

Thursday 16th May 2019

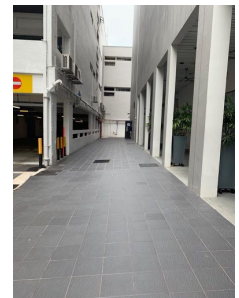
Dear Parents and Students,



Our Annual Ballet Show – Snow White – is just around the corner. We are very much looking forward to a wonderful show weekend and 2 lovely shows! Please read the following instructions very carefully to ensure the smooth running of both the technical, dress rehearsals and show day itself.

Show & Rehearsal Location: Gateway Theatre

3615 Jalan Bukit Merah, Singapore 159461. Drop-off & Collection will be by the **lift entrance** on the ground floor. (See photo →) Please note, directly to the left of that area is the entrance to a car park – it's generally quite full but there is plenty of space to stop briefly and drop off.



Friday 24th May: Technical Rehearsal

Call Time for all performers: 15:30 | Technical Rehearsal Starts: 16:00

Collection time for Discover Dance, Pre-Primary, Primary & Grade 1s: 18:00

Collection time for Grade 2 – 8: 20:00

All students must stay backstage between the rehearsals and shows. Please ensure they come to the theatre with **adequate snacks, lunch and drinks to see them through the day.** It is advised that students also bring books, tablets, games, homework etc. to keep them entertained when they are backstage as technical rehearsals are notoriously long-winded. (Please note however that Centre Stage cannot take responsibility for personal property)

Saturday 25th May: SHOW DAY!

Call Time for Grades 1 - 8: 8:30 | Dress Rehearsal Starts: 9:00

Call Time for Discover Dance, Pre-Primary, Primary: 12:00

Lunch time for Grades 1 – 8: 12:00 – 13:00

Show 1: 14:00 | Show 2: 16:30

Collection time: Approx. 18:00

Hair and Makeup

You will receive an individual email per class, from Ms. Megan, about hair, make up and any costume items you need to provide e.g. your own Ballet shoes

House Rules for the Theatre:

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.

Drop off and Collection, 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 9118 2204** by either calling or sending a message, 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 CS staff, or wander through the theatre auditorium without a chaperone.
4. If rehearsals or the show are running behind schedule, the chaperone will try to 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 parents and carers. If you are going to be more than ten minutes late, please message us so that we can keep students backstage 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 hugely appreciated.

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

Tickets are on sale through our website. Simply visit centre-stage.com. Parents of performers are entitled to 2 complimentary tickets as part of your show kit, simply enter the password "**sevendwarfs**" at checkout to redeem. Extras can be purchased at the rate of \$20 for (non CS) Children, \$30 for Adults.

Any questions relating to any of the information contained in this letter, or the show itself, please do not hesitate to contact our office or Ms. Megan in person after rehearsals.

Many thanks and best wishes,
The Centre Stage Team