



Thursday 4th May 2017

Dear Parents and Students,

Our Annual Dance Show – The Red Windmill is just around the corner! We are very much looking forward to a wonderful show weekend next Saturday 13th and Sunday 14th May and hope you are too. Please read the following instructions carefully to ensure the smooth running of both the rehearsal and show.

Scheduled timings and location for drop off and collection for The Red Windmill:

Dulwich College Arts Centre Theatre

Dulwich College International School
71 Bukit Batok West Avenue 8, Singapore, 658966
Meeting point will be in the foyer on Level 1

Saturday 13th May: All day dress and technical rehearsal

Call Time 11.45am

Technical Rehearsal - Start time 12:00

Dress Rehearsal – Start time approximately 3:00

Collection time 5.00pm

The students must stay backstage between the technical and dress rehearsals. Therefore, please ensure that they come to the theatre with **adequate snacks and drinks to see them through the day**. It is advised that students also bring books, tablets, games, homework etc. as technical rehearsals are notoriously long-winded and slow.

Sunday 14th May: SHOW DAY!

Call Time: 8.30am

Show 1: 11am

Show 2: 2.30pm

Pickup: Approx. 4.30pm

Hair and Makeup

All performers must arrive with their hair and makeup already done and with footwear already discussed with your teachers. Please check the visual references already sent out for hair and makeup. Any questions, speak directly to your teachers.

House Rules for the Theatre:

Drop off and Collection

It is incredibly important that all parents, and carers understand rules in relation to the collection and drop off of those performing in the show. We are performing in a professional theatre and must follow the guidelines provided to us in terms of the accessibility to the theatre.

Process to follow:

1. Students must be dropped off at the specified time, in the specified location. If the student is coming to the theatre alone/unsupervised, they must meet the chaperones at the meeting point, and join the rest of the group there.
2. Students who are late should contact the chaperone **Hudah on 96190341** by either calling or sending an SMS, ensuring to state what time they expect to arrive. They must then wait at the drop off point. **Please ensure that your child a) has the contact for the chaperone and b) has provided us with their contact number** if they are coming to the theatre alone.
3. No students are allowed to go through the stage door without being accompanied by Centre Stage staff, or wander through the theatre auditorium without being accompanied by a chaperone.
4. If rehearsals or the show are running behind schedule, the chaperone will contact all parents to notify them. Please then come to the drop off/collection point at the new time.
5. At the end of rehearsal and at the end of the show, the chaperones will bring the students out in groups and transfer them to the parents and carers. If you are going to be more than ten minutes late, please SMS the chaperone, so that we can keep the students with us until you arrive.

What NOT to do:

Please ensure that anyone collecting or dropping your children off are aware of these very important DON'TS.

Theatres can be dangerous at times. The rehearsal process involves rigging lights and scenery and the stage can be unsafe to enter at certain times of set up and rehearsal. We will ensure that your children are safely away from any work that may be of potential danger; please ensure that you are too.

1. If the doors are opened but the students are not ready, and you are asked by the team to wait at the drop off/collection point. PLEASE do not insist that you come backstage.
2. **WHY?** While we are working it is likely that the house lights will be turned off. The route from the dressing rooms to the entrance is at this point in complete darkness and is dangerous to walk through. To bring children safely through the auditorium we stop work and put on the house lights so that the children and chaperones can walk through in a safe manner. This is a critical rule that we instil into the students when they are working in the theatre, and we need all parents to support us by following these safety rules as well.

3. The theatre doors will be locked during rehearsals, and will only be opened when we are ready for the chaperones to safely escort the students through the stage door. If the chaperones open the doors to update you on the status of the rehearsal, PLEASE do not insist on entering the theatre, or ignore the instructions from the chaperones and enter the auditorium against their advice. Your support on this will be greatly appreciated.

Centre Stage does all that we can to ensure that we run to schedule. However, on occasion delays may occur and timings may change; this is the nature of the work that we do. Once again, your support on this matter and of our team of teachers and volunteers in ensuring that these very simple rules are followed will be appreciated.

Due to prior incidents and issues in relation to these rules, we are having to take the firm position that anyone who is not willing to accept this process will not be able to sign up their child(ren) for future shows - unfortunately one person's actions can impact all and consequently leaves our staff in a very difficult position. If there are any issues you may find with regards to our position on the above, please do not hesitate to contact Peter or Ali via the main Centre Stage office.

Thank you for your on going support and understanding in these matters and to the students for their commitment and hard work during rehearsals.

Ticketing

Tickets are on sale through our website. Simply visit centre-stage.com and click on the image of "The Red Windmill" on the homepage, or visit the "Tickets" Tab of the menu. Every performer is entitled to 2 free tickets as part of their show kit. Go online and select the seats you would like, and simply enter the password "ROUGE" at checkout, and you will not need to pay. Extras can be purchased at the rate of \$20 for Children and \$30 for Adults.

Any questions relating to the show, please do not hesitate to contact our office on 6732 7211, info@centre-stage.com or ask your teacher at the end of class.

Many thanks and best wishes,

The Centre Stage Team