



steppes

SCHOOL OF DANCE

2017 Rehearsals and Performances Important Information Booklet



Dear Steppes Parents and Students,

This Booklet is a detailed extra newsletter with dates, times and information for all 2017 rehearsals, photo days and performances. We also have an Important Concert Information booklet which is on our concert page of our website.

We ask that you please take the time to read both booklets as they will cover any extra questions you may have about our 2017 end of year Performances.

To keep up to date we ask that you update us with your most current contact information, like us on Facebook and check your emails regularly.

Studio Rehearsals

at Steppes School of Dance 3 Sydenham Street, Highett 3190

Steppes Studio Rehearsals on Friday 27th and Saturday 28th October will run in the order of our performances. We have grouped all classes into different rehearsal sections to help with the running of our rehearsals. For students correct rehearsal times please refer to our Studio Rehearsal Timetable on our website. Our Dance Magic students will not be needed for the Friday 27th October Rehearsal as they will be having their own extra in class rehearsals. Important reminder that both Steppes Reception and Office will be closed both these days. Please make sure all your invoices are up to date, as all invoices will be outstanding after 9th October.

Students are required to check in and out off each rehearsal as well as each performance. It can become very congested at the studio when students are being dropped off and checking into Rehearsals. **We ask that all parents drop off their students or to park down the street and walk with them to check in. To avoid congestion in Sydenham Street if parents and students could organise a carpool for drop off and pick up of students in the same class sections that would be greatly appreciated.**

Students will be required to check in through Steppes Reception at their section time. Students will then need to check out through Studio 2 roller door and exit via our lane way. Students over the age of 14yrs may sign themselves out if they come with a signed note from a guardian. This is to be presented at check in and out. They cannot just leave the building.

Students are to wear their full Steppes Uniform and have their hair up in a neat bun for Ballet and pony tail with hair out of face for all other dance styles. No costumes are to be worn at these studio rehearsals. We ask that parents please make sure that they pack a water bottle for the students to have through out their rehearsals.

Friday 27th October Ballet Rehearsal

The Nutcracker - Beginners, Primary, Preparatory, Level 1, Level 2, Level 3, Tween, Teen, Prelude, Major 1, Open and Leads

Please See Studio Rehearsal Timetable for exact Class times

Saturday 28th October Showcase Rehearsal

That's Entertainment Showcase - Acro Dance, Bopping Tots, Hip Hop, Jazz, Lyrical, Musical Theatre, Tap and Troupe.

Please See Studio Rehearsal Timetable for exact Class times



Photo Days

at Sue Stones Photography 42 Station Street, Sandringham 3191

The past few years Steppes has been very lucky to be able to have the very talented Sue Stone from Sue Stone Photography take our students professional performance photos. We are very pleased that our students professional photos will be shot by Sue at her Sandringham Studio and at The National Theatre.

It can become very congested at the photo studio when students are being dropped off and checking in for their photos. ***With this in mind please note parents and families are not able to stay and watch photo sessions due to O H & S (Occupation Health & Safety).***

We ask that all parents drop off their students in full hair and makeup at 42 Station Street, Sandringham. We will have signs up relating to check in and check out point areas. Students over the age of 14yrs may sign themselves out if they come with a signed note from a guardian. This is to be presented at check in and out. They cannot just leave the Sue Stone Photography Studio.

Prices this year are as follows:

Digital downloads - \$15 per photo

Printed 5x7" photo - \$15 (prints supplied in a print wallet)

Printed and Matted 5x7" photo - \$18 (prints individually matted in 8x10" archival mount)

*All printed photos will be posted this year, which will be a additional postage charge of \$8 per order for postage and packaging.

Parents will be sent via email and text message a link that they will be able to view and order students professional photos. As part of this link there will also be an information page which any information regarding ordering dates and any further information.

Friday 10th November Photo Shoot Day 1

Please See Steppes 2017 Performance Photo Shoot Timetable for exact Class times

Saturday 11th November Photo Shoot Day 2

Please See Steppes 2017 Performance Photo Shoot Timetable for exact Class times

Sunday 12th November Photo Shoot Day 3

Please See Steppes 2017 Performance Photo Shoot Timetable for exact Class times



Compulsory Full Dress Rehearsal

Wednesday 15th November

at The National Theatre 20 Carlisle Street, St Kilda South VIC 3182

Students are to arrive with full hair, makeup already done and dressed in their first costume. Students are only allowed to arrive in their costume if they have a dressing gown, or Steppes Hoodie over the top of their costume. This is to protect their costumes from makeup and food.

Students will be checked in and out of the Stage Door!

We would ask that only 1 parent or guardian checks students in and out of the stage door. It can become very congested at the stage door. Students will be divided up into different dressing rooms and groups. These groups will help us with check out times, as groups will be check out of the theatre at set times.

We are only allowed to check students in and out of the stage door.
The loading dock door is only for theatre staff and loading sets into the theatre.

Please look and read all the signs. These signs will be up indicating where to go, along with which check in and out times for each class. Photos of stage door and drop off points are attached.

Students over the age of 14yrs may sign themselves out if they come with a signed note from a guardian. This is to be presented at check in and out. They cannot just leave the building.

Ballet Full Dress Rehearsal

The Nutcracker Ballet Rehearsal

Ballet Classes: Dance Magic, Beginners, Primary, Preparatory, Level 1, Level 2, Level 3, Tween, Teen, Prelude, Major 1 and Open

Students who have siblings or are car pooling with students in another check in time are able to check in together; provided students have a note with them regarding the details.

11:15am Sharp Check In: Major 1, Prelude, Open, Teen, Tween and Level 3

11:30pm Sharp Check In: Level 2, Level 1, Preparatory, Level 1 and Primary

11:45pm Sharp Check In: Beginners and Dance Magic

12:00pm Sharp: All Nutcracker Ballet students are to be on stage ready for Theatre Meeting and Warm up. Stage Door will be locked at 12:15pm for our closed rehearsal.

Only official backstage helpers plus our staff will be allowed backstage.

12:30pm Sharp: Nutcracker Ballet Rehearsal



Compulsory Full Dress Rehearsal Cont..

Wednesday 15th November

at The National Theatre 20 Carlisle Street, St Kilda South VIC 3182

Ballet Full Dress Rehearsal

Students will be checked out at the Stage Door in the following sections. All parents are to wait patiently at the bottom of the stairs until their child's teacher or helper has brought their whole class down

Students who have siblings or are car pooling with students in another check in time are able to check in together; provided students have a note with them regarding the details.

3:00pm Check Out: Beginners and Dance Magic

3:30pm Check Out: Level 2, Level 1, Preparatory, Level 1 and Primary

3:40pm Check Out: Major 1, Prelude, Open, Teen, Tween and Level 3

Parents are to wait at the bottom of the stage door at their students selected above times. Please note that this will be a very busy time, we ask for parents to be patient during this time

We ask that all students that are only in the Ballet and are not down as a official backstage helper to check out at these times.

The Nutcracker Ballet students that are in the That's Entertainment Showcase are to stay in between both rehearsals at the theatre. As there is only a short amount of time (45mins) in between rehearsals. These students will be able to have a break backstage in this time, so we ask that students bring ample food and drink for both rehearsals.

If parents are unable to collect their child, they can be checked out with another parent provided that they have a note with the details. If parents are unable to organise pick up or carpool at these above times, please notify Emily so Steppes can work out arrangements so they can wait at the theatre until the end of That's Entertainment Performance Showcase Rehearsal.



Compulsory Full Dress Rehearsal Cont..

Wednesday 15th November

at The National Theatre 20 Carlisle Street, St Kilda South VIC 3182

That's Entertainment Showcase Full Dress Rehearsal

Showcase Classes: Acro Dance, Bopping Tots, Hip Hop, Jazz, Lyrical, Musical Theatre, Tap and Troupe.

3:45pm Sharp Check In:

Acro Dance 11-13yrs

Jazz 11-13yrs

Hip Hop 13yrs and Over

Junior Adv Jazz Technique

Open Tap

Senior Adv Jazz & Lyrical Technique

Lyrical 11-13yrs

Lyrical 16yrs Troupe

4:00pm Sharp Check In:

Jazz 9yrs Troupe

Acro Dance 9-11yrs

Hip Hop 9-11yrs

Lyrical 9-11yrs

Jazz 12yrs Troupe

Hip Hop 10-12yrs

Jazz 9-11ys

Lyrical 12yrs Troupe

Tap / Musical Theatre

4:15pm Sharp Check In:

Bopping Totts 4-5yrs

Arco Dance 5-7yrs

Jazz 5-7yrs Wednesday and Saturday

Hip Hop 7-9yrs Monday and Saturday

Jazz 7-9yrs Monday and Saturday

4:30pm Sharp: All Students in the That's Entertainment Showcase are to be on stage ready for Theatre Meeting and Warm up. Stage Door will be locked at 4:30pm for our closed rehearsal. **Only official backstage helpers plus our staff will be allowed backstage.**

Students will be checked out at the Stage Door in the following sections. All parents are to wait patiently at the bottom of the stairs until their child's teacher or helper has brought their whole class down.

Students who have siblings or are car pooling with students in another check in time are able to check in together; provided students have a note with them regarding the details.

7:30pm Check Out:

Bopping Totts 4-5yrs

Arco Dance 5-7yrs

Jazz 5-7yrs Wednesday and Saturday

Hip Hop 7-9yrs Monday and Saturday

Jazz 7-9yrs Monday and Saturday

8:00pm Check Out:

Jazz 9yrs Troupe

Acro Dance 9-11yrs

Hip Hop 9-11yrs

Lyrical 9-11yrs

Jazz 12yrs Troupe

Hip Hop 10-12yrs

Jazz 9-11ys

Lyrical 12yrs Troupe

Tap / Musical Theatre

8:15pm Check Out:

Acro Dance 11-13yrs

Jazz 11-13yrs

Hip Hop 13yrs and Over

Junior Adv Jazz Technique

Open Tap

Senior Adv Jazz & Lyrical Technique

Lyrical 11-13yrs

Lyrical 16yrs Troupe

At 8:45pm all of Steppes School of Dance students, helpers, parents and staff have to be checked out

***Parents are to wait at their students selected stage door at their selected above times.**

Please note that this will be a very busy time, we ask for parents to be patient during this time*



Compulsory Full Dress Rehearsal Cont..

Wednesday 15th November

at The National Theatre 20 Carlisle Street, St Kilda South VIC 3182

Dress Rehearsal Itinerary

- > Students check in
- > Shown to dressing room and where to leave bags
- > Assemble on stage for a welcome, OH&S talk and warm up
- > Students walk dance across stage no music – shown placement on stage
- > Students then run through their dance with music
- > Once all dances have been had a run through, a full run through of the Finale with all students together will take place
- > Both Ballet and 2nd half Showcase Rehearsal are run in the order as it will be on performance night with quick changes etc
- > Students who are in both ballet & 2nd half Showcase will have the opportunity to break and have a snack or in between rehearsals.

**Please note there is a small finale at the end of the Ballet then a finale at the end of 2nd half Showcase. Ballet students do not need to wait until the end of the night backstage if not performing again after interval. The ballet running time is approx. 70 mins*

Reminder about Parents Backstage

Reminder that all of our Steppes Rehearsals are closed rehearsals.

Parents are not permitted to enter back stage unless they are **official helpers**. If you have not spoken to Emily in regards to helping back stage and your name is not on our helpers list you will not be able to go back stage. We have adults back stage to supervise, and help with making the show run as smoothly as possible. Each child will be signed in at the Stage door and left with their group supervisor. Students will be kept in groups and not allowed to leave the back stage area until they are collected at the end by a parent or guardian. This is for the safety of the child. We cannot have parents coming in and out of the theatre as we need to know where everyone is at all times.



Frequently asked Performance Questions

Does my child need to attend the dress rehearsal?

It is mandatory for all students performing in the Performance to attend the full dress rehearsal. Students are given a tour of the theatre and a chance to familiarise themselves with the theatre facilities, including entering and exiting the stage with lights-out, and rehearsing with all the lights on. Dress rehearsal assists students to feel more confident on the Performance night. We will be having a professional photographer taking stage photos.

Why does my child have to perform 1 or 2 times if we are only coming to watch them once?

You may only wish to watch the performance once, however all students **(Except Dance Magic and Bopping Tots)** are required to perform twice. The show is the same for both evenings. If students are missing this can affect the choreography as well as upset other students performing on stage. As in team sports they need each other on stage.

Why do they have to wear make up if they are only children?

The lights used on stage, are very strong and “wash out” faces, make up high lights the features so the audience can see the dancers.

Do they arrive with make up on?

Yes all students **must** arrive with hair and make up already done. Although we have volunteers back stage **they are not there to do everyone's full make up.**

Do they arrive with red lipstick on?

Please do not apply the red lipstick as it smudges and gets on clothes. All students should have a bag with their own hairpins, drink, and red lipstick all clearly named. Volunteer parents will help apply the lipstick only.

Why can't children wear underwear under their costumes?

The stage lights are very strong and will show any underpants lines or patterns under the costumes. A flesh body stocking (Looks like a natural colour or skin tone colour leotard) is acceptable or nude colour underpants both sold at Bloch, energetiks and other dance wear shops. If a student has more than one costume to change into then we would suggest they do wear something underneath.

How do I do a Ballet Bun?

The best way to tie hair up and back is to keep it dirty and not wash on the day. Lots of hair spray and gel will also keep hair in place.

Start bun by making a pony tail at the height you want the bun

Eg – Low (top of neck above hair line)

Middle bun – middle of head near crown of head

High bun – very top of head

Twist the hair around to make into the shape of a bun and secure using Bun French pins around to hold in place. Cover the entire bun using a hair or bun net (use the colour to match hair) you can then place more pins around the bun until it is firm and won't fall out. Bobby pins help hold wispy bits and fringes back. (If you need a demonstration then Google “How to make a ballet bun” as they have some good demonstration videos you can watch.



Frequently asked Performance Questions

Cont..

False Eye lashes

Students 13yrs and over are to wear plain black false eyelashes. If students are wearing these for ballet then they can leave on for the 2nd half of the show.

If my child is performing in the ballet only does she / he have to stay the entire show?

Both our performance this year commence at 7pm. Students who perform in the ballet only may join their parents after interval. You must purchase a ticket for students if they wish to watch the performance. As students are not guaranteed to be able to watch the performances.

If my child is only performing in the 2nd half of the show (Acro Dance, Bopping Tots, Hip Hop, Jazz, Lyrical, Musical Theatre, Tap and Troupe). Can she/he arrive later?

Students performing only in the 2nd half of the show can check in after the ballet students. All ballet students **must be at the Theatre no later than 45 mins prior to show starting** if in ballet and 15 min at least if in second half only. If students wish to watch the Ballet they are to purchase a ticket and are to check in backstage at interval. Provided that you have informed us in writing with the details.

Why do I have to wait to check my child in and out of the theatre?

Every child needs to be signed in when they arrive at the Theatre, and then signed out before being allowed to leave the Theatre. We are sure **ALL** parents will appreciate this procedure is for the safety of the child. Students above the age of 14yrs may leave the theatre Stage door without being signed out providing they have their signed consent form on them (See attached)

Do we have to watch both performances?

Parents can choose to purchase tickets to one, or both of the Performances, it is entirely up to the individuals.

Why can't we take videos during the performance?

A professional video will be made of the performances, which can be purchased by completing an order form before the Performance. The entire production is the copy right of Steppes and therefore carries copyright restrictions.

Why can't I take photos during the show?

The use of Flash photography is not only **distracting and dangerous** to the safety of those performing on stage; it is also covered by the same copyright restrictions as video.

What should I pack in bag for students?

A bottle of water & snack, eg dry biscuits or fruit (nothing that contains nuts), any other pieces of costumes, or props, if in more than one item.

Dance Shoes – Ballet, tap, Jazz, etc (All labelled)

Hair brush if changing hair, extra pins, hair net, make up, deodorant for older girls. Parents may wish to pack a spare pair of tights for their child.



Frequently asked Performance Questions

Cont..

Can I pack a game or toy in my Child's bag?

We would suggest that students bring something small in their bag they can play with whilst waiting back stage eg pencils (**NOT TEXTAS**) and a colouring book or an electrical toy like a DS providing this is labelled with a name and the student must be responsible for their own belongings.

Can students bring mobile phones?

Students can have phones on silent in their bags however they must be responsible for all belongings.

I have a baby / toddler; may they sit on my knee during the performance?

Children under the age of 2 may sit on their parents knees during the show, however if the child becomes unsettled we would ask they leave the theatre as to not disturb other patrons. A parking area for prams is located in the foyer entrance, as there is no room for prams in the auditorium.

Please read the following important pages regarding The National Theatre

No classes at Steppes on the following dates;

Tuesday 7th November - Due to Melbourne Cup Day

Wednesday 15th November - Due to Full Dress Rehearsal at The National Theatre

Thursday 16th November - Due to Steppes Performance

Saturday 18th November - Due to Steppes Performance on Friday night.

Last week of term 4 is Monday 27th November to Saturday 2nd December. Students are welcome to try another class and style during this week. 2018 Troupe Auditions will be held on 29th November.

The 2018 Term 1 timetable and online registration will be available after the concert not before.

Kind Regards,

Steppes School of Dance



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Follow us on Facebook and Instagram!

A NOTE FOR PARENTS / GUARDIANS

IMPORTANT INFORMATION

- Parents, Friends and Guests not directly involved with a show are **NOT PERMITTED** in the stage area **AT ANY TIME – NO EXCEPTIONS**. All persons involved with a performance **MUST** be inducted by the Supervising Technician before gaining access to the stage. If your children require your assistance to get changed – Please discuss this with the venue hirer prior to show day so that arrangements can be made to ensure you are let in.
Do not assume you will be granted access.
- Entry and exit to backstage is via the Stage Door only (unless arranged prior to performance by the hirer – you will be informed by the hirer if this is the case). The stage door is located up the brown stairs with the gate at the bottom on the south west corner of the building (access from Albert St)
- No Access is permitted between the auditorium/stage parse doors. Please meet your children at the base of the stage door stairs (or alternative point if arranged with the hirer) to pick them up. Do not attempt to gain entry to stage from the auditorium at the conclusion of the performance.
- While we try to keep security tight, it's not always possible - Valuables should be left at home.
- Appropriate footwear needs to be worn on stage at all times (comfortable, closed toe, hard sole). If required - Soft soled shoes, thongs, sandals and bare feet may be worn during rehearsal and performances **ONLY** whilst performing and **ONLY** with approval from the Stage Supervisor. **EVERYONE IS REQUIRED TO BRING A PAIR OF SNEAKERS OR WORK BOOTS WHENEVER THEY ARE AT THE THEATRE - NO SHOES, NO ENTRY, NO EXCEPTIONS!**
- **There is NO parking available at the rear of the theatre – fines exceed \$100 (It takes less than 5 minutes for the inspectors to arrive).** Please plan carefully to pick up your children. Drop off in the rear driveway is usually ok – please be considerate and keep moving – limit your stop to 15 seconds. Please see our website for some nearby parking
<http://venue.nationaltheatre.org.au/?page=map>
- The National Theatre backs on to a residential street. We ask that you please keep noise Levels to a minimum, especially late at night. We also ask that you assist us in keeping the noise levels of your children to a minimum.
- This is a live working Theatre, not a playground.
Theatre Management reserves the right to request persons leave the Theatre and to take any appropriate action to enforce this right.



IMPORTANT INFORMATION

Students Checking In and Out of The National Theatre

Stage Door -

Only official backstage helpers plus our staff will be allowed through this door.



Check In and Out -

All parents are to wait patiently at the bottom of the stairs to check in and out their child.

Stage Door -

Only official backstage helpers plus our staff will be allowed through this door.



Check In and Out -

All parents are to wait patiently at the bottom of the stairs to check in and out their child.

**NO PARKING IN
ALBERT STREET
Fines Exceed
\$100**

**PLEASE WALK STUDENTS
DOWN ALBERT STREET TO THE
BACK OF THE NATIONAL TO
CHECK IN & OUT**



Consent form for students over 14yrs

I _____ (Print guardian / parents name) give permission for
_____ (Print students name)

To leave The National Theatre via the stage door without being signed out by a parent or guardian. I understand Steppes is not responsible for my daughter / son once she / he have left the theatre.

Parent / Guardian Signature _____

Date _____

Please hand one signed copy to Steppes and keep a signed copy for student to keep in bag. Must be 14yrs and over.





2017 'The Nutcracker' Performance DVD or Blu-Ray Orders

Steppes has engaged the services of Wilkar Productions to professionally film our Steppes 2017 Performances!

Wilkar Productions 2017 Prices are:

DVD \$40 inc delivery

Blu-Ray \$60 inc delivery

To purchase a copy of
Steppes 2017 performance of 'The Nutcracker' on DVD or Blu-Ray

Please seal payment of **cash only** in an envelope

On the outside of the envelope please write clearly:

Name:

Address:

Phone Number:

Which Performance: Thursday 16th Nov 7pm OR Friday 17th Nov 7pm

DVD or Blu-Ray:

Orders are to be received by 7pm on Tuesday 14th November at Steppes Reception.

Orders can be also made at our program and flower station at the theatre on Thursday 16th and Friday 17th November before and during interval of both performance.

No order can be made after the performances.

Regards,
Steppes School of Dance

