

Dear Parents,

We are delighted to inform you that we have found a venue for our Ballet Class Presentations and Jazz Awards Ceremony, which this year will be held on the same day – **Sunday 10th June 2018**.

Jazz Awards will take place in the morning, and Ballet Class Presentation in the afternoon. The aim of this event is to allow our dance students a chance to present some of the work they have learnt over the past year in front of a live audience on a stage. It is also a chance for Jazz Exam students to celebrate their hard work and achievements in their 2017 season. We would love to see all of our dancers taking the opportunity to perform, but if you are unable to make it – please let your class teacher know upon receiving this letter.

The performances will take place at the following times, dates and location:

Jazz Awards Ceremony - 10.30am, Sunday 10th June 2018

Ballet Class Presentation - 3.30pm, Sunday 10th June 2018

Venue

Gateway Theatre – Black Box

3615 Jalan Bukit Merah, Singapore 159461

Meeting Point: Main Entrance – Steps (see picture)

(Visit theatre.gateway.sg for details on transport and parking)



SCHEDULED TIMINGS FOR DROP OFF AND PICKUP:

[ALL students must stay backstage between rehearsals and the show itself, please therefore ensure that they come to the theatre with adequate snacks and drinks.]

JAZZ, TAP & CONTEMPORARY STUDENTS:

Sign In: 8.30am

Tech & Dress Rehearsals: 9am – 10.30am

Jazz Award – Presentation Time: 10.30am (**Front of House Opens:** 10.15am)

Pick up: 12 – 12.30pm

BALLET STUDENTS

Sign In: 12.30pm

Tech & Dress Rehearsals: 1pm – 3pm

Ballet Class Presentation Time: 3.30pm (**Front of House Opens:** 3.15pm)

Pick up: 4.30 – 5pm

Ticketing

Tickets will cost \$30 for Adults and \$20 for children under 18.

They are available online through our website at: centre-stage.com/home/tickets

For Jazz students who took part in our 2017 exam season, you will be entitled to 2 complimentary tickets. We will email the password out to you separately. Alternatively, please ask your teacher what it is.

Thank you all for your on-going support, and to the students for their commitment and hard work. If you are unsure about anything contained in this letter please give us a call on 6732 7211. We look forward to seeing you all at the Presentation & Jazz Awards Ceremony! Please read overleaf for info on costume and etiquette.

Very best wishes,

The Centre Stage Team

WHAT DO YOU NEED TO BRING ON SHOW DAY?

- Please pack sufficient lunch, snacks and water for your child
- Hair kit including – elastic ties, hairspray, gel, brush, comb.
- Backstage Entertainment: As with any show, during rehearsals and the show itself there will be time spent waiting backstage. We would therefore encourage students to bring reading books, colouring books and pencils, card games etc. to keep them occupied. Please ensure all electronic equipment is clearly labeled and be aware that we can accept no responsibility for loss or damage
- The appropriate uniform. (You are responsible for arriving to the theatre with the correct uniform)

UNIFORMS/COSTUME INFORMATION

For Jazz, Contemporary and Tap students:

- Black leotard
- Black tights
- Jazz shoes and/or foot thongs
- *Double check with your teachers – Megan or Josh – if you are unsure of any of this.*

For Ballet Students:

- Grade appropriate leotard (Pre-Primary: Pink, Primary: Blue, Grade 1: Lilac, Grade 2: Purple, Grade 3: Navy, Grade 4: Mallard, Grade 5: Fuschia, Grade 6: Burgundy, Grade 8: Navy)
- Character skirt and shoes if you have one
- Ballet tights
- Ballet Shoes
- *Double check with Ballet mistress Megan West if you are unsure of any of this*

Please note:

- Uniform should be clean and well fitting and underwear should not be visible.
- Please ensure your ballet tights are in good condition without any ladders.
- Ballet shoes must be clean and well fitting with elastics firmly sewn in the correct position.

Hair & Make Up (to be done at home)

- Hair (including fringes) should be neatly and securely swept off the face and neck into a bun just below crown level and above ear line.
- Please ensure hair is secure and will remain in place throughout the show.
- Shorter hair should be secured off the face and neck with a plain pink or black headband.
- No decorative hair ornaments to be worn.
- Light foundation and/or powder
- White eye shadow over entire lid
- Brown eyes shadow in socket and blended to outside edge of brow bone
- Black eyeliner on upper lid and on lower eyelid at lash line
- Black mascara
- Red lipstick

Important House Rules for the Theatre Drop off and Collection – Please read Carefully

It is incredibly important that all parents and carers understand rules in relation to the collection and drop off of those performing in the presentation. 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 at the specified meeting point.
IF the student is coming alone to the theatre, they must meet the chaperones at the meeting point.
2. Students who are late should contact the chaperone on the number provided (*we will release this via email before the weekend*) by calling or sending an SMS, and state what time they expect to arrive. They must then wait at the drop off point. PLEASE ensure that IF your child is coming alone they have provided us with their mobile phone numbers and have the chaperone's number saved.
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 the chaperone to leave the theatre.
4. 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/or carers. If you are going to be more than ten minutes late, please SMS the chaperone, so that we can hold the students with us.

What NOT to do – please ensure that anyone collecting or dropping your children, are aware of these very important DON'TS. Theatres can be dangerous, the rehearsal process involves rigging lights and scenery and the stage is not safe to enter at certain times. We will ensure that your children are safely away from any of this work, 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 back stage to collect your child.

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 it 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 safely. This is a critical rule that we instill in to the students when they are working in the theatre with us, and we need you as parents to support us, by following the rule also. We do all that we can to ensure that we run to schedule, but delays do happen, and timings may change, this is a nature of the work that we do. PLEASE support us and our team of teachers and volunteers, in ensuring that these very simple rules are followed.

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

*Very best wishes,
The Centre Stage Team*