

2019 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 are 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. 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.

2019 Performance Agreement & Costume Ordering Continued

We request that parents measure students in the comfort of their own homes as done over the past few years. 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. **The girth of student is the most important measurement. If student is in-between sizes, we suggest that you use the bigger size or girth size.**

This link will only be open from Wednesday 7th August to Wednesday 21st 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 2019 Performances and no refunds will be given once payment has been received. Steppes Online form and payment is due before **Wednesday 21st 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 15th 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 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 or email Emily at emily@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 25th October 2019 (TBA Times)

For students enrolled in Ballet: Primary, Preparatory, Tween, Teen, Level 1, Level 2, Level 3, Level 4, Prelude, Major 1 and Major 3.

Students in Dance Magic and Beginners Ballet will be advised closer if they will be needed.

Showcase Studio Rehearsal

Saturday 26th October 2019 (TBA Times)

For students enrolled in: Hip Hop, Jazz, Lyrical, Musical Theatre/Tap, Open Style and Troupe

Photo Shoot at Steppes School of Dance

Saturday 9th November 2019 – Photo Shoot Session Day 1 (afternoon TBA Times)

Sunday 10th November 2019 – Photo Shoot Session Day 2 (All Day 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.

Full Dress Rehearsal & Performances at The Alexander Theatre, Clayton

Monday 18th November 2019 - Full Dress Rehearsal (TBA Times)

Wednesday 20th November 2019 – Evening Performance (TBA Times)

Thursday 21st November 2019 – 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. **The girth of student is the most important measurement. If student is in-between sizes, we suggest that you use the bigger size or girth size.**

After measuring your student please fill out all boxes on the Performance Agreement Online Form.

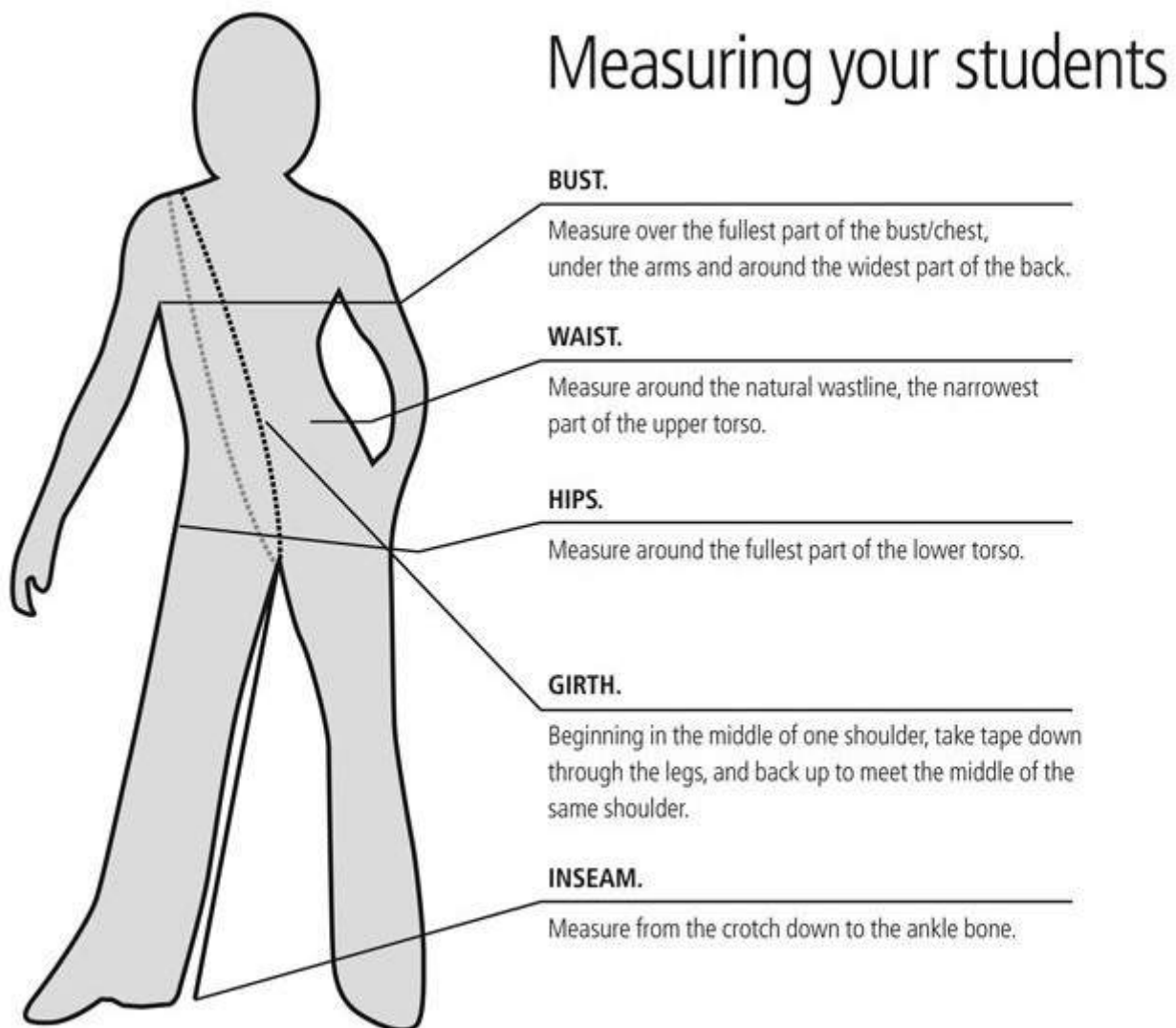
| Childs Sizing Guide | | | | | | | | | |
|---------------------|-----------|------------------|----------------|-------------|--------------------|--------------|-------------|----------------|------------------|
| | in. / cm. | XX-Small XXSC | X-Small XSC | Small SC | Intermediate IC | Medium MC | 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.



2019 Performance Costume Prices

Costume Price \$100

Dance Magic 3 - 4yrs Wednesday
Dance Magic 4 - 5yrs Wednesday
Hip Hop 7 - 9yrs

Jazz 5 – 7yrs Wednesday
Jazz 5 - 7yrs Saturday
Hip Hop 13yrs and Over

Costume Price \$105

Beginners Ballet Wednesday
Beginners Ballet & Primary Ballet
Primary Ballet Wednesday
Jazz 7 - 9yrs Monday
Jazz 7 - 9yrs Wednesday
Jazz 7 - 9yrs Saturday
Hip Hop 9 - 11yrs

Jazz 9 - 11yrs Monday
Jazz 9 - 11yrs Saturday
Hip Hop 11 - 13yrs
Lyrical Group 1
Lyrical Group 2
Musical Theatre / Tap 6 - 10yrs
Musical Theatre / Tap 11 - 13yrs

Costume Price \$110

Preparatory Ballet Wednesday
Level 1 Ballet Saturday

Level 1 Ballet Thursday
Jazz Advanced 10 - 13yrs (Invite)

Costume Price \$115

Level 2 Ballet Saturday
Jazz Advanced 13 – 15yrs (Invite)

Open Style 15yrs and Over (Invite)
Tween Ballet & Teen Ballet

Costume \$130

as per email, either 2 hire or 1 purchased costume. Steppes will advise

Level 3 Ballet
Level 4 Ballet
Prelude Ballet

Major 1 Ballet
Major 3 Ballet

Performance Fee \$25

There is a \$25 performance levy for all students who wish to performance in our end of year performances.

****If we find suitable costumes to hire, parents will be advised and accounts will be credited****

How to fill in Steppes Online Form

Step 1: Enter Parents information

| | |
|-----------------------------------|----------------|
| Parents Full Name * | |
| Emily | Perkins |
| Email * | Phone * |
| emily@steppesschoolofdance.com.au | 0413522245 |

Step 2: Enter Student 1 Full Name

| |
|-----------------------------|
| Student 1 |
| Students Full Name * |
| Hugo Barbey |
| Performance Fee |
| \$25.00 |

Step 3: Tick Student 1 Classes

| Students Classes * | |
|--|--|
| <input type="checkbox"/> Arco Dance | <input type="checkbox"/> Level 2 Ballet |
| <input type="checkbox"/> Beginners Ballet (Saturday) | <input type="checkbox"/> Level 3 Ballet & Tween Ballet |
| <input type="checkbox"/> Beginners Ballet (Wednesday) | <input type="checkbox"/> Level 4 Ballet (Tuesday) |
| <input type="checkbox"/> Bopping Tots 3 - 5yrs | <input type="checkbox"/> Level 4 Ballet (Saturday) |
| <input type="checkbox"/> Contemporary / Lyrical 9 - 11yrs | <input type="checkbox"/> Major 2 Ballet (Tuesday) |
| <input type="checkbox"/> Contemporary / Lyrical 11 - 14yrs | <input type="checkbox"/> Major 2 Ballet (Friday) |
| <input type="checkbox"/> Dance Magic 3 - 4yrs (Saturday) | <input type="checkbox"/> Preparatory Ballet |
| <input type="checkbox"/> Dance Magic 4 - 5yrs (Monday) | <input type="checkbox"/> Primary Ballet |
| <input type="checkbox"/> Dance Magic 4 - 5yrs (Saturday) | <input type="checkbox"/> Senior Advanced Jazz & Lyrical Technique (Invite) |
| <input type="checkbox"/> Hip Hop 7 - 9yrs | <input checked="" type="checkbox"/> Tap / Musical Theatre BOYS |
| <input checked="" type="checkbox"/> Hip Hop 9 - 11yrs | <input type="checkbox"/> Tap / Musical Theatre GIRLS |
| <input type="checkbox"/> Hip Hop 11 - 13yrs | <input type="checkbox"/> Teen Ballet |
| | <input type="checkbox"/> Transition Ballet (Tuesday) |
| | <input type="checkbox"/> Transition Ballet (Friday) |

Step 4: Select Student 1 Costume Size

| Student Costume Size * | Student Costume Size * |
|-------------------------|------------------------|
| ▼ | |
| 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) | |

Step 5: Select Student 1 Clothing Size

Student Clothing Size *

▼

- Child Size 4
- Child Size 6
- Child Size 8
- Child Size 10
- Child Size 12**
- Child Size 14
- Adult Size 8
- Adult Size 10
- Adult Size 12
- Adult Size 14
- Adult Size 16

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




Performance Fee
\$25.00

| Students Classes * | Student Costume Size * | Student Clothing Size * | Quantity * | Item Total |
|---|------------------------|-------------------------|------------|------------|
| <input type="checkbox"/> Arco Dance <input type="checkbox"/> Beginners Ballet (Saturday) | X-Small A ▼ | Adult Size ▼ | 1 | \$220.00 |

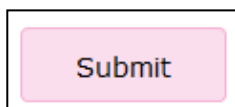
Step 9: Enter in Credit Card Details for Payment.

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.

| Payment | |
|--|---|
| Credit Card Number  | |
| MM/YY  | CVV  |
| Student 1 | |
| Performance Fee - Performance Fee | \$25.00 |
| Hip Hop 9 - 11yrs, Tap / Musical Theatre BOYS - 1 | \$200.00 |
| Student 2 | |
| Performance Fee - Performance Fee | \$25.00 |
| Level 3 Ballet & Tween Ballet , Intermediate Advanced Jazz Technique (Invite) - 1 | \$220.00 |
| Subtotal: | \$470.00 |
| Transaction Fee: | \$13.60 |
| Amount Due: \$483.60 | |

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.