- **June 15 – Saturday** [2:45 - 5:25pm] School Photo Days at FVAD (*Classes run as usual 9:00 am-1:00 pm*)
- **June 16 – Sunday** [9:00 am - 2:30 pm] School Photo Days at FVAD

Production Week: Monday, June 17 to Saturday, June 22.

THERE ARE NO CLASSES DURING PRODUCTION WEEK – ONLY REHEARSALS & PERFORMANCES

- **June 17 – Monday** Rehearsals at FVAD
- **June 18 – Tuesday** Rehearsals at FVAD
- **June 19 – Wednesday** Rehearsals at FVAD
- **June 20 - Thursday** Junior Show Dress Rehearsals at the Clarke Theatre
- **June 21 - Friday** Senior Show Dress Rehearsals at the Clarke Theatre
- **June 22 – Saturday** [11:00am-12:30pm] Junior School Show at the Clarke Theatre
- **June 22 – Saturday** [3:00pm-5:00pm] Senior School Show at the Clarke Theatre

Refer to the Schedule in this handbook for links to detailed schedules, arrival and pick-up times.

PARTICIPATION:

- Performers should attend all rehearsals for which they are scheduled.
- Performers must behave in a professional, responsible manner at all rehearsals and performances.
- Anyone behaving inappropriately may be asked to leave or miss the performance.
- Older students should always try to help younger students. Please help to make the performance a magical experience especially for the younger students.
- All performers are to follow directions of the stage crew, volunteers and FVAD staff.

REHEARSALS:

- Performers must be on time, properly dressed and ready to dance at every rehearsal.
- Each performer must check the rehearsal and performance schedules carefully.
- Schedules are posted at the school and on the website in the Event listing for each performance:

fvad.ca/calendar

ABSENCES:

- If a performer is ill and cannot perform, please let FVAD know as soon as possible.
- Call the FVAD office (604-826-0097) when rehearsals are at FVAD.
- Call or text Mrs. Carney on her cell phone (604) 751-3981 when rehearsals are at the theatre.
- **NOTE:** Messages left at FVAD after Wednesday of Production Week may not be picked up until the following week.

TRANSPORTATION:

- **Plan ahead.** Plan on how, where and when performers will be dropped off and picked up for rehearsals and performances.
- Performers must be on time.
- *Remember, all rehearsals will start promptly.*

PRODUCTION PERSONNEL

Mr. John Carney, Artistic Director. Mr. Carney will be very busy overseeing the running of the production for each show. Wherever possible, please direct your questions during the performance to your teacher or assigned volunteers, or to Mrs. Carney.

Theatre Crew. The Clarke Theatre employees are professionals who will be working backstage and in the theatre. They are to be treated with courtesy and respect at all times. If you are given instructions by any of the crew, you are to follow their directions. If you have any concerns, ask Mrs. Carney.

Mrs. Carolyn Carney, School Administrator. Mrs. Carney will be managing backstage and dressing room activities. During theatre rehearsals and performances, Mrs. Carney will be backstage and available to answer questions and help with any problems that might arise.

Backstage Volunteers. Backstage Volunteers will help students to dress in their costumes, to do their makeup and hair if they are not able or arrive unprepared, to take them from their dressing area to the stage, and back again at the necessary time. If students have a problem with their costume, please let a volunteer or Mrs. Carney know. Students must always return their costumes to their dressing area.

Quick-change Volunteers. Quick-change Volunteers are available at the quick-change booth on Stage Left. If you have quick-change, you will practice your quick change at every rehearsal during Production Week. We will make sure your next costume is in the quick-change booth and the volunteers will help you change.

Check-In Security. The Check-In Desk is located at the Backstage Entrance. Our volunteers will sign in only those performers and volunteers on the check-in list.

Please remember that our check-in desk personnel are volunteers. They are simply following instructions to ensure that the hundreds of students involved in our two productions are safely checked in and out again. Please always be polite and patient – everything runs much more smoothly when everyone is calm. ☺

If you have concerns that need addressing further, simply ask them to contact Mrs. Carney.

No performer under 16 years old is allowed to leave without their parent/guardian, unless we have received written permission. If a different person is picking up your child than dropping off, please write a note indicating this on the sign-in sheet to reduce any issues at sign-out.

**If you are told to do something by any of the Production Personnel,
please always follow their directions!**

GENERAL THEATRE RULES

All performers and volunteers must sign in and out at the Check-In desk.

- The Back Stage check-in desk is located down the hallway to the right side of the Clarke Theatre box office (see the map in this handbook).
- **Performers are not to enter the theatre through the seating area or back doors.**
- We will have volunteers handling check-in for the performances.
 - It is an important task to control who enters and leaves the backstage areas.
 - Please help our volunteers by making sure you sign in and sign out.
- A list of all registered volunteers will be at the check-in desk.

It is absolutely ESSENTIAL that performers arrive and depart the theatre on time!

Only Performers, Staff and Volunteers can remain in the dressing areas during the performance.

- Friends or relatives are not permitted in the dressing rooms during shows due to space limitations.
- We do however encourage moms (dads in the boys' dressing room only) to help get their child into costume especially for our pre-school students.
- Please volunteer ahead of time by contacting Mrs. Carney if you feel you must be backstage for your child rather than watching them perform.

Do not bring valuables, jewelry, earrings or money to the theatre.

- Label all of your dancewear.
- Keep all personal items in your dance bag or in the named bag hanging with your costume.
- FVAD cannot be held responsible for any lost or damaged personal property.
- **PLEASE REMOVE ALL EARRINGS AND JEWELLERY BEFORE COMING TO THE THEATRE.**
 - No personal items (earrings, rings, watches) may be worn on stage.
 - Far too much time is spent backstage each year removing and taping over earrings, and finding safe locations for jewelry.
- **Remove all nail polish** (fingers and toes) before arriving at the theatre.

NO GUM – ever - at FVAD or at the Theatre. Please don't bring gum or arrive chewing gum.

Take Care with Costumes

- Performers should not sit on chairs while wearing a tutu or other skirted costume, as they will crush.
- Always be sure costumes are hung up on named hangers after rehearsals and performances.
- Be sure headpieces and accessories are put back on the dressing area tables.
- NO EATING or DRINKING (except water) WHILE IN COSTUME.
- **COSTUMES MUST NOT BE TAKEN HOME.** Costumes remain the property of FVAD

Performers may be collected at the INTERMISSION following their last dance, or at the end of the show.

Permission must be given at Check-In if your child is allowed to leave the theatre without you.

- If a performer does not have written permission at the Check-In desk, the sign-in parent/guardian must pick up the performer at the end of the performance.
- Younger students will be waiting with class assistants in labeled areas in the large gym for parents to collect them.

DRESSING ROOM ASSIGNMENTS

All performers and volunteers are to enter the theatre by checking in at the Check-in Desk located down the hallway on the right side of the Clarke Theatre box office, toward the rear.

Girls enter backstage by using the Dressing Area entrance located down the hallway behind the security check-in desk. This area is a girls-only dressing area. Do not use it as a pathway to other areas of the theatre.

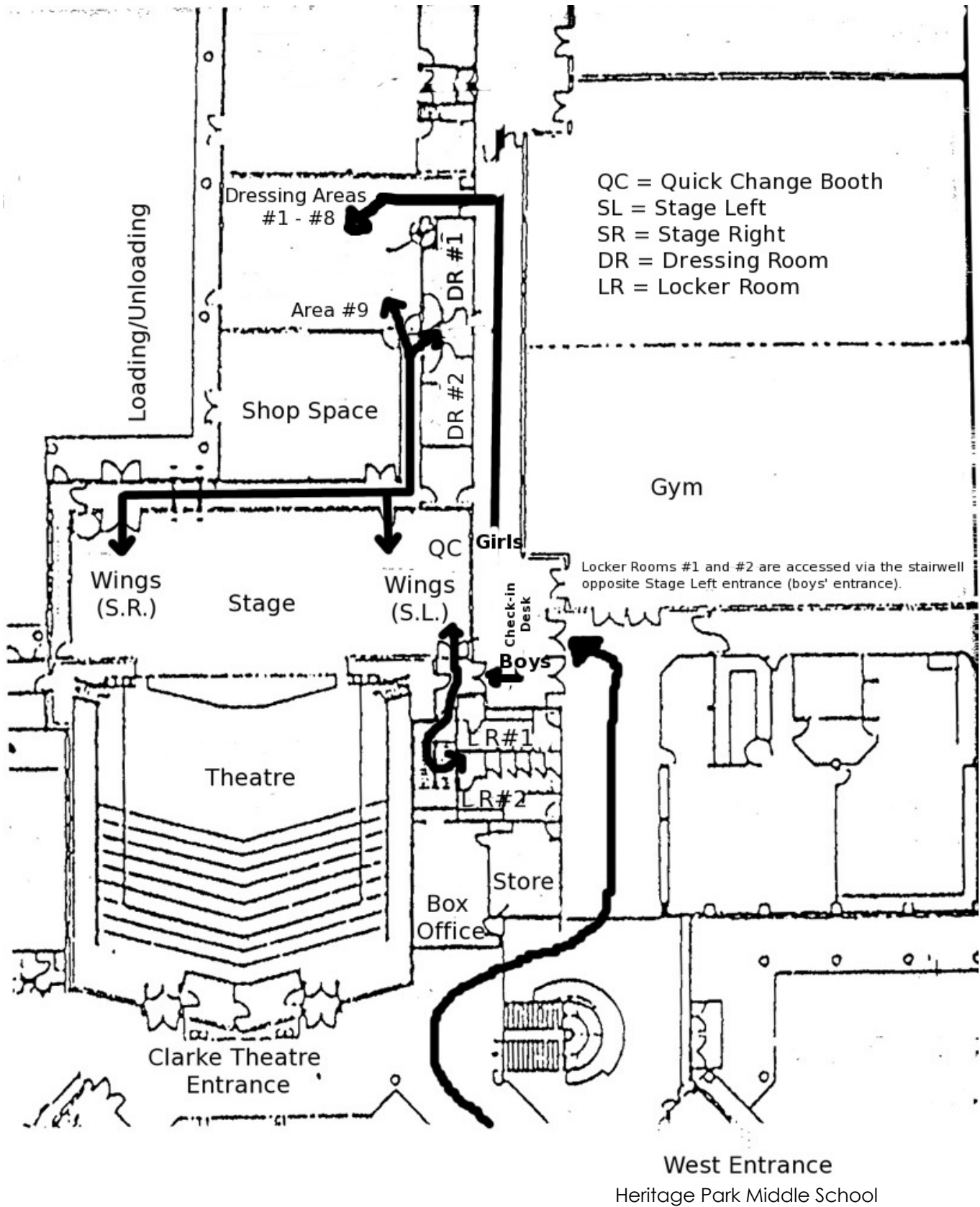
Boys enter backstage by using the Stage Left entrance located through the double-doors to the left of the security check-in desk.

DO NOT ENTER BACKSTAGE THROUGH THE THEATRE OR THE BACK DOORS.

A floor plan of the dressing rooms will be available during Production Week. Volunteers will help performers find their dressing area and help them change into their costume. Each dressing area is labeled. The dressing area is set up at FVAD during Production Week in exactly the same layout as it will be at the Clarke Theatre.

Please stay with your dance group. Dressing Room Areas are very crowded. Performers must stay in assigned dressing areas, or in their allocated space, until called so we know where they are at all times.

BACKSTAGE MAP



DRESSING ROOM SUPPLIES

Performers arrive for all Rehearsals with hair done – (no makeup except at Theatre Rehearsal).

- If performers are in more than one dance, please arrive with hair done as needed for the first dance.

Performers arrive for Performances with hair and makeup done (except those in warm-up class).

- If students arrive without hair and/or makeup done, we will have volunteers at the theatre ready to assist. Please arrive a few minutes early if your child will need help with hair and/or makeup.
- Performers taking warm-up class on stage always put makeup on after doing class, before costumes.

WHAT'S IN YOUR DANCE BAG?

Performers should always (as relevant for their age) have these items in their dance bags:

- **MAKEUP**
 - See the “How to Do Makeup” section of this handbook for help with makeup.
- **PERSONAL ITEMS (as appropriate for preteens and teens)**
 - Deodorant (as needed)
 - Makeup remover (soap, cleansing cream)
 - Box of tissues or cotton balls, Bandages, Moleskin (for blisters), nail clippers, tweezers
 - Face cloth and towel
- **HAIR SUPPLIES (All students)**
 - Hairbrush, comb, Hairpins, Bobby pins, Ponytail holders (elastic bands), Hair nets
 - Gel (Junior-Senior students). **Do not use hairspray in the dressing areas – we choke!**
 - See the “How to Do Hair” section of this handbook for help with hair.
 - See the “Hair, Clothing and Shoes” section of this handbook for hair requirement.
 - **Hair Supplies are available at the FVADance Shop, or pharmacies/dollar stores.**
- **DANCEWEAR AND SHOES**
 - See the “Hair & Footwear” section of this handbook for details.
 - Items below will vary depending on what is required for each dance piece.
 - **Clean** leotard or second skin if needed.
 - **Clean** Tights and/or Socks. **Always check your tights for runs before leaving home!!**
 - An extra emergency pair of tights in case of runs or other holes.
 - **Clean** Footwear: Ballet Slippers, Pointe Shoes, Tap shoes, Jazz shoes, Dance Paws
 - Ribbons for Pointe Shoes or Ballet Slippers (Senior Ballet students only).
 - Character shoes must have natural coloured elastics – not black elastic!
 - Second-skin for students if necessary.
 - Second-skins are natural-coloured thin leotards that are worn under a costume.
 - These are generally only required for the older students wearing light-weight or white leotards, or for students with quick-changes.
 - Performers will be told by their teacher if they need a second skin.
 - **Second skins are available to purchase at the FVADance Shop.**
- **Books, cards, colouring pencils, quiet games...**
 - There can be a considerable time to wait backstage to perform.
 - Performers must be as quiet as possible while waiting backstage.
 - Having something to do helps to pass the time quickly.
- **Snacks and Water**
 - Bring healthy dry snacks, as needed, such as rice crackers, fruit bars, dried fruit.
 - Consider the duration of rehearsal to determine if snacks are even necessary.
 - **PLEASE NO NUTS or NUT PRODUCTS.** We have several students with severe nut allergies.
 - Please help them to be safe by choosing snacks accordingly.
 - **WATER ONLY, WATER ONLY, WATER ONLY** at rehearsals and backstage.
 - Bring a full water bottle, preferably stainless steel (plastic leaks chemicals into the water).
 - Do not eat while in the dressing areas or while in costume.

We have emergency hair and makeup supplies backstage, but please help by bringing your own

HAIR, MAKEUP, CLOTHING AND SHOE REQUIREMENTS

All students participating in the Annual School Performance are required to provide their own shoes and tights/socks for each role they are dancing unless otherwise directed.

Please label shoes, tights and leotards in case they are misplaced.

There's much more chance they'll be returned to their owner with a name inside.

- **Do not wear undergarments that are visible through or under your costume.**
- Students with quick-changes should wear natural-coloured 'second skin' under-leotards. These are available to purchase through FVAD Online accounts, at the office or at any dancewear shop.
- Students with quick-changes will know by Monday of Production Week.

Please view our website Event listing for the School Shows for the link to Performers' Information regarding shoes, tights/socks, hair and makeup requirements for each dance piece:

fvad.ca/calendar

HOW TO DO HAIR

Please view our website Event listing for the School Shows for the link to Performers' Information regarding shoes, tights/socks, hair and makeup requirements for each dance piece:

fvad.ca/calendar

What Hair Supplies Do I Need?

- Hair Brush with nylon or natural bristles (close bristles)
- Large, covered Hair Elastic (covered is best so that they don't break hair).
- Nylon Hair Net
- Hair Pins
 - Hair pins (U shape) have a wider gap and will grip more hair.
 - Bobby pins will slide out of your bun.
- Bobby pins
 - Bobby pins (flat pins) can be used to secure hair net and any loose pieces of hair that do not fit into the ponytail (for shorter hair).
- Hair Gel
- Please do not use hair spray in dressing areas; use sparingly; NO Aerosols.

We sell Bunheads hairpins, bobby pins, elastics and hair nets at the FVADance Shop.

How Do I Make the Bun?

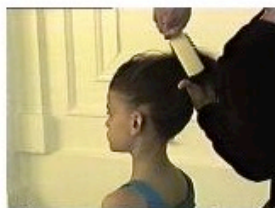
This applies to any type of bun. Only the height of the ponytail (or bun) changes to make a Regular, Low or High bun.

Ballet Bun Types	Description
Regular Bun	In the middle of the back of your head
Low Bun	Resting on the lower hairline.
High Bun	Even higher than the ballet bun.

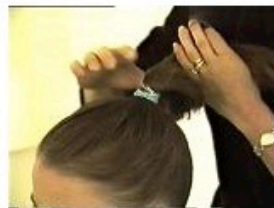
- Brush hair smooth and free of tangles.
- Pull hair back neatly into a ponytail at the back of the head or higher, using a brush to avoid "lumps and bumps".
 - A tidy pony tail with hair drawn snugly back is the key to making a good ballet bun.
 - Placement of your ponytail determines placement of your bun.
 - Ballet buns should be at the middle of the head or higher.
- Secure ponytail tightly with hair elastic.
- Use gel lightly to eliminate any "whisps" around the head, smoothing any remaining bumps of hair on the head.
- Twist the ponytail as you gradually wrap it around the hair elastic, creating a tight, coiled circle, inserting hair pins as you wrap.
 - Be sure that your hair pins contain hair from both the head and the ponytail.
 - This will hold your bun close to your head.
 - Be sure to use plenty of hair pins (12-16 on average).
 - The idea is to have your bun tightly coiled around your elastic and secured to your head.
- Once you have created your bun, wrap your hair net around it as many times as it will allow for a snug fit.
- Hold the hair net in place with a few extra bobby pins, then use gel to secure any whisps that are remaining.



1. Gather Hair



2. Brush



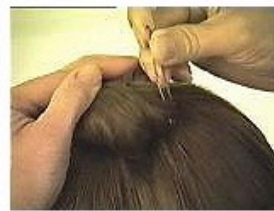
3. Hair Band



4. Twist Hair



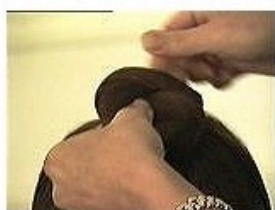
5. Coil Hair



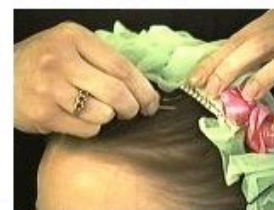
6. Pin



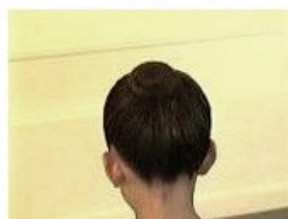
7. Hairnet



8. Flatten (optional)



9. Headpiece if Desired



10. Finished (Backview)

Short Hair

- Short hair must be secured away from the face – use hair gel as needed.
- **No hair may be hanging in the face.**
- Please use bobby pins to secure any dangling strands of hair.

Half Pony Tail

- The ponytail is created by pulling ONLY the hair on either side of the face up so that the hair is gathered into a ponytail that is positioned either a few inches in front of the crown or right at the crown.
- The bulk of the pony hair that is created from the half pony spills out over the rest of the hair that is allowed to flow down towards the neck, depending on the overall length of the hair.
- Please use bobby pins to secure any dangling strands of hair.

High Pony Tail

- The ponytail is positioned at the top back of the head, as shown in photo 3 above.

Low Pig Tails

- Hair is tied in two elastics, at each side of the base of the neck.

High Pig Tails (aka Two Pony Tails)

- Hair is tied in two elastics, at each side on the top of the head.

HOW TO DO MAKEUP

Makeup at FVAD is very basic and optional. Here are a few examples of our students in various grades:



- If makeup is used, please consider using certified organic (or at least natural) makeup and body products to reduce exposure to unnecessary toxins, especially for children. Many shops now offer natural and organic product options.
-
- **NEVER** wear makeup in class. Students need clear and clean skin when exercising.
-
- **REMEMBER** – Hair first, Makeup second, Costume third.

Instructions for Pre-School, Pre-Primary, Primary, Grade 1 performers

- *No makeup necessary.*

Instructions for Grade 2-4 and Junior level performers [JUNIOR MAKEUP]

- *No makeup necessary.*
- Optionally apply a light dusting of face powder (so the skin is not shiny).
- If desired, apply a small amount of eye shadow and lipstick.
- No mascara or eyeliner please. **NO FALSE EYELASHES**

Instructions for Gr 5-Advanced performers [SENIOR MAKEUP]

Foundation

Optional: With a damp sponge, apply pancake or cream foundation over entire face including under the jawbone until skin tone and coloring are even.

Loose Powder

- With a puff, face powder is applied over the face to set the foundation and keep face from being shiny.

Eye Shadow

- White or Cream (highlight color) is applied to the eyelids and the area below the brow.
- Pink, Rose or Wine (accent color) is applied to the space between the highlight color and eyelashes.
- Brown (contour color) is applied to the crease, or the narrow space between the top of the eyelash and the bone above, to give the eyes more depth.
- Use colors in the brown and wine tones for the most natural look. **Avoid blues or greens.**
- All colors should then be blended slightly upward and out to soften the look.

Eyeliner

- The liner should be applied on the eyelid above the lashes following as close to the lash line as possible.
- Repeat for the lower lashes (optional). NOTE—lines need not extend outward past the eye.

Eyelashes

- Black mascara is applied to both the top and the bottom of the lashes.
- **NO FALSE EYELASHES**

Blush

- Apply lightly on the cheekbone (from the apple of the cheek to the hairline)

Lipstick

- Generally, the color should be a shade darker than your natural lip color.
- Once the lip color is applied, blot with a tissue to remove the excess. This will help avoid smearing.

VOLUNTEERING BACKSTAGE

- We welcome (and need!) help backstage, but please remember you cannot watch the performance if you are helping backstage.
- Please only volunteer for a performance your child is not performing in, so that you can enjoy their dancing from the audience.
- When you volunteer, please attend at least one rehearsal as well as the performance.
- A volunteer sign-up list will be in the lobby in June.
- Volunteers make these performances possible, so thank you in advance!

REHEARSAL AND PERFORMANCE VOLUNTEER PROCEDURES

- You may be asked to watch over a certain group of performers.
- Performers will normally arrive with their hair prepared for their first dance.
- Please make sure all performers have gone to the restroom before putting on their costumes.
- If any of your performers need assistance, please help them.
- Performers are responsible for their own hair and makeup, but volunteers will be available to help those who arrive without hair and makeup done.
- Makeup is always put on AFTER the warm-up class (senior students).
- Makeup is never worn during class - it's unhealthy to exercise wearing makeup.
- Makeup is always put on BEFORE the performers put on their costumes.
- No food is allowed once costumes are on. Water only.
- Check the hair and makeup required (see section in this book) before they go on stage.

PLEASE CHECK ALL PERFORMERS BEFORE THEY DANCE

- **No personal jewelry and no nail polish – fingers or toes.**
- **NO EARRINGS. ALL STUDENTS PLEASE REMOVE EARRINGS AND LEAVE THEM AT HOME.**
- Anyone wearing earrings will have them covered by a bandage before going on stage.
- Check that strings are tucked into ballet shoes.
- Check that running shoes are well tied.
- Makeup and hair is neat and pinned.
- Headpieces are securely pinned.
 - Crossing-over two bobby pins on each side will secure most headpieces.
- No one may sit in costume without asking permission first to be sure the costume isn't crushed.
 - Sitting is allowed only if costume can be raised.
- No one may eat while in costume. Water only!
- Dry snacks and water are allowed when out of costume, but must be eaten outside of the dressing area.

Performers must wait in their dressing areas or allocated space until called.

- Volunteers will be told to bring performers to the hallway waiting area. If guiding performers to stage, please wait for the performers and return them to their dressing areas.
- Please keep performers quiet while moving about backstage. Noise travels to the audience from backstage.
- When your performers are finished, the costumes and all pieces are to be returned to the dressing room area on their hanger with all pieces attached or returned to their table.
- Named bags are available for each of the youngest students so that their belongings can be placed inside their own bag on their hanger. This ensures that it is easy to find their clothing and shoes when they have finished dancing.
- Please check the dressing rooms for any litter or misplaced belongings.
- "Lost & Found" will be located at Dressing Area #9.

ATTENDING REHEARSALS / VIDEO / PHOTOGRAPHS

- Dress rehearsals are closed to the public, due to the number of people already involved in the productions, and the need for quiet in the theatre during rehearsals.
- Please do not bring friends, relatives or siblings to rehearsals, as we are very limited on space both at FVAD and backstage at the theatre.
- **Taking Photos or Videos during performances is strictly prohibited.**

NO FLASH PHOTOGRAPHY

Flash photography is extremely dangerous for performers

- Flash photography is extremely dangerous for performers, especially those on pointe, as the flash can cause them to lose their balance, which can result in serious injury.
- Apart from the dangers to the performers, flashes in the dark can be dangerous for people.
 - We have had an audience member at risk of a seizure due to the continual flashing, and who had to call out to stop the flashing.
- If you notice someone using flash, please ask them to stop or inform theatre staff.

DO NOT VIDEO IN THE THEATRE

This is live theatre, not a sporting event ;)

- Aside from copyright issues, video cameras or other recording devices are extremely disruptive to others who are trying to enjoy the magic of a live theatre performance.
- A sea of blue screens in the darkness ruins the ambience and does not allow you or anyone behind you to enjoy the performance properly.
- FVAD has professionals in the theatre to video and photograph each performance.

Videos of each performance will be available to view online through our website [Gallery](#) page.

School student photos are on Saturday, June 15 and Sunday, June 16 at FVAD.

Order forms are available from our website [Events](#) listing or at the office.

We appreciate your support. Thank you!

Frequently Asked Questions

Do you have questions? Please read through the following “frequently asked questions”.

If you still don't find the answer, please contact the office for answers.

Production Week Questions

What is Production Week?

Production Week is the week between the end of classes (June 17) and the School Shows (June 22). During this week, we concentrate entirely on rehearsing for the school shows, practicing quick-changes, and ensuring all costumes, props and accessories are ready for the shows.

We rehearse the Junior School and Senior School Shows each day from Monday to Wednesday at FVAD, then have dress rehearsals at the Clarke Theatre Thursday (Junior Show) and Friday (Senior Show).

This is also time for students to become comfortable with what will happen backstage, as we set up Studio A as it will be in the dressing areas of the theatre.

What is a Cast List?

The Cast List shows which student is dancing in which piece. The name of the dance piece is shown in bold, followed by the dance class or level. The students dancing in the piece are then listed in alphabetical order by last name.

What is a Rehearsal Schedule?

The Rehearsal Schedule indicates when each piece is going to be rehearsed on which day and at which location (FVAD or the Clarke Theatre). The Arrive time tells you when a student needs to arrive for the rehearsal. The Pick-up time tells you when a student needs to be collected from the rehearsal.

We have accounted for time to change students into and out of their costumes, so you do not need to bring them earlier than the time shown for the Arrive time.

What is a Dress Rehearsal?

A Dress Rehearsal is when students rehearse their dance piece in costume, and sometimes in makeup. The rehearsals during Production Week are normally dress rehearsals, although we may skip costume changes if the previous rehearsal ran without any costume issues. **Students should always have their dancewear with them during rehearsals in case costumes are not worn.**

What is a Quick-Change?

A quick-change occurs when student is dancing in more than one piece, and only a short amount of time is available between two pieces. They must get out of one costume and into another very quickly. In order to do this, we use a quick-change booth in the wings (at the side of the stage), where volunteers help the student to change. We ensure that their next costume is already in the quick-change booth, so that they come off stage and into the quick-change booth to change as quickly as possible.

Students with quick-changes will rehearse them each day of Production Week, so that both the student and the volunteers are as comfortable as possible with the quick-change. This avoids unnecessary stress for the performer and the volunteers at the performance.

Why are there so many rehearsals?

We have over 200 students performing in even more costumes in numerous dances. Some dances involve students in different classes who only practice together during Production Week. It is essential that students are as comfortable as possible with their dance, where to enter and leave the stage, where to be located on the stage, where to find their costumes, and dressing in their costumes. The best performance results from the best preparation.

We also realize that other activities occur during Production Week, such as graduation ceremonies and other events, which prevent students from attending all rehearsal days. By rehearsing for the week, we improve the chances of having everyone available at multiple rehearsals.

What if my child can't make a rehearsal?

If it is essential that your child must miss a rehearsal, please let Mrs. Carney know as soon as possible. It is very difficult to practice dances with invisible performers, but at least being warned ahead of time allows the teachers to plan around any missing student.

Do I bring a costume home?

All costumes remain the property of FVAD. **Do not take any part of a costume home.** FVAD is responsible for having the costumes available for the students in the right place at the right time, whether at the school or at the theatre.

Why can't I keep the costume?

FVAD covers the cost of all costumes, accessories and props, which can often run upwards of \$100 or more per student. By maintaining a school wardrobe, rather than purchasing your own costumes, we ensure that:

- the cost of being in the performance is kept low for everyone.
- students have the opportunity to perform in multiple pieces in the same discipline (such as happens for senior ballet), without paying for each and every costume they wear.
- we do not contribute to wasted materials by having brand new costumes made for every single piece for every single performance, worn once, stored, then eventually thrown away.
- we build a wardrobe of costumes that are then available without charge any time other performance opportunities arise for our students - such as the Children's Variety Showcase, Christmas in July, MAC Children's Festival, Mission's 120th Gala, Canada Day Celebrations, Celebration of Community, Harlem Globetrotters half-time show, and Songs, Strings & Steps – in which FVAD students perform without paying any fees for costumes or anything else.

What time do I bring my child for the rehearsals?

- Check the cast list first to find out the name of the piece your child is dancing in.
- Then check the rehearsal schedule for each day of Production Week to find that piece.
- The Arrive time shows the time you should bring your child to the rehearsal.

What does my child wear for the rehearsal?

- It is always a good idea to dress your child for dance class when attending rehearsals.
- This helps to avoid the common problem of arriving without tights or shoes.
- Volunteers will be on hand to help children change into their costumes.
- Moms of younger children are always welcome to help change their child into their costume.

What does my child bring for the rehearsals?

Please check the section in this handbook for what to bring to rehearsals.

Do I need to do hair and makeup for rehearsals?

You should always have hair done as needed for the first dance (or only dance) your child is performing in. We try to minimize the amount of time makeup is on children's faces. As such, makeup is only requested for the Clarke Theatre dress rehearsals, and for the actual show.

How does my child's hair need to be done?

Please see the section "Hair, Clothing and Shoes" in this handbook for information on what your child needs for each dance piece.

How do I do my child's hair?

Once you know what is needed for your child's dance piece (see above), please see the section "How To Do Hair" in this handbook for details.

How do I do my child's makeup?

Please see the section "How To Do Makeup" in this handbook for details. Please note that there are different makeup needs for different age groups.

Does my child need special shoes or tights for the show?

Please see the section "Hair, Clothing and Shoes" in this handbook for information on what your child needs for each dance piece. For shoes and tights, you should bring what is specified for your child's dance piece, unless it is indicated that it will be provided by FVAD.

What if I can't do my child's hair or makeup for the rehearsals?

If you are unable to do hair or makeup as needed, please bring your child a few minutes early so that volunteers can help with your child's hair or makeup on arrival.

When can I collect my child from the rehearsal?

Check the cast list to find out the name of the piece your child is dancing in. Then check the rehearsal schedule for each day of Production Week to find that piece. The Pick-up time shows the time you should collect your child from the rehearsal.

Can I watch the rehearsals at FVAD?

No. Unfortunately, due to the limited space, and the large number of students involved, we simply do not have room to accommodate anyone watching rehearsals. Please arrange to do something else - visit the Mission Library or Museum on 2nd Ave, take a walk, stop in for a coffee or tea at English Tarts or The Penny, or do some shopping - while your child is at rehearsal.

Can I watch the dress rehearsal at the Clarke Theatre?

No. Due to the large number of students involved, and the need for concentration on the part of everyone involved, particularly performers, theatre crew and Mr. Carney, we must keep the theatre closed during the dress rehearsals.

Are there additional rehearsals before Production Week?

At the time of editing this handbook, no additional rehearsals have been scheduled.

Performance Questions

What time do I bring my child for the performance?

Check the cast list first to find out the name of the piece your child is dancing in. Then check the rehearsal schedule for the performance day (Junior School Show and Senior School Show) to find that piece. Please note that many pieces are in multiple shows, so check the schedule carefully. The Arrive time shows the time you should bring your child to the theatre before the performance.

How do I get to the Clarke Theatre?

Please see the map for the Clarke Theatre at the end of this handbook.

What does my child wear for the performance?

It is always a good idea to dress your child for dance class. This helps to avoid the common problem of arriving without tights or shoes. Volunteers will be on hand to help children change into their costumes. Moms of younger children are welcome to help change their child into their costume, but this is not required.

What does my child bring for the performance?

Please check the section in this handbook for what to bring to the performance.

Do I need to do hair and makeup for performance?

Makeup is optional. Your child should arrive with hair done for the first dance piece they are performing in. We will handle any changes to their hair for subsequent dances, if they are in more than one piece.

What if I can't do my child's hair for the performance?

If you are unable to do hair or makeup, please bring your child a few minutes early so that volunteers can help with your child's hair or makeup on arrival. You should bring the necessary hair supplies with you, such as a hairnet, hair elastic, bobby pins, hairpins, and gel.

When can I collect my child from the performance?

There are two or three Acts to each show, with 10-minute intermissions. At the end of the Act, when your child is finished dancing, you may collect them from the dressing areas (if they are not in another dance), or you may wait until the end of the show. Please avoid leaving your seats during an Act as it is very disruptive to the audience and performers. Always wait for the intermission.

Can my child watch the rest of the show after dancing?

If seats are available, students may watch the remaining dances to experience other styles and dance levels, but they may only enter the theatre auditorium at the next intermission. Alternatively, students may remain in the dressing areas to watch the remaining dances on the tv monitor.

Do I need to buy a ticket for my child who is dancing in the show?

No, but they may only watch from the audience if they have a seat assigned (or a lap for toddlers). Any FVAD students performing in one show may obtain a ticket to the other Show free of charge. All ticket-holders of one show may request a free ticket to the second show. All tickets are reserved seating, so please request free tickets from the FVAD office or the box office.

Where can I buy tickets?

Tickets may be purchased securely online from the Events page on our website:

fvad.ca/calendar

and at the FVAD Office.

There is a service charge payable for tickets purchased at the office.

Tickets are also sold at the Clarke Theatre box office on the day of the show, unless it is sold out. The box office will open one hour before the show.

How much do tickets cost?

View the Event listing for the show for ticket prices: fvad.ca/calendar

Are seats assigned at the theatre?

Yes. Tickets are Reserved Seating. Doors open 30 minutes before the show. There are 702 seats in the Clarke Theatre.

Can I help backstage?

While we appreciate assistance backstage, we also want parents to watch the show. If you wish to volunteer, please do so for the show your child is not dancing in. So if they are in the Senior School Show, we would welcome your help backstage at the Junior School Show, and vice versa. However, we always welcome moms of our youngest students to come into the dressing areas to help change them into costume before the show. This often helps to keep a child at ease while they settle into the dressing area.

Can I help at the rehearsals?

We can always use help at the rehearsals, even if you cannot help at the show itself. It is very helpful if people who plan to volunteer at the shows actually attend the rehearsals also. This ensures that volunteers become familiar with costumes and how to attach headpieces and any special accessories.

Can I help with loading/unloading the costumes?

Please let Mrs. Carney know if you will be available to help load or unload costumes and props.

Can I help with making costumes?

We generally have various bits of sewing that remain to be done up until the show days. If you are interested in helping out with sewing, and have not already said so, please contact Mrs. Carney.

CAST LISTS & SCHEDULES

Junior Show Cast List

Please refer to our website Events listing for the Junior School Show to view cast lists:

fvad.ca/calendar

Senior Show Cast Lists

Please refer to our website Events listing for the Senior School show to view cast lists:

fvad.ca/calendar

Photo Days Schedules

Please refer to our website Events listing for the Photo Days to view the Photo Day Schedule:

fvad.ca/calendar

Production Week Schedules

Please refer to our website Events listing for the School Shows to view the Production Week Schedule:

fvad.ca/calendar

Check all schedules carefully

Please ARRIVE and PICK-UP at the correct time and place!

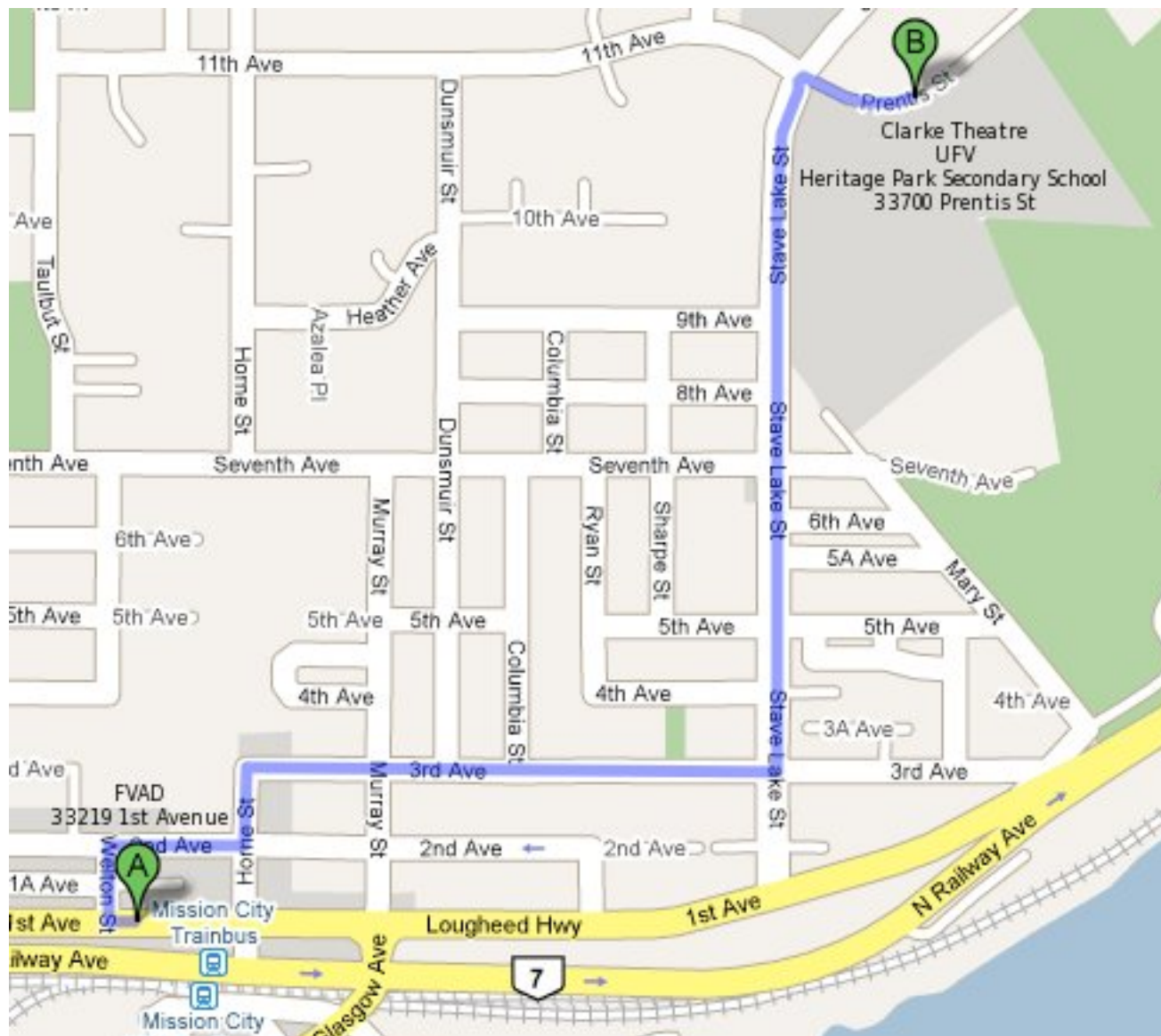
- With so many students rehearsing multiple pieces, everyone must follow the schedule.
- The times indicated include the time needed for students to change into and out of their costumes. You do not need to add extra time for costume changes.
- We will have all costumes ready for the performers at the school and at the theatre.

Bring your child at the Arrive time

⇒ We will handle everything in between ⇐

Collect your child at the Pick-up time

MAP TO CLARKE THEATRE



CONTACT PHONE NUMBERS

FVAD Office	604-826-0097
Clarke Theatre	604-820-3961
Mrs. Carney	604-751-3981 (cell)