

Friday 14th February 2020

Dear Parents and Students,

Our Annual Dance Show is just around the corner and we are very much looking forward to a productive show week and 2 brilliant 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 **stage door** on the ground floor. Please follow signs to **"Gateway Theatre Drop Off"**. *There are 2 car parks right next to the theatre, though if you are just stopping and dropping, there is room for approx. 5 cars in the lay by right next to the stage door and we'll have team members positioned there to meet you.*



Friday 21st February 2020: Technical Rehearsal

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

Pick up time for Full Cast: 20:00**

There is a possibility we may send the **"Little Dancers" home earlier. Parents please keep your phones by you on Friday evening so we can let you know if we need to make a change.

All students must stay backstage between the rehearsals and shows. Please ensure they come to the theatre with **adequate (nut free) 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 22nd February 2020: SHOW DAY!

Call Time for Full Cast*: 8:30 | Dress Rehearsal Starts: 9:00

Call Time for Little Dancers: 12:00* *Please send them to the Theatre having already eaten*

Lunch time: 12:00 – 13:00

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

Collection time: Approx. 18:00

Hair, Makeup and Clothes (to arrive to the Theatre with)

Attire – Black Jazz Shoes, Black Leotard & Skin Coloured Tights + Black hot pants / shorts if you would like to wear under dresses.

Make up – A little blusher, foundation, light brown eye shadow, mascara and red lipstick.

Hair – half up, half down, neat and slick. If you can braid into half up half down, please do.

An Important note about COVID-19 precautions

Following the advice of the **MOH** and MOE guidelines, as well as the lead of other production companies and major theatres in Singapore, the show will go on as planned, with the following additional measures in place at the theatre to protect the health of our students, parents and staff:

- Temperatures of all performers will be checked by our team
- Temperatures of all audience members will be measured by the Theatre
- If anyone turns up to the theatre exhibiting any symptoms of sickness, or has a temperature exceeding 37.5C, both teams Centre Stage and Gateway reserve the right to send you home
- Hand sanitisers will be available on entry
- All performers and audience members are required to fill in [this travel declaration form](#)
- Students will be split in to small groups and kept to their dressing rooms when not on stage
- All common areas will be thoroughly disinfected
- Seats and handrails in the auditorium will be disinfected between shows
- With a cast of 50 performers, we only anticipate audiences of around 100 for each show. The capacity of the stalls at the Gateway is over 500, so there will plenty of room to spread out and patrons will be actively encouraged to do so by the ushers

Parent Actions:

- We are relying on parents to ensure your children and yourselves are healthy
- Anyone who is unwell must let us know and stay home
- Please take yours and your child's temperature before dropping them off with us
- Please take your own, and family members temperature before arriving to watch the show
- Please pack hand sanitiser for your child performer and yourself if you have it
- Feel free to bring your own mask if you wish to

Please make sure you have received and read all our recent communications on the subject, in case you have missed any, you can [click here](#) to view them all. Please [click here](#) for official MOH updates.

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 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. 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 (a very small supply will be available for cash purchase on the door). Simply visit centre-stage.com. Parents of performers are entitled to 2 complimentary tickets as part of your show kit; simply enter the password “**sinsandvirtues**” at checkout to redeem. Extras can be purchased at the rate of \$20 for Children and \$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 Daisy in person after class this week.

Many thanks and best wishes,
The Centre Stage Team