



2019 PORT MACQUARIE PERFORMING ARTS MID YEAR SHOWCASE HANDBOOK

Philosophy, Policies, and Procedures

Dear Parents and Students,

Port Macquarie Performing Arts would like to celebrate another fabulous year and show how hard our students are working in class with a Mid Year Showcase on Sunday 30th June at the GLASSHOUSE. There are many reasons why we do this. All students have worked incredibly hard over the last year in classes, it is important that everyone has the opportunity to perform and enjoy the process of working as a team. We are very lucky to have a beautiful theatre to be able to do this, which makes it all the more exciting. This year we will be having two shows the first starting at 2pm and the second at 4pm. Thank you for all your support.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future university or job opportunities.

Students, It is also very important for your self-esteem to have the chance to show your parents/ carers and friends what you have been working towards throughout the past year. Working towards a performance is a long process but an integral part of a dancer's life as a performer. The process of

rehearsal, costume, production and show is a measure of patience, discipline & hard work but most of all joy when you finally get to dance and perform for an audience.

Some of you may have already had the privilege of performing on a stage at eisteddfods etc , but for some this will be your first time. It is an exciting time and it is important that you all realise, this is a great opportunity for you to shine as a person, a dancer and a team. It is also a great chance for us as a new school to present ourselves to the community in a professional theatre and atmosphere. I know you will all do your best and I hope you enjoy every moment.

Dedication to the Mid Year Showcase commitments are the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual Mid Year Showcase, the school, and other students and parents.

Key contact information for PMPA:

Port Macquarie:

Principal: Stacey Morgan

1a Hibbard Drive Port Macquarie

ph 65833753 email: admin@pmperformingarts.com

PMPA Team: Francesca O'Donnell, Lazette Johnson, Angela Murphy, Jessie Myers, Kate Lineham, Lauran O'Neill, Janelle Catana, Lisa Bryant, Anika Smith, Vanessa Harper

Teacher Trainee Program: Rebecca Graham, Olivia Chapple, Melodie Cicak, Imogen Smith, Trinity Craig, Neve Betenson, Lana Ostrowskyj, Caitlin Judd, Cassidy Fryer Allen, Jordyn Davies, Melesse Mallyon, Ryder Tierney, Sienna Heaton

STAYING INFORMED

We work hard to make the dance experience organised and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information. Newsletters and important updates are emailed to you every Monday. The same newsletters and updates are posted on the PMPA website, Facebook page, and posted around the studio.

If you have any questions regarding the information distributed, we encourage you to contact the office at 65833753 between the hours of 4.00-6.00pm. We try to answer email on a daily basis, except on weekends. Feel free to email questions to the office at info@pmperformingarts.com

Website: www.pmperformingarts.com

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day under News. "Like" the PMPA page on Facebook to receive daily updates on school events. Please invite your family and friends to "like" the school. Please add yourself to the PMPA Dance Parents and Students group on Facebook. Please do not post questions on the school's Facebook page. Instead, please email them directly to admin@pmperformingarts.com or post on the PMPA Dance Students & Parents group.

PART 1a: The Commitment

Important Mid Year Showcase Dates

By allowing your child to participate in the PMPA Dance Mid Year Showcase, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
Tuesday 5th June	Mid Year Showcase tickets go on sale	At the Glasshouse
Sunday 23rd June	Rehearsal <i>Compulsory</i>	PMPA Studios @ Hibbard Drive
Sunday 30th June	Mid Year Showcase	The Glasshouse

Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their Mid Year Showcase choreography on a regular basis. A copy of your child's dance music is available; just email us for a copy.

At various points throughout the choreography, we invite parents to videotape choreography at the end of class to assist the students when practising at home, just check with your child's teacher before the start of class.

PART 1b: Volunteer Information

Mid Year Showcase volunteers

Anyone interested in volunteering to help backstage is welcome and much appreciated. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, who must abide by the policies set forth by PMPA. The Mid Year Showcase day is a hectic experience and all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the rehearsal, which must be worn in the theatre at all times. Please do not bring guests, including children, with you while you are volunteering. You will be able to see the show as it happens on the monitors in the theatre backstage area.

Costume carers/Class mothers are needed for each class to supervise the costumes and keep them safe/clean and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes. We need volunteers for this role, so please let us know if you can help.

If there are too many volunteers for one class, some may be asked to work with children from another class. Volunteers are not allowed to enter the stage area. Because there will be live microphones backstage, only dance teachers and assistants are allowed in the wings.

PART 2: Costumes

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Students who attend class once a week will need one costume; all other students will need one costume for each style they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes. NOTE: No jewellery or underwear is to be worn with costumes.

Fees and Payment

Costumes will be hired and Term 3 invoices will include costs for costume hire for the Mid Year Showcase. No refunds will be made if a parent or guardian withdraws a child from a class after costumes have been ordered (in week 1), prior to the Mid Year Showcase. Parent helpers are required to take care of all costumes. They are called 'Costume Carers'. It is their responsibility to bring the costumes to the Mid Year Showcase and take them home after. Costumes will be kept together in groups. It is the students responsibility to make sure every aspect of the costume is taken care of and returned to the costume carer, if not, full payment of \$75 for the costume will be required.

Sizing

Costume measuring begins during the first week of term, during scheduled class times. All children will be measured in order to determine their proper costume size(s).

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the responsibility of the school, though any assistance you can offer will be greatly appreciated.

Costume care

Parent carers please do not wash the costumes in machines- take care and hand wash only. We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colours may change. Please use only a steam iron, if completely necessary. Iron costumes with caution because of glues that may have been used to attach appliqués and/or trim. Please place costumes in a costume bag for travel.

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes. It keeps the costumes organised, prevents wrinkles, and provides some privacy during costume changes. When you arrive at the Mid Year Showcase, you will need to collect your child's costume from the parent carers. Hang costumes on the rack in the order they will be needed during the show.

TIPS: COSTUME COMMON SENSE

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a bag for travel.
- ✓ Place your name in all tights and shoes.

Quick costume changes

During the Mid Year Showcase, some students may have quick costume changes. A special team of parents will assist these students, whose costumes and accessories will be placed in the backstage area.

Costume cover-ups

Students must wear a cover-up when in costume but not performing. A bathrobe or cape work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

PART 3: Tights, Shoes, Hair, and Makeup

WHAT TO WEAR / WHAT NOT TO WEAR – Your questions answered!

ALL GROUPS

Costume carers from each group will take all the costumes clearly labelled with your child's name. Please ensure the costume and all accessories are returned to the same coat hanger and returned to the mum concerned when your child has finished. Could costume carers please check lists and ensure all students dancing in groups has a costume. There have been changes in numbers in many groups, please check names on list given. Thank you to our costume carers for helping with our costumes, please hold onto these after the EOYC, return in the following Week to the studio when your child attends class.

The following items not to be seen on stage please -underpants, earrings, watches, tattoos, necklaces and nail polish.

All Kindy Combo Ballet Stockings (available to purchase at the office on Mon- Thurs 4pm- 6pm) and clean like new Ballet shoes. No underpants. Stockings act as underwear for dancers but if your child requires underwear as well they need to have Skin tone underwear Only.

All Junior Combo Skin Tone Jazz Stockings (available to purchase at the office on Mon- Thurs 4pm- 6pm) No underpants. Stockings act as underwear for dancers but if your child requires underwear as well they need to have Skin tone underwear Only.

Petite Performers & 6 Yrs Super Stars Pink new like ballet stockings with a back up pair for emergencies. Clean, newly painted if necessary leather ballet shoes with pink coloured elastic across the top. No underpants.

KINDY COMBO AND JUNIOR COMBO GROUPS PLEASE ARRIVE WEARING STOCKINGS AND HAIR DONE PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS!!

BOYS Hair Done, Bare Feet.

CHEER Hair High Bun, White Socks, White Tennis Shoes (Like New)

All Ballet Groups

MUST HAVE CLEAN BALLET SHOES OR POINTE SHOES WITH RIBBONS.

- Pink like new ballet stockings with a back up pair for emergencies
- Clean, newly painted, if necessary – leather ballet shoes with proper ballet ribbons sewn in the correct place, not too far forward. No underpants – Pre-Seniors & Seniors may wear a skin tone G-string & body stocking.

All Contemporary Groups, All Modern Expressive Groups

- Tan stirrup tights (not shimmers) Foot undies optional

All Tap Groups

- Skin tone skins/Tan tights (not shimmers) clean BLACK Tap shoes
- Black oxford shoes with tan tights
- No underpants. Pre-Seniors & Seniors may wear a skin tone G-string & body stocking.

All Jazz Groups

- Skin tone skins (not shimmers) like new tan Jazz shoes, with laces tucked in.
- No underpants. Pre-Seniors & Seniors may wear a skin tone G-string & body stocking.

Musical Theatre/Variety/Song and Dance

- Skin Tone Skins (not Shimmers) Tan Jazz Shoes

If you do not own the required items for your group here at the studio we have a limited selection of stockings (tan, ballet, stirrup) please ask Lazette at the office desk if we have what you require.

HAIR

If you are unsure of the hair requirements for your dancer please check with Miss Ange. angela@pm-performingarts.com Please use plenty of Gel and remember not to wash hair at least 3 days before Mid Year Showcase to ensure it stays in. Teachers will be checking hair and makeup in the dressing rooms.

ALL Students - HIGH BUN

(Kindy Combo, Junior Combo, Petite Performers, CHEER, 6yrs Superstars, 8yrs Performance, 8yrs Non Performance, 10yrs Performance, 10yrs Non Performance, 12yrs Performance, Non Performance Contemporary, JPP, IPP)

ALL HEADPIECES MUST BE PINNED AND CHECKED

MAKEUP

4 main rules of PMPA stage make up

- Foundation to match your skin tone
- Red lips (not pink, not brown)
- Pink cheeks
- Mascara for under 12's and for 13's and over black long/not too dark fake eyelashes.



Eyeshadow - Light pink on the eyes for under 12 years and light browns (not purple) for older age groups.

For all students - White eyeshadow on the upper eye, brown eyebrows.

No eyeliner wings just a line outlining the eye with liquid eyeliner if possible

Please wear your PMPA jackets/singlets and black jazz pants or ballet school colours (blue and black) to and from the theatre and between routines if you have a break between dances.

PART 4: Be Prepared

Planning

The Mid Year Showcase isn't a one-day activity. Gather all shoes, tights and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theatre.

Bring at least one extra pair of tights of each style. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME AND YOUR PHONE NUMBER

Student Checklist for Theatre

Please bring the following items with you to the Theatre –

- Hairbrush
- Hair pins / bobby pins
- Hair nets and hair elastics
- Small sewing kit
- Spare tights (wear new tights if possible and have spares)
- Own make up
- Water bottle
- Small towel
- Change of clothes – Practice dance wear and general clothes (zip up top to wear during and after Mid Year Showcase)
- CLEAN SHOES for all your items
- Lots of safety pins

*Please take care of all your costumes and return them in the best possible condition.

*DO NOT EAT IN COSTUME and keep all food and drink away from them please.

All parents please make sure students have all their bags and requirements packed ready to go the night before. This means clean and spare tights, shoes etc. Go through your checklists and please double check everything.

Please think about eating at least an hour before you dance, some carbohydrates (fruit/ brown rice etc) are good for energy output.

TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/face wipes (to fix makeup mistakes or wash hands)

- ✓ Baby powder (for itchy costumes)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ✓ Your pain reliever of choice
- ✓ Band-Aids (the "invisible" kind)

Snacks

Please do not send your child to the rehearsal or Mid Year Showcase with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice or other sticky beverages. And never give them chocolate to eat on performance day as it melts and goes everywhere.

Dressing-room etiquette Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organised and clean. No food or drink is allowed in the dressing rooms. Wear something warm to put over your costume and a blanket to sit on.

On behalf of our staff and the theatre professionals, please be quiet and attentive in rehearsal, NO TALKING backstage/ onstage/ side of stage. Be polite and helpful at all times. This will help everyone run through their Items quickly and smoothly.

PART 5: Compulsory Rehearsal

Sunday 23rd June

TIMES	Studio 4	TIMES	Studio 3
10 - 10:45am 45	IPP and Seniors Salute, Sunshine State of Mind, Feel It Still	10 - 10:45am	8yrs and Under Jazz Car Wash Miss Anika, Grown Miss Ange, Mambo #5 Miss Lauran
10:30 - 11:30 45	8yrs, 10yrs and IPP Apricot Ballet 8yrs Perf, Stars and Moon , (including 8yrs) Contemporary, The Day You Went Away 10yrs and IPP Modern	10:30 - 11	11yrs + Jazz and Cheer Body
11:15 - 12pm 1	10yrs Bailar Salsa Jazz, Green Eggs and Ham Tap, Born To Entertain Musical Theatre	11 - 12pm	IPP and 14yrs Wii, Enough is Enough, Contemp and Clocks
11:45 - 12:45	12yrs Toy Jazz, Rule The World Contemporary, Hip to be Square Tap, Percussion Musical Theatre	11:45 - 12:45	10yrs and Under NP Singing in the Rain Tap, Play That Sax Jazz, Be Prepared Musical Theatre, Waves Contemporary

TIMES	Studio 4	TIMES	Studio 3
LUNCH BREAK			
1pm- 1:30	JPP Mi Gente, JPP Ballet, Before I Go		
1:15 - 2pm	Junior Combo & Boys Brick - Boys , JC Monday Miss Janelle, JC Thursday Miss Janelle		
2pm - 2:30	6yrs Superstars Slow Down , Petite Performers Poodles		
2:30 - 3:30	Kindy Combo Monday Classical Ballet Miss Janelle Tuesday Day at the Beach Miss Stacey Tuesday Reflection Miss Janelle Thursday Once Upon A Time Miss Kate		

PART 6: Student Drop-off and Pickup - ON THE DAY OF THE SHOW

Parents or guardians should bring the students to the sign in spot at stage door. Students will then be taken to their assigned dressing rooms, where they will be checked in and placed under the supervision of the parent helpers. Parents are not allowed in the dressing rooms after the children have been checked in. Students will remain backstage for the entire performance, the only opportunity other than this will be at the end of each show where there will be a ten minute opportunity for you to collect your child from stage door. For students performing in both shows parents will need to wait until the final act of the second show to collect your dancer.

ARRIVAL TIMES

SHOW 1 2pm

IPP, JPP, All Performance to arrive at stage door to sign in at twelve midday. Onstage Warmup 12:10pm (come ready to dance)

6yrs Super Stars, Non Performance Musical Theatre, Non Performance Tap, Boys, Cheer, Non Performance 8yrs Jazz, Non Performance 10yrs Jazz, Non Performance Contemporary, Kindy Combo Thursday, Junior Combo Thursday DROP OFF **1PM** PICK UP **3:15PM**

SHOW 2 4pm

IPP, JPP, All Performance students will already be there

Monday, Tuesday x 2, Saturday Kindy Combo, Monday, Saturday Junior Combo, 12yrs Tap, 10yrs Tap, Non Performance Jazz 11+ DROP OFF **3PM** PICK UP **5:15PM**

PART 7: Mid Year Showcase DVD purchase

Due to poor quality and slowness in getting them back of our last 3 different DVD companies we have decided to try a digital copy for our Dance Families. You still are required to preorder and pay for your copy before the deadline but hopefully this alternative will prove faster and better for us all. The concert will be filmed and USB's will be given out once production is finalised.

PART 8: Concert Tickets

Tickets go on sale **June 5th** 2019 and all studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase Mid Year Showcase tickets.

Three easy ways to book your tickets to the Mid Year Showcase –

1. Visit www.glasshouse.org.au
2. Call 02 65818888
3. Drop in to the box office Cnr of Clarence & Hay St, Port Macquarie.

To create an organised and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. Children are not allowed to sit on adults' laps. Our concerts are considered family entertainment and are over two hours in length.

PART 9: Mid Year Showcase Policies – ON THE DAY

ALL STUDENTS TO ARRIVE AT THE GLASSHOUSE AND BE SIGNED IN NO LATER THAN YOU DESIGNATED TIME WITH YOUR HAIR DONE, FULL MAKE UP AND TIGHTS ON.

Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the rehearsal and Mid Year Showcase when the dancers are not onstage they must remain in the dressing rooms with their supervisors.

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the Mid Year Showcase, including during intermission and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so at the stage door.

Props

All props are the property of PMPA and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

Audience etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to scream out a child's name or yell in any way.

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members. If you think they cannot make it through the entire performance, please leave them at home.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the Mid Year Showcase. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience. The glasshouse has a crying room upstairs.

The use of video or flash photography is strictly prohibited during the concert. It is important that you pass this policy on to your Mid Year Showcase guests. The event will be professionally videoed and you will be able to purchase copies.

The Mid Year Showcase is for Everyone

When everyone puts the children first, the Mid Year Showcase experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that PMPA Mid Year Showcase will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.

Any questions at any time please contact the office.

Thank you,
Stacey Morgan

See next page for Running Order

This is a draft of the running order for the purpose of finding out which Show your child is in – slight changes may be made to this as we get closer to the Mid Year Showcase, we will not to move routines to different shows.

2pm	4pm
Feel It Still IPP	Sydney IPP
Percussion 12yrs Musical Theatre	Stars and the Moon 10yrs Contemp Perf
Apricot Ballet 8yrs Perf	Hip to Be Square 12yrs Tap
Be Prepared 10yrs NP Musical Theatre	A Day At The Beach Tuesday KC Miss Stacey
Before I Go JPP	Salute Senior Tap
Brick Boys	Classical Ballet Monday KC Miss Janelle
Sunshine State Of Mind Senior Musical Theatre	Body NP 11+ Jazz
Cheer Boom Boom	Bailar Salsa 10yrs Jazz Perf
Slow Down 6yrs Superstars	Reflection Tuesday KC Miss Janelle
Born to Entertain 10yrs Musical Theatre	Enough is Enough Senior Own Choreography
Once Upon A Time KC THURSDAY Miss Kate	Toy 12yrs Jazz
Mambo #5 8yrs NP Jazz	Clocks 14yrs Contemporary
Waves 10yrs NP Contemporary	This Time I Know JC Saturday Miss Janelle
Pink Cadillac 8yrs Tap	Heaven is a Place KC Saturday Miss Janelle
The Day You Went Away IPP/10yrs Perf	Mi Gente JPP
Together Again JC Thursday Miss Janelle	Jellicle Cats Monday JC Miss Janelle
Play That Sax 10yrs NP Jazz	Senior Contemporary
Grown 8yrs Perf Jazz	Green Eggs and Ham 10yrs Tap
Wii 14yrs Own Choreography	Poodles Petites
Car Wash NP 8yrs Jazz	Rule the World 12yrs Contemporary
Singin in The Rain NP 10yrs Tap	Feel It Still 14yrs and Senior Jazz
JPP Purple Ballet	
Sydney IPP	

See next page for DVD order form and for Volunteer Forms

PMPA Mid Year Showcase Concert Copy Order Form

The deadline to order your copy of the Mid Year Showcase is . Orders are **Cash Only** to be paid to the office.

Digital Copy: \$45 each Dance School: PMPA

Parent name:

Student name:

Shipping address:

City:

State:

Postcode:

Telephone:

Email:

Specify # of copies ordered:

Volunteer Preference Form

PMPA relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your child(ren). The children benefit from this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the performance. There are many positions available for men as well as women. **We encourage every family to volunteer and welcome any contribution you are willing to make.**

Please Email angela@pmperformingarts.com with your Volunteer Preference 1, 2 or 3

1) **Show 1 or Show 2 Minder:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances. You will be required for one show of the performance and can watch the other show.

2) **Security:** Check dancers in as they arrive at the theatre and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

3) **Costume Carer:** Care for the costumes and take them to and from events, and make sure every group is accounted for.

