

# 2017 Performance Agreement & Costume Ordering

Dear Parents & Students,

Each year Steppes School of Dance holds an end of year performance. It is not compulsory for students to participate in, however we encourage each student to be involved in what is a truly wonderful experience that is the culmination of their efforts during the course of the year.

Students who perform are required to purchase 1 costume per class routine. Students that are in a Pointe class do not need a costume as this class is a technique class and will not be performing. Students in Troupe classes have already purchased their costume this year. Costumes professional and of the highest quality. Costumes are ordered from several American companies who specialise in dance costumes. Having the costumes purchased means parents are not expected to sew or make any of the costumes. Ballet students will only require 1 costume unless asked to perform as a group leader or in 2 ballet items.

We are mindful of costs, and have attempted to keep costs in-line with the costs of the costumes from last year's performance; the costumes prices will vary depending on such factors as; fabrics, sizes, inflation, postage and handling. We remind parents and students that the costumes become the property of the student after the performance. Steppes does not make a profit from costumes and many hours go into ordering, re-packing and labelling them. Students will be given out costumes in term 4. Please make sure you have no outstanding fees as costumes will only be given out once all fees have been paid in full.

Although the majority of the costumes at Steppes are purchased for our end of year concert we sometimes are able to hire them to students. Steppes will hiring some of the senior girl's costumes for this year's ballet "The Nutcracker". The hire fee will cover students to use the costumes for the photo shoot, dress rehearsal and two performances. Hire costumes are not to be taken home and are to stay at the studio or theatre in-between being used. Students must use deodorant and wear flesh coloured underpants under all hire costumes. If costumes are returned damaged then the student will be charged an extra cleaning fee. Red lipstick and foundation can be very tough to remove.

A reminder that as stated in our terms and condition we required 4 weeks notice BEFORE the commencement of each term if withdrawing from a class otherwise full fees are due. If a student withdraws from a class without notifying us in advance or drops out of the concert without paying term 4 fees then their costume will become the property of Steppes.

# 2017 Performance Agreement & Costume Ordering Continued

After the feedback we have received, we have tried to make the costume ordering for parents simpler by going online. Steppes Staff once measured students, this is time consuming and can be very uncomfortable for students. This year we request that parents measure students in the comfort of their own homes as done over the past few years. This year instead of filling in a paper agreement form we ask that you complete our online agreement form. Attached is copy of sizing chart and how to measure students for parents reference.

This link will only be open from Tuesday 15th August to Saturday 26th August (**Two Weeks Only**). This link is a part of this email and is to our Steppes Concert page on our website. As stated above Steppes does not make a profit from costumes but due to going to an online system parents will be charged a processing/transaction fee. This fee of 2.9% plus 30cent is a fee in which the online service charges and does not go to Steppes at all.

Prior to costumes being ordered, full payment of costume must be paid. This costume payment is a commitment to our Steppes 2017 Performances and no refunds will be given once payment has been received. Steppes Online form and payment is due before **Saturday 26th August**. Please make sure you don't miss out on ordering your students costume.

Once your Online Performance Agreement Form with payment has been received you will receive a payment receipt and your student costumes will be ordered. Please note that we required notice in writing by the 17th of July (1st day of term 3), if your child did not wish to be a part of Steppes end of year performance. If you have not informed us please do so as soon as possible.

Parents and students will be given a notice about ticket sales, DVDs, photos session, dress rehearsals times and all other important Performance information in the coming weeks. In addition to this notice, parents of Dance Magic and Bopping Tots students will be informed as to which performance they will be performing in.

For any further performance information, please head to our Concert page on our Steppes website [www.steppesschoolofdance.com.au](http://www.steppesschoolofdance.com.au) or email Emily at [emly@steppesschoolofdance.com.au](mailto:emly@steppesschoolofdance.com.au)

Kind Regards,

Emily Perkins

Principal

Steppes School of Dance

# Compulsory Rehearsal, Photo Shoot & Performance Dates for Term 4

## Studio Rehearsals at Steppes School of Dance

### Ballet Studio Afternoon Rehearsal

Friday 27th October 2017 (TBA Times)

For students enrolled in Ballet: Dance Magic, Beginners, Primary, Preparatory, Tween, Teen, Level 1, Level 2, Level 3, Prelude, Major 1 and Open Ballet.

### Showcase Studio Rehearsal

Saturday 28th October 2017 (TBA Times)

For students enrolled in: Acro Dance, Bopping Tots, Hip Hop, Jazz, Lyrical, Musical Theatre, Tap and Troupe.

## **Photo Shoot at Sue Stone Photography, Sandringham**

Friday 10th Nov 2017 – Photo Shoot Session Day 1 Afternoon (TBA Times)

Saturday 11th Nov 2017 – Photo Shoot Session Day 2 (TBA Times)

Sunday 12th Nov 2017 – Photo Shoot Session Day 3 (TBA Times)

Please note: Students are not needed for all these dates. Classes will be timetabled in sections over these dates. Although not everyone will purchase these professional photographs we still ask that all students attended.

## **Dress Rehearsal & Performances at The National Theatre, St. Kilda**

Wednesday 15th Nov 2017 - Full Dress Rehearsal (TBA Times)

Thursday 16th Nov 2017 – Evening Performance (TBA Times)

Friday 17th Nov 2017 – Evening Performance (TBA Times)

**Parents please make sure you are checking and reading your emails regularly. As all important information regarding these above dates will be email in the coming weeks.**

# Costume Sizing Chart for Reference

Parents please measure students in the comfort of their own homes and provide us with their sizes from the sizing chart. After measuring your student please fill out all boxes on the Performance Agreement Online Form.

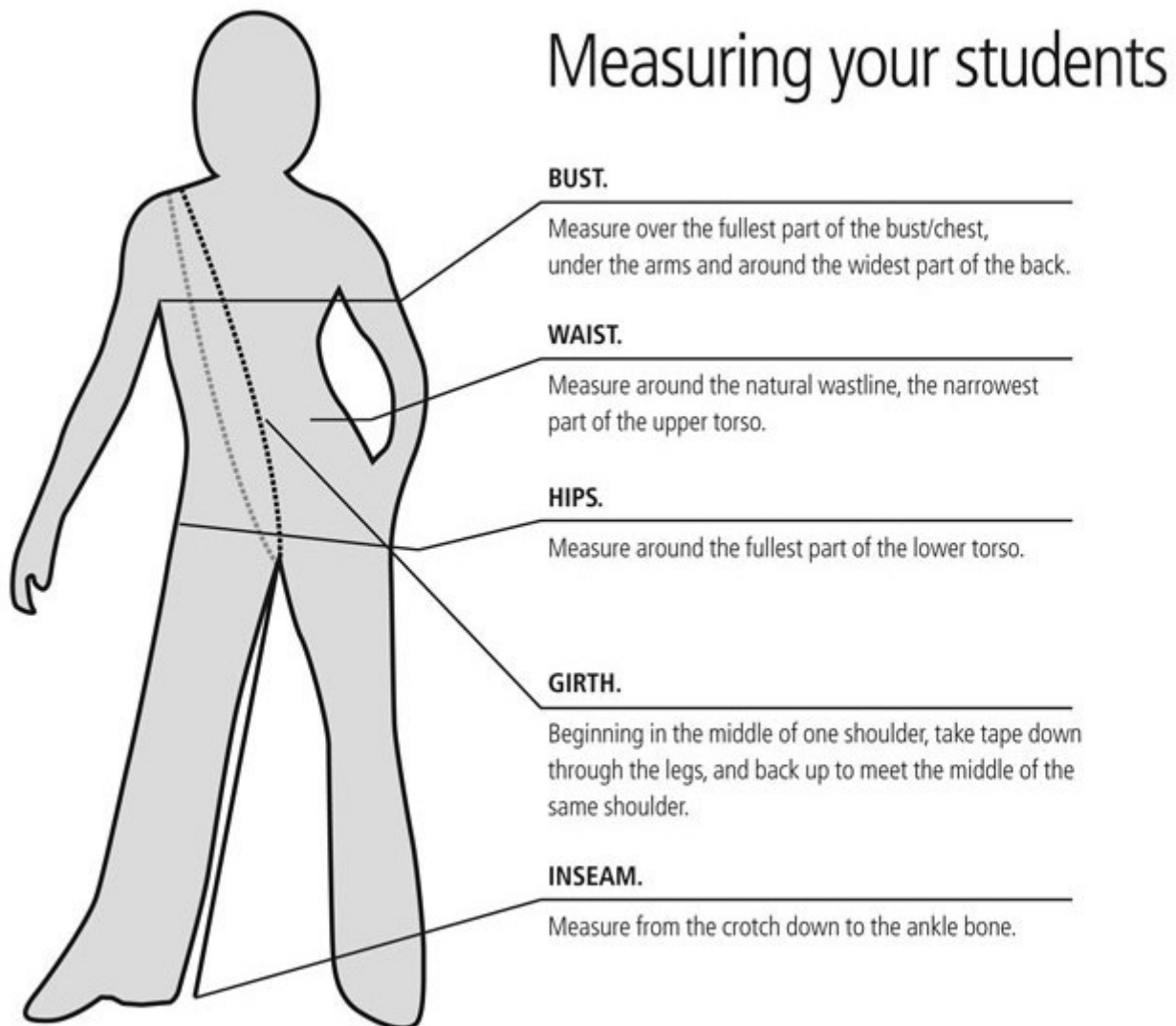
Childs Sizing Guide									
	in. / cm.	XX-Small XXSC	X-Small XSC	Small SC	Intermediate IC	Medium MC	Large LC	X-Large XLC	XX-Large XXLC
Chest	in.	20-22	22-24	24-26	26-28	28-31	31-33	33-36	36-40
	cm.	51-56	56-61	61-66	66-71	71-79	79-84	84-91	91-102
Waist	in.	19-22	22-23	23-24	24-25	25-27	27-29	29-32	32-35
	cm.	48-56	56-58	58-61	61-64	64-69	69-74	74-81	81-89
Hips	in.	20-23	23-25	25-27	27-29	29-32	32-36	36-39	39-41
	cm.	51-58	58-67	67-69	69-74	74-81	81-91	91-99	99-104
Girth	in.	32-36	36-40	40-44	44-47	47-51	51-55	55-60	57-62
	cm.	81-91	91-102	102-112	112-119	119-130	130-140	140-145	145-157
Inseam	in.	15-17	17-19	19-22	22-25	25-28	28-30	28-31	28-31
	cm.	38-43	43-48	48-56	56-64	64-71	71-76	71-79	71-79

Adult Sizing Guide							
	in. / cm.	X-Small XSA/PA	Small SA	Medium MA	Large LA	X-Large XLA	XX-Large XXLA
Bust	in.	31-33	33-36	36-38	38-41	41-45	45-50
	cm.	79-84	84-91	91-97	97-104	104-114	114-127
Waist	in.	22-25	25-28	28-30	30-33	33-37	37-41
	cm.	56-64	64-74	71-76	76-84	84-94	94-104
Hips	in.	32-34	34-37	37-40	40-43	43-47	47-51
	cm.	81-86	86-94	94-102	102-109	109-119	119-130
Girth	in.	53-56	56-60	60-63	63-66	66-69	69-72
	cm.	135-142	142-152	152-160	160-168	168-175	175-183
Inseam	in.	29-33	29-33	29-33	29-33	29-33	29-33
	cm.	74-84	74-84	74-84	74-84	74-84	74-84

# Measurement Diagram for Reference

Below is a Diagram for parents to refer to when measuring their student.

If any parent is unsure on how to measure, please do not hesitate to ask Emily or a Staff member to clarify.



# 2017 Performance Costume Prices

## Costume Price \$100

Acro Dance / Hip Hop 5 – 7yrs	Hip Hop 13yrs and over
Bopping Tots 4 – 5yrs	Hip Hop 7 – 9yrs Monday
Dance Magic 3 - 4yrs Wednesday	Hip Hop 7 – 9yrs Saturday
Dance Magic 3 – 4yrs Saturday	Jazz 5 – 7yrs Wednesday
Dance Magic 4 - 5yrs Tuesday	Jazz 5 – 7yrs Saturday
Dance Magic 4 - 5yrs Wednesday	Jazz 7 – 9yrs Monday
Dance Magic 4 - 5yrs Saturday	Jazz 7 – 9yrs Saturday
Hip Hop 10 – 12yrs Monday	Tap / Musical Theatre
Hip Hop 9 – 11yrs Saturday	

## Costume Price \$105

Beginners / Primary Ballet Wednesday	Lyrical 9 – 11yrs
Acro Dance 11 – 13yrs	Preparatory / Level 1 Ballet Saturday
Acro Dance 9 – 11yrs	Primary Ballet Saturday 9am
Lyrical 11 – 13yrs	Primary Ballet (No Exam) Saturday 10:30am

## Costume Price \$110

Jazz 11 – 13yrs
Jazz 9 – 11yrs Monday
Level 1 Ballet Wednesday
Level 2 Ballet
Level 3 Ballet Tuesday

## Costume Price \$120

Junior Adv Jazz Technique (Invite)
Open Tap
Senior Adv Jazz & Lyrical Technique (Invite)

## Costume Hire \$65

Level 3 Ballet Saturday	Prelude Ballet Thursday
Teen Ballet	Major 1 Ballet Tuesday
Tween Ballet	Major 1 Ballet Thursday
Prelude Ballet Tuesday	Open Ballet

# How to fill in Steppes Online Form

## Step 1: Enter Parents information

**Parents Full Name \***

Emily Perkins

**Email \*** emily@steppesschoolofdance.com.au

**Phone \*** 0413522245

## Step 2: Enter Student 1 Full Name

**Students Costume Order**

**Student 1**

**Students Full Name \***

Hugo Barbey

## Step 3: Tick Student 1 Classes

**Students Classes \***

- Acro Dance / Hip Hop 5 - 7yrs
- Acro Dance 11 - 13yrs
- Acro Dance 9 - 11yrs
- Beginners / Primary Ballet Wednesday
- Bopping Tots 4 - 5yrs
- Dance Magic 3 - 4yrs Wednesday
- Dance Magic 3 - 4yrs Saturday
- Dance Magic 4 - 5yrs Tuesday
- Dance Magic 4 - 5yrs Wednesday
- Dance Magic 4 - 5yrs Saturday
- Hip Hop 10 - 12yrs Monday
- Lyrical 9 - 11yrs
- Major 1 Ballet Tuesday
- Major 1 Ballet Thursday
- Open Ballet
- Open Tap
- Prelude Ballet Tuesday
- Prelude Ballet Thursday
- Preparatory / Level 1 Ballet Saturday
- Primary Ballet Saturday 9am
- Primary Ballet (No Exam) Saturday 10:30am
- Senior Adv Jazz & Lyrical Technique (Invite)
- Tap / Musical Theatre
- Teen Ballet
- Tween Ballet

## Step 4: Select Student 1 Costume Size

**Student Costume Size \***

Medium Child (MC)

- XX-Small Child (XXSC)
- X-Small Child (XSC)
- Small Child (SC)
- Intermediate Child (IC)
- Medium Child (MC)**
- Large Child (LC)
- X-Large Child (XLC)
- XX- Large Child (XXLC)
- X-Small Adult (XSA)
- Small Adult (SA)
- Medium Adult (MA)
- Large Adult (LA)
- X-Large Adult (XLA)
- XX-Large Adult (XXLA)

# How to fill in Steppes Online Form Continued

## Step 5: Select Student 1 Clothing Size

Student Costume Size *	Student Clothing Size *
Medium ( v	<div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px dashed black; height: 20px; width: 100%;"></div> <div style="text-align: right;">v</div> </div> <ul style="list-style-type: none"> <li>Child Size 4</li> <li>Child Size 6</li> <li>Child Size 8</li> <li style="background-color: #007bff; color: white;">Child Size 10</li> <li>Child Size 12</li> </ul>

## Step 6: Enter Quantity. This is 1. Once enter item total will be added

Quantity *	Item Total
1	\$200.00

## Step 7: Click 'Add Student' to add multiple students

+ Add Student

## Step 8: Repeat process if you have multiple students.

**Student 2**

**Students Full Name \***

Manon	Barbey
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Students Classes *	Student Costume Size *	Student Clothing Size *	Quantity *	Item Total
<input type="checkbox"/> Acro Dance / Hip Hop 5 – 7yrs	Medium ( v	Child Size v	1	\$470.00
<input checked="" type="checkbox"/> Acro Dance 11 – 13yrs				
<input type="checkbox"/> Acro Dance 9 – 11yrs				






# How to fill in Steppes Online Form Continued

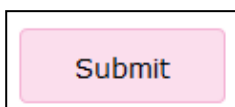
## Step 9: Enter in Credit Card Details for Payment.

Next to your payment details will be a review of your order. Please check this to make sure you have ticked students correct classes.

As stated in this Performance Agreement; due to going to an online system parents will be charged a processing/transaction fee. This fee of 2.9% plus 30cent is a fee in which the online service charges and does not go to Steppes at all. This fee will appear once you have entered in your credit card details.

<b>Payment</b>	
<input type="text" value="Credit Card Number"/>	
<input type="text" value="MM/YY"/>	<input type="text" value="CVV"/>
	 
<b>Student 1</b>	
Hip Hop 10 – 12yrs Monday , Tap / Musical Theatre - 1	\$200.00
<b>Student 2</b>	
Acro Dance 11 – 13yrs, Hip Hop 10 – 12yrs Monday , Lyrical 11 – 13yrs, Tap / Musical Theatre, Tween Ballet - 1	\$470.00
<b>Subtotal:</b>	<b>\$670.00</b>
Transaction Fee:	---
<hr/>	
<b>Amount Due: \$670.00</b>	

Step 10: Click 'Submit' Once you have entered in, checked all student information and payment details are correct.



Step 11: Receipt Emailed to your email address stated on form.