

# Hirschl/Sunrise Dance Recital 2012



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## Production Fees: **What the Costs Are**

**PERFORMANCE FEE: \$60 per family.** This includes one performance DVD plus one recital T-shirt (per performer). The performance fee also covers numerous administrative & overhead costs incurred for production. Costumes are not a part of this fee. The performance fee and signed contract are due by **Saturday, February 4th**. If they are not turned in by that date, we will assume that you are not participating.

**COSTUME invoices:** We will give you a written invoice with specific information & payment deadlines.

**PARENT VOLUNTEERING DUTIES:** One parent/guardian of each participant under 18 years old must volunteer for a duty. Make sure you fully understand the duty you are signing up for. **Sign up by Saturday, February 4th. After that date a \$100 tax-deductible donation will be accepted in lieu of volunteering.** Sign up sheets are in the studio lobby information book. **Note:** All volunteer sign-ups are at the discretion of the Director— just because you've signed up for it does not guarantee you will be doing that particular duty.

## WHO TO PAY:

Make out checks to **HSDA. NOTICE: WE ONLY ACCEPT CASH OR CHECKS**

## General Performance Information:

**Where:** Nechita Theater at Lutheran High, 2222 Santiago Bl, Orange

**Show times and dates are:** SUNDAY, June 24th, 2:00pm

**When cast should arrive to the backstage entrance of the theater: 11:00AM**

**Length of the performance:** We will let you know as soon as we find out, usually by the end of February.

## TICKET INFORMATION:

**Ticket prices:** \$14 general admission. All regular seats, all ages. The group discount: Buy 10, get a 10% discount. **Tickets are all the same price**, whatever the age of the person. Yes, "babes-in-arms" must still pay the full price, even if they only sit on someone's lap and do not occupy their own seat. *It is highly suggested that children under 2 years do not attend the performance. Please inform friends and family before they purchase tickets.*

**Non-profit organization discounts: All tickets are 1/2 price\*.** Available for Girl & Boy Scouts, PTS & PTO's, church youth groups, High School Drama clubs, Boys & Girls clubs, Elks, Rotary, Jobes' Daughters, Indian Maidens, etc. They must use a "group" check, individual scouts, etc., may not make use of this offer. \*No other discounts apply.

**All seats are assigned seating.** Usually there are tickets still available at the door the day of shows, but they will be near the back of the audience. Early purchasers get the best seating choice. Tickets go on sale Saturday, May 5th. **Refunds/exchanges:** there are no refunds on ticket purchases, and there is a \$2.00 per ticket exchange fee. **No accumulations.** To get the group discount, you must purchase the amount of tickets *at the same time*. You still get the discount when purchasing tickets for more than one performance. **Late seating:** Late comers will be seated at the back of the theater (if seating is available) until intermission to prevent disturbing the audience & performers. **Where to get tickets:** Tickets may be purchased at the HSDA facility, at the box office the day of the show, or through the mail. **Buying tickets at the studio if no one is around to sell them to you:** Please fill out the ticket purchase form on the flyer and put it in the Black Box with your payment. We will usually process it within 48 hours.

## REHEARSAL POLICIES

Every part in this production is important, every participant will be treated with equality. We want the cast & crews to have as much fun as the audience! Working together as a team we'll make this production a success and something we can all be proud of!

**Participation has its commitment requirements.** We want all performers to know their dances, look their best, and have an enjoyable experience. You will be required to attend dance lessons during the rehearsal period. This is a commitment you must make for yourself as well as for your fellow performers. ***If you are not able to make the commitment, please choose to not participate.*** In the best interest of the rest of the cast, the teachers and directors have authority to dismiss any performer from any dance if they feel it is necessary.

**Attend all classes:** Make the commitment to yourself and to the others in the cast. Do not make any outside commitments during this time that will interfere with time or energy. Even if you have the time, you might not have the energy. Do not expect to do some other production or show the Friday before recitals and be able to do your best that weekend. Arrive to all classes/rehearsals early, and be fully prepared before they start. Set importance on clearing your schedule so you are able to attend in a timely manner.

**FOOD & DRINK** (at the studio) are allowed in the lobby areas only. Only water is allowed past the lobby. If any cast member has any medical condition (hypoglycemia, etc.) that requires them to eat more often, the staff should be notified. Any medical conditions must be indicated in writing.

**EXPULSION:** We reserve the right to expel any student or volunteer who does not adhere to SB standards, is creating a hindrance to the production, or has missed too many rehearsals. Depending upon circumstances, you may be expelled without refund of fees.

**AT THE THEATER:** Cast members are not allowed into the audience or intermission areas prior to or during performance or intermission. The audience is not allowed to go into any cast member area during these same times. Only official cast and crew are allowed to be in those areas.

**GET PICKED UP ON TIME!** If anyone is picked up late from the studio or the theater after rehearsals or performances, there will be a **\$2-per-minute** charge, beginning at 10 minutes late, payable to the Sunrise Ballet.

**QUESTIONS, COMMENTS, CONCERNS?** Ask your group leader or the administrator in the studio lobby. If you need to speak with Mr. Hirschl, leave a note in the Black Box, call and leave a message or e-mail (info@hirschlballet.com). Do not disturb the teachers, choreographers or students during lessons or rehearsals.

### Quick Notes:

**Make up:** If you have skin that requires special make up, let us know *in advance*. Some make up will be supplied by the SB and put on by the make up crew. For purposes of hygiene, we will be providing make up for the cast. We will put participants make up on at the theater. We want everyone to look standardized: Don't do it at home!

**Dance shoes** are to be worn inside the dance school & stage areas only. Wear dance clothing with a cover-up when going to or from the theater or studio.

**Hair and clothing for rehearsals.** Hair is to be in the proper fashion and the appropriate dance attire (tights & leotards for the ladies, solid color tights/jazz pants/bicycle pants & solid color shirt for gentlemen).

**Mark your belongings!** Put your name on the **inside** of your shoes, tights, etc., where it won't be seen. Don't bring anything of value to the studio or theater. We are not responsible for lost items.

**What participants should bring** to the theater: dance bag, towel, extra hair supplies, extra tights & shoes, bottle of water, something quiet (like a book) to keep them busy. A beach towel would be preferred for you to sit on when backstage. Be dressed in comfortable clothing (sweatpants and T-shirt) with tights underneath.

**Check your tights and shoes!** Make sure they are good condition. Know in advance if you have holes or loose elastics/ribbons in either. Have **extra shoes and tights** with you at all times.

**The drop-off & pick-up area at the theater** is at the south side audience doors, by the school's outdoor lunch area. Do not use any other entrance. All performers under 16 years of age will need to be signed in & out from the responsible backstage group leader by a parent/guardian. *Please be patient– we are doing this for the safety of our cast and your children!*

### Photography and Videotaping:

#### **Videotaping and photography are not allowed in the theater AT ANY TIME.**

This includes rehearsals! Besides being unprofessional, this becomes distracting to audience and performers. An accidental flash going off during a performance could easily become a safety issue for a performer. Because of this, all photo & video recording devices are prohibited. The dancers have worked too long to get on stage only to have it destroyed by a distraction. We have a company taping the production, and copies will be available to the public through the Sunrise Ballet. Tell friends and family in advance. They will be asked to return recording devices to their car, and will be escorted from the audience if caught. We hope you share the concern for the safety of the performers, and for the success of the production.

**Photographic and videotaping disclaimer:** All photos and videos (authorized or not) taken of any participants during any rehearsal or performance, candid or posed, whether at the theater or studio facility, become the sole property of the Sunrise Ballet. Photo and videos are not to be sold or reproduced in any manner without specific written permission by the director in advance. Any monetary gains or profits from sale of photos or videotapes are the sole property of the Sunrise Ballet Theatre.

**The cast photo shoot (Saturday, May 19th)** is mandatory for all participants of the production. Even if you do not plan on purchasing a photograph, there are other good reasons you need to be there. This is the time that **costume department does the final check** of costumes, to see what's done, and what might still need work (better at the photo shoot than the day of the performance!) It is also the time where the **backstage persons get to know the performers**, and learn the specifics of what they need to make the production a smooth & enjoyable success. ***If you are not needed at the studio facility on this day, please stay outside or in the lobby.*** Trying to help will just slow the people that are actually going to be backstage doing the work of tending to the performers.

## Parent Volunteering Duties

One parent/guardian of each participant under 18 years old must volunteer for a duty. Make sure you fully understand the duty you are signing up for. **Sign up by Saturday, February 4th. After that date a \$100 tax-deductible donation will be accepted in lieu of volunteering.** Sign up sheets are in the studio lobby information book, and you may also sign up via e-mail. **Note:** All volunteer sign-ups are at the discretion of the Director— just because you've signed up for it does not guarantee you will be doing that particular duty.

**ASSIGNING PARENT VOLUNTEER DUTIES:** We do not assign volunteer duties to you. You will have the opportunity and the choice to look through the different duties and pick what you'd like to do.

**PUBLIC RELATIONS GROUP:** This includes general logistics, group communications leader, internal & external advertisement of the production, mail advertisement administration, and phone calls to cast and crew to keep cast, crew and parents informed. For a detailed list of public relations duties, please refer to the lobby information book or ask Mr. Hirschl directly. Some of these duties will be required and fulfilled months before the weekend of the recital.

**BACKSTAGE CREWS:** *It is mandatory that these groups are at all scheduled full-cast rehearsals, that you wear black clothing backstage, and that you be at all performances plus dress rehearsals and photo shoot at studio & theater.* Only authorized persons will be allowed in the backstage areas before, during, or after the recital. After the recital, participants will be picked up from the front rows of the audience area. If you are not authorized as a backstage parent in advance, you will NOT be allowed to go into the backstage areas.

**a/Group leaders:** here is the list of duties for backstage group leaders!

You will need to be at the theater 30 minutes before the cast calls.

You will be in charge of making sure your whole group is there.

You will get to know the parents of the performers you are in charge of.

You will be given a list of the performers you are in charge of.

You will get them ready in the correct costume at the right times.

You will make sure their hair & make up are correct

You will make sure their costumes are clean & in good order

You will make sure they are in the right place at all times.

You will inform parents where the drop-off & pick up areas are.

You will be at any dress rehearsals at the theater.

You will be at any photo shoot or cast rehearsals at the studio.

You will keep the performers & parents away from the costume department,  
and let them do their job.

You will pay attention to your whole group with equality.

**b/Backstage supervisors—** one for each side of the back stage area, in charge of keeping order & security on that side and helping out wherever needed with any unforeseen circumstances.

**c/Hair & make up—** application and checking for uniformity.

**d/Group supervisors:** these persons will be taking role, attending to costumes, keeping the group in place, quiet, and ready. These people will get a list of the cast members they are in charge of and are responsible for signing-in/signing out younger cast members (under 16) to their families, plus making sure the back stage areas are cleaned up after each show.

**e/Security:** These persons will make sure no unauthorized persons get in the back stage areas before, during, or after rehearsals or performances.

**Ushers:** Taking tickets, handing out programs, assisting with intermission, checking audience & lobby areas for cleanliness before, during & after shows, providing security for the cast, keeping the audience where they belong, making sure photo/video cameras are not brought into the theater, making sure photo/video cameras are not being used in the audience during the performances, escorting people from the theater if they are being a nuisance or if they are using any type of recording device. This duty is required from 90 minutes before show until about 20 minutes after show time, plus during performances.

**Lobby Manager:** This person is in charge of the lobby, making sure there are enough ushers and lobby persons, that they are doing their duty, and be responsible for and issues that may arise. They will check with Mr. Hirschl directly on audience seating status before performances and during intermissions.

**Cast Party Coordinators** are in charge of putting a successful and enjoyable cast party together; getting entertaining ideas, soliciting help from the cast parents, plus advertising it to the cast.

**Program Committee:** Getting advertisements for the program from cast member families, cast members, plus any outside local business ads and personal messages. This involves phone calls to cast families, HSDA studio non-participating families, and some local businesses that would like to sponsor or advertise.

**Costume Committee:** Administration & construction of costumes. This group is formed by the end of January, but if you have expertise in the field, you may ask if assistance is required. Any persons interested in joining this group must apply directly to Mr. Hirschl or costume committee director.

**Accounts Administrator:** In charge of making sure all cast members have paid the performance fees and costumes. This duty is partially at the studio, and partially via phone or e-mails to cast families.

**Flower construction committee:** Buying the flowers and accessories and putting the arrangements together. This duty will be done at the studio facility 1-2 days prior to the performances. **Flower Sales and Messages:** Picking up the flowers from the studio facility and delivering them to the performers at the theater the days of performances.

**Concierge "Welcome Committee"** at Studio: In charge of keeping cast families informed with weekly details & updates, ticket sales, and payments of program advertisements & costumes. This group will also attend to the parents in the front lobby area at the studio facility during dress rehearsals and the photo shoot, and will make any last-minute calls to cast families if need be.

**PROGRAM ADVERTISEMENTS: please circle one**

1/4 page (4 3/8" wide by 2" tall, also business card size).....\$35  
1/2 page (4 3/8" wide by 4 3/4" tall).....\$60  
Full page (4 3/8" wide by 7 3/4" tall).....\$105  
Personal 2-line messages (no artwork).....\$5

Send a good luck message to your favorite dancer  
or advertise your business!

**Deadline** for all advertisement/messages is **Saturday, MAY 26th.**

All artwork must be black & white and camera ready, but we can do all  
typeset for good luck messages and non-art logo ads.

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

Phone number: \_\_\_\_\_

Your personal message (print neatly!): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paid with check # \_\_\_\_\_ paid cash: \_\_\_\_\_  
(no credit/debit card payments)

amount: \_\_\_\_\_ date: \_\_\_\_\_

**For display advertisements, enclose this sheet  
with your black & white camera ready art.  
Put your art on CD, or e-mail it- Publisher, Word, JPG,  
or PDF file. Make checks out to HSDA.**

Hirschl Recital 2012  
**FLOWER & BACKSTAGE MESSAGE ORDER**

Send a rose and a good luck message to your favorite dancer!  
Deliveries will be made at the day of your choice. You can order  
for one, two or all three! Deadline of ordering flowers/messages  
is **Saturday, MAY 26th.** One long-stemmed rose, wrapped in  
cellophane with baby's breath, plus one message: **\$8 each.**

I'd like my order sent to:

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

Phone number: \_\_\_\_\_

Your personal message- **about 30 words maximum.** If you  
want you can make your own message! It just needs to be able  
to fit into a regular business size envelope.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paid with check # \_\_\_\_\_ Paid cash: \_\_\_\_\_ (use  
cash envelope- put in note box)

Make checks out to HSDA. We do not take credit/debit cards.

THIS PAGE TO BE SIGNED AND RETURNED TO  
Hirschl/Sunrise Ballet by Saturday, February 4th, 2011.

Receipt of Dance Recital 2012 Information & Agreement Package:

This signifies that:

\_\_\_\_\_  
(PRINT name of adult parent/caregiver or cast member over 18 signing)

for

\_\_\_\_\_  
(PRINT name of participating cast member)

has received, read, understands, agrees to, and is responsible for adhering to the information and policies set forth within the Sunrise Ballet, Inc. Recital 2012 Information Handbook and any subsequent updates that may be posted.

By your signature above, you acknowledge that you have read, understand and agree to the information in this package. Signing & returning of this page does not guarantee participation in the production, only that you agree to the policies set forth if you do get a part. You may return this prior to getting the part notification, and you will not be held to or obligated to accept participation, if you so choose.

General Information  
Production Fees & Costs  
Ticket Information  
Quick Notes & Reminders  
Rehearsal & Performance Policies  
Parent Volunteering Duties  
Videotaping & Photography Disclaimer  
Signature Page to be Returned  
Program Advertisement Order Form  
Flower & Message Order Form

Parent/Guardian **signature:** \_\_\_\_\_

Today's date: \_\_\_\_\_

THIS PAGE TO BE SIGNED AND RETURNED TO  
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