



## **2019 Concert Information Pack TWO For Toddlers (Two of Two)**

This pack contains important fine details about the end of year concert and rehearsals. Please ensure you have read Concert Info Pack One which outlines broader information about 2019's concert.

Please read the pack thoroughly - if you still have questions, please contact administration on [dance@waps.com.au](mailto:dance@waps.com.au) or (08) 9388 6970.



# ★ Summary of Dates & Venues

**Dress Rehearsal:** Sunday 17th November at *WAPS Subiaco* (see [waps.com.au/concert](http://waps.com.au/concert) for the Dress Rehearsal Schedule)

**Tech Rehearsal:** Saturday 30th November at *Joy Shepherd Performing Arts Centre*, St Hilda's Girls School 26 Bay View Terrace (please read this pack for arrival times) \***Note: New venue for 2019**

**Junior Concert, Senior Concert, Adult Concert:** Sunday 1st December at *Joy Shepherd Performing Arts Centre*, St Hilda's Girls School 26 Bay View Terrace (please read this pack for arrival times) \***Note: New venue for 2019**

Classes will NOT be running on Saturday 30th November due to the Technical Rehearsal.

# ★ Before the Dress Rehearsal

Before you head into the dress rehearsal, be sure to complete the following checklist!



**Have you confirmed your concert participation?**

*A signed permission slip was due in September*



**Have you paid your account in full?**

*Remember students cannot participate in the concert if their Term Invoices have not been paid in full, including any costume hire costs, outstanding or late fees and levies.*



**Are your contact details up to date?**

*Important notices about the concert are communicated to students and families via email and SMS. Please ensure your contact details are up to date. Please also add our email [dance@waps.com.au](mailto:dance@waps.com.au) to your address book to ensure our emails are not going to your SPAM!*



**Do you have our WAPS App on your smartphone?**

*We will also be sending out concert information via our WAPS app. If you have a smartphone, simply download "TEAM App" from your store (completely free) and search for WAPS. You will be updated immediately on any new announcements.*

# ★ The Dress Rehearsal - Sun 17th Nov

*The aim of the dress rehearsal is to allow all students to perform their routine/s in their costume, assess movement and fit, etc. Students also have their professional portraits (group and individual) taken in their costumes by DanceWorks Photography.*

➤ **Location & Schedule:** WAPS Subiaco Studio (Studios 1, 2 and 3). Please head to [www.waps.com.au/concert](http://www.waps.com.au/concert) (password WAPS2019) to download the full Dress Rehearsal schedule - **note this is *not* the same as the concert running order.**

➤ **Arrival:** Arrive 20 minutes prior to your first scheduled rehearsal time. This will allow time to warm up and get changed into costumes. Please do not arrive any earlier than 8am. Our staff will be undergoing preparations for the day and will not have doors open just yet.

➤ **Hair & Make-up:** Full hair and make-up is required for all students on this day and should be completed *before* you arrive to save time. Please also bring any footwear, accessories and other items required as per the attached Costume Schedule. ***Absolutely no fake tan, tinted or tanning products are to be applied (damaged or stained costumes will be charged as a purchased costume to the student's account).***

➤ **Costumes:** *All students* who are wearing costumes provided by WAPS *must* pick them up from the Costume Collection Area and return the costume back to the same area neatly and in its original packaging, immediately after their rehearsal slot. Failure to do so results in delays and lost costumes.

Please note, as these are professional dance costumes made for durability, performance and stage appearance, they may fit or feel differently to regular clothing. Some costumes *may* not always feel 100% comfortable, but keep in mind you'll only be wearing it for a few minutes (and will look fabulous while doing so)!

All students (even those providing their own costumes) are responsible for their costumes throughout the rehearsal. We ask that **no coloured soft drinks or messy foods** are brought – all snacks and lunch must be eaten away from changing areas and not whilst in costume. **Please do not apply fake tanning products prior to the concert** - you will be liable to purchase any costumes you stain at the rehearsals or the concert.

If you are in a class that is providing your own costumes, please make sure to bring this with you to Dress Rehearsal.

## **What to expect on Dress Rehearsal Day:**

1. ***Prepack any accessories and footwear as per the Costume Schedule and complete hair and make-up beforehand.***
2. ***Arrive to WAPS Studios in Subiaco 20 mins before*** your scheduled rehearsal and locate the Costume Collection Area to collect your costume. Please use the bathrooms in the building to get changed immediately.
3. ***Once you have changed into your costume***, you will wait with your class until it is your turn to rehearse your routine. This is *not* a lesson – you will only have time for one run-through so it is important you are punctual. Latecomers may miss out on their rehearsal.
4. ***After your class has rehearsed your routine*** you will all move to the photography area, where your group and individual portrait photos will be taken by a professional photographer.
5. ***Once your photos are taken***, you must change out of your costume *even if you intend to purchase it*.
6. ***Return your costume to the Costume Collection Area***, neatly and in the original packaging – do not lose your bag or get it mixed up with another dancer's, even if you are the same size. If you wish to purchase your costume, please see reception staff who will advise you of purchase costs and procedures. However, your costume will still remain with WAPS until the day of the concert.
7. ***If you are in another routine***, you can then collect the next costume and prepare for your next rehearsal slot. Some students will have back to back routines so it is important that you are familiar with your schedule, locations and ensure you change into and out of your costumes quickly to avoid delays.
8. When you have completed all your routines ***and returned all costumes***, you may leave. Please ensure you have checked that all costume items are returned and that you have gathered all personal belongings with you.

**Photos:** We will have hundreds of students throughout the dress rehearsal, so we ask for your patience and understanding on this exciting day.

Photos taken during the portrait session at Dress Rehearsal are made available on the photographer's website - **take a card and release form** on the day for the special code to preview and purchase your photos for the photographer directly.

# ★ The Technical Rehearsal - Sat 30 Nov

*The aim of the Technical Rehearsal is to give venue staff the chance to set and rehearse sound and lighting conditions for the concert, and to give students the opportunity to familiarise themselves with the stage and venue. Students also rehearse their group bows & finale item of each concert.*

➤ **Arrival & Schedule:** You will need to arrive at *Joy Shepherd Performing Arts Centre*, St Hilda's Girls School at the below times. **Please note, due to an existing function booking at the school on 30th November, St Hilda's recommends student drop-off at the Palmerston Street drop-off area, or you may park on the school oval.**

**Juniors** (*toddlers, pre-junior, junior classes*): Please arrive at **8.20am sharp**. We will run through our toddler pieces first. All toddlers can leave after they have rehearsed all of their routine/s. We estimate an approximate finish time of 9.15am for all our toddler classes.

➤ **Parents & Guardians:** Parents and family members are not allowed in the auditorium at any time during the technical rehearsal. Any unauthorised persons in the auditorium will be asked to leave by venue staff. Parents of toddlers may stay with their child backstage during the **rehearsal only**. There is limited space backstage, so to prevent unnecessary congestion, we strongly recommend parents wait in the foyer. Alternatively, you can leave a contact number with our designated communications staff and we can call you when your child has finished their routines. All children are safely monitored by WAPS staff throughout the rehearsal and on the concert day.

➤ **Costume, Hair & Make-up:** Hair and make-up are NOT required for this rehearsal, however the correct dance footwear must be worn for each routine, so that students can practise with the stage flooring. Some students may be asked to wear a costume on the day in order to assist venue staff in lighting each routine appropriately. Any costumes given out on the day must be returned to WAPS at the rehearsal, even if students intend to purchase them.



## What to expect on Technical Rehearsal Day:

1. **Pack your dance shoes**, a bottle of water (no coloured liquids or sodas) and a **light** snack if necessary. No hair or makeup required. You may wear your tights if you wish, but it's not compulsory.
2. **Arrive to Joy Shepherd PAC as per your schedule above** and look for signs and WAPS staff to direct you backstage. Please remain seated here until further instructions.
3. **Once you are backstage**, please be respectful of the venue, take care of your belongings and wait patiently for our WAPS staff to announce rehearsal and concert procedures. You may be provided with a costume to wear to represent your routine for the lighting technicians. If so, please look after the costume (and the bag it comes in) and return it to WAPS staff before you leave.
4. **After a quick briefing**, you will be asked to line up to prepare for your rehearsal. Please pay attention to WAPS staff and remember your positions. If you are not present or ready for the rehearsal, you may miss out.
5. Each toddler class will be lead onstage by their class teacher and assistants for their technical rehearsal. **Parents are to remain backstage**. Once the rehearsal is completed, all students will be lead backstage again. This whole process should take no more than 10-15mins.
6. **After you have rehearsed all of your routines**, please ensure you return all costumes to WAPS Staff if you were provided one (even if you intend to purchase it), and gather all of your belongings with you.
7. **After this, all toddler students may leave as long as there is a parent or guardian there to collect them.**

# ★ The Concert - Sun 1st Dec

➤ **Arrival & Schedule:** You will need to arrive at *Joy Shepherd Performing Arts Centre*, St Hilda's Girls School at the below times. Please pay attention to signs and look out for WAPS teachers and staff who will direct you where you need to be.

**Junior Concert Performers** need to arrive at 9.30am (no earlier please) for an 11am concert start, finishing approximately 1pm.

Due to costuming and backstage set up between concerts, early arrivals will not be allowed backstage. Please arrive on time.

➤ **Costume, Hair & Make-up:** Please arrive with hair and make-up already done if your child cannot apply it themselves. We recommend students bring their own makeup kits for touch-ups throughout the concert, as we do not allow makeup to be shared backstage due to allergies.

All students must bring appropriate footwear, underwear and stockings (see Costume Schedule attached). All hired costumes must be returned to WAPS before children leave the concert. See Purchased Costume procedures below if you have purchased a costume.

➤ **Toddlers:** Tiny Ballerinas and Little Groovers students will be scheduled in the first half of the concert.

All Tiny Ballerinas and Little Groovers students can be collected during interval. Parents can come to the side stage door and wait for their child to be escorted out by our staff members. No parents or unauthorised persons are allowed backstage on the day of the concert, at any point in time, to ensure the safety of all of our students.

(Please note, if you are not in these 2 classes, you will be required to stay backstage for the duration of the full concert and participate in the finale piece of the concert).

**Collection can only occur during interval and not before or after.**

If your child is 4yrs old or under, they are able to sit on your lap to watch the remainder of the concert. Those older than 4yrs old will need to purchase a ticket in order to watch the rest of the concert.

**If you do not want to collect your Tiny Ballerina or Little Groover during interval, you must let us know by emailing [dance@waps.com.au](mailto:dance@waps.com.au) at least 7 days before the concert (no later than 8th December) so that we can plan our staff supervision accordingly.**

➤ **Parents & Family Members:** *No parents or family members are allowed backstage on the concert day, regardless of the age of the child.* Children will be monitored by trained WAPS staff throughout the day and helpers will be allocated to help children change costumes. All of our staff and helpers are experienced, trained and hold current Working With Children Checks.

**The safety and wellbeing of our students is our number 1 priority.** For security purposes and the safety of our students, no parents or unauthorised persons are allowed backstage once the concert has commenced (this includes the interval). Likewise, students are not allowed to leave the backstage area during the concert. If you need to speak to your child for any reason during the concert, please see our door staff. You will be asked to remain in the foyer while our staff member brings your child to you.



## What to expect on CONCERT Day:

1. **Pack all of your accessories, shoes and dance items in a bag.** Ensure all personal belongings and valuables are labelled with your name and packed securely. Makeup and hair should be completed before you arrive. Bring along a bottle of water (no coloured liquids or sodas) and a **light** snack if necessary. For our toddlers, please include a **Packing List** for your items, so our assistants can ensure all of your essentials are packed at the end of the concert. If your child is staying backstage with us till the end of the concert and participating in the Finale Dance, pack a plain black t-shirt, or your souvenir concert t-shirt.
2. **Arrive to Joy Shepherd PAC on time as per your schedule above** and look for signs and WAPS staff to direct you backstage.
3. **Once you are backstage**, please be respectful of the venue, take care of your belongings and wait patiently. Our WAPS Staff will direct class groups to collect their costumes from the Costume Collection Area. For all toddlers and young students, we will have staff and helpers backstage who will assist students with their belongings as well as costume changes, food, drink and toilet breaks.
4. **Approximately one hour before the concert begins**, all parents/family members will be asked to leave the backstage area and make their way to the auditorium. This is so we can perform our proper head counts, secure the area from any unauthorised persons, and start our warm-ups and preparations. There is only one entry/exit to the backstage area, and this will be secured by a staff member at all times to ensure students remain safe and secure backstage.
5. **Once the concert has commenced**, all students need to remain quiet whilst backstage and in the wings. Students will be able to watch the concert stage live through a monitor in their green rooms. There will also be activities and light games to keep our younger students entertained and occupied. There is a designated area and time for food consumption and it will be fully supervised by staff.
6. **At the interval**, our staff members will prepare our Tiny Ballerinas and Little Groovers for collection. Their belongings will be packed and costumes changed and returned. If they purchased their costume, it will be given to them at this time. Our staff members will bring your child to the foyer for your collection. You can then head back into the auditorium to enjoy the rest of the show with your child.

We understand you will be anxious to see your child after their beautiful performance on stage. We would love to make this a wonderful, calm and happy memory for your child, so we do ask

for your patience while we assist them in changing and packing for your collection. We will also be giving them a small gift before they leave!

➤ **Purchased Costumes:** Please note that all costumes are distributed on a *hired basis*, unless you have arranged to purchase with a WAPS staff member and have made the extra payment to cover the purchase cost. Please ensure that all costume purchases are prearranged and **fully paid for at least 24hrs before the day of the concert**. This is to ensure our Costume staff have prepared your costume accordingly to allow for collection at the end of the concert.

If you have purchased and paid for the costume, **please see our Costume staff at the end of the concert to confirm**. Once verified and marked by Costume Staff you can take the costume with you.

If our Costume Staff does not have a record of your purchase or payment, or if you decide on the day that you wish to purchase the costume, **you must return the costume to our Costume Staff before you leave**. You can arrange for the purchase and payment in the week following the concert and collect it from the studio then.



# ★ Backstage Etiquette & Venue Policies

To ensure that our rehearsals and concerts run as smoothly as possible, it is important for all parents, family members and performers to follow the guidelines set out in this information pack, as well as general backstage etiquette and venue policies. The Joy Shepherd Performing Arts Centre is a state of the art performing facility and has a number of guidelines we must adhere to. Please see below to ensure you understand your responsibilities as a performer or audience member.

- All performers and audience members must be polite and respectful, not only to each other but also to venue staff, WAPS staff and other patrons.
- If you are backstage, in the wings, or in the corridor areas during the concert, please be quiet as all noise can be heard in the auditorium and is a distraction to other performers.
- Be respectful of the venue and its property (i.e. avoid touching or damaging any musical equipment, projectors, screens and any other items that belong to the venue).
- Be mindful of your own property and waste (i.e. clean up after yourself, put your rubbish in the bin, don't leave valuables or any items lying around unattended).
- No food or drinks backstage at any point in time. We will allow children to eat at one point during the concert in a supervised area, however we ask that you feed your child a good breakfast/lunch so they are not hungry as soon as they arrive. Some of our students suffer from serious food allergies - please refrain from packing any products with common allergens, or food/drink that may stain. Children are not permitted to share food with classmates under any circumstances and may only eat in the designated area under staff supervision.
- Absolutely no smoking or alcohol consumption in the building or on the grounds of the property at any point in time. Failure to comply may result in a fine from the venue.
- No cameras or recording devices are allowed at any point in time during the concert. There will be professional photographers and videographers recording the concerts. If you are seen operating a recording device during the concert, you will be asked to leave by venue staff.
- As an audience member, please stay for the full duration of the concert. All of our students have worked extremely hard all year for this showcase. It can be quite disheartening and distracting for them to see patrons leave throughout the concert.
- Be supportive of your fellow performers and maintain a positive attitude. It's an exciting time but can also be quite hectic. Assist those who have multiple items and encourage each other!

# ★ Ticket Information

Concert tickets will be released for sale on **11th November at 9am sharp**, available for purchase from [www.trybooking.com](http://www.trybooking.com) - not directly through WAPS. See below for links to each concert. You will also have access to the booking links on our website at [www.waps.com.au/concert](http://www.waps.com.au/concert) (password WAPS2019).

★ **JUNIOR CONCERT:** <https://www.trybooking.com/BGNVZ>

**We have 3 concerts on this day, so please ensure you purchase tickets to the correct concert for your child/family member.** All Tiny Ballerinas and Little Groovers will be performing in the JUNIOR concert.

**We are unable to re-allocate, refund or transfer any tickets due to booking errors.**

Tickets are via an external service so it's important families book all their tickets together, as ordering extra tickets afterwards will likely mean that seats will not be next to each other. Tickets cost \$33 for adults, or \$27.50 for children 12 and under.

Tickets are on a first come best dressed basis, so please make sure you book early to avoid disappointment! We have many parents who even set up reminders and alarms to make sure they purchase their desired seats and number of tickets within the first hour tickets open!

## **If you need wheelchair access**

Please inform us via email to [dance@waps.com.au](mailto:dance@waps.com.au) no later than 9th November. Limited wheelchair access is available and we cannot guarantee that we can assist with special access if we do not receive notice by **9th November**. Alternatively, you can purchase special access seats once tickets go onsale to the public. These will be indicated on the seating chart and are on a first come first serve basis.

## **Junior & Inter/Senior Concert Tickets**

In order to avoid some families missing out on tickets for this year's concerts should they sell out early, all WAPS students participating in the JUNIOR or SENIOR concerts will have two tickets **per family** held aside for them until **25th November**. These tickets will still need to be paid for and ordered online.

These tickets have pre-allocated seating in the rear rows of the venue, and will be released to the public if you do not make a purchase by the **25th November**.

Families are still able to purchase more tickets at the checkout if necessary, and their two guaranteed tickets will be **included** in the total number of tickets purchased, however many that may be.

## ★ DVDs and Photos

Photographs taken at the concert and dress rehearsal will be available for purchase from DanceWorks Photography ([www.danceworksphotography.com.au](http://www.danceworksphotography.com.au)) – we remind you that cameras and recording devices are not allowed in the auditorium.

DVDs are available for **pre-ordering** from WAPS at \$37.50 each, \$65 for a pack of two, or \$100 for a pack of three. Orders are placed directly through WAPS and must be ordered by 16th December – orders placed after this date will be more expensive (\$50 per DVD) as they are re-ordered and delivered individually from our supplier.

**DVD pre-orders are open NOW** - please email [dance@waps.com.au](mailto:dance@waps.com.au) to place an order, or see our reception staff to pre-order today.



# ★ Costume, Hair & Makeup Schedule

➤ **General Hair & Makeup Requirements:** Unless otherwise stated in the Costume Schedule below, the following requirements apply to all students:

**Hair** must be slicked back with all wisps gelled, sprayed or pinned back. Unless specified in the Costume Schedule below, long hair should be tied into a high straightened ponytail (above the ears).

All students must wear **natural foundation and ideally a blush** to suit their skin tone. This is the case even for boys.

All girls should wear **brown eyeshadow** if possible simply to outline the shape of the eyes. Full stage make-up requirements have already been outlined in Concert Info Pack 1. Please note that stage lighting is **very harsh** and will wash out **all facial features**, both for the audience and our photographers, unless it is highlighted by stage makeup.

All underwear should be flesh coloured.

No fake tan or tanning products, and no jewellery (including earrings) for dancers.

Clear nailpolish is fine, but please no false or stick on nails that may break off or cause damage to costumes during the concert.

## ➤ **Other Dancewear:**

WAPS does stock some dancewear, including a selection of tights, canvas ballet shoes, and some make-up products (such as mascara) however if you are unable to find what you need at the WAPS store, we recommend the following suppliers:

**Local:** The WA Costume & Ballet Centre, 4/221 Scarborough Bch Rd, Mt Hawthorn, 9443 7550

**North:** Sequin City, 14 Dellamarta Rd, Wangara, 9409 9369

**South:** Studio Scene, 352 Marmion St (Cnr Redwood Cresc), Melville, 9330 7670

# ★ Junior Costume Schedule

Please note below the items students are to provide for each individual class. Please pay close attention to the colour and styles required.

This is NOT a running order. Classes are listed in the order that they are scheduled at WAPS during the week.

Where there are multiple routines with different requirements, the routine name has been mentioned for specificity.

CLASS	ITEM	HAIR	TIGHTS	SHOES
		<b>MONDAY</b>		
<b>Ballet RAD Primary/1 Miss Emily</b>	I'm Late	Ballet Bun	Pink ballet tights (girls)	Pink ballet shoes (girls)  Black ballet shoes (boys)
<b>Junior Tap Miss Emily</b>	Big Bad Wolf	High ponytail	Tan dance tights (non shimmer)	Black tap shoes
		<b>TUESDAY</b>		
<b>Tiny Ballerinas (Tues &amp; Wed classes) Miss Jocelyn</b>	Fairy Ballet	Ballet Bun	Pink ballet tights	Pink ballet flats
<b>Junior Drama &amp; Acting Miss Sylvia</b>	Group Skits & Whole Class Skits	<i>Instructions already sent</i>	<i>Instructions already sent</i>	<i>Instructions already sent</i>
<b>Junior GLEE Miss Sylvia &amp; Miss Keeley</b>	You'll Always Find Your Way Back Home	High ponytail	Tan dance tights (non shimmer)	Black jazz shoes or black canvas sneakers/flats
<b>Acro Dance TST (Junior Students) Miss Keeley &amp; Miss Izzie</b>	Breakout	High ponytail	Tan convertible tights rolled to under knee	Bare feet
<b>Fire Acro Troupe (Junior Students) Miss Keeley &amp; Miss</b>	Emergency	High Ponytail	Tan convertible tights rolled to under knee	Bare feet

Izzie				
		<b>WEDNESDAY</b>		
<b>Tiny Ballerinas (Tues &amp; Wed classes)</b> Miss Jocelyn	Fairy Ballet	Ballet Bun	Pink ballet tights	Pink ballet flats
<b>Little Groovers</b> Miss Jocelyn	Buzzing Bees	High Ponytail	Tan dance tights (non shimmer)	Black jazz shoes or flats
<b>Pre Junior Tap</b> Miss Emily	Funky Town	High ponytail	Tan dance tights (non shimmer)	Black tap shoes
<b>Pre Junior Jazz</b> Miss Emily	I Want Candy	High ponytail	Tan dance tights (non shimmer)	Tan jazz shoes
		<b>THURSDAY</b>		
<b>Ballet RAD 2/3</b> Miss Emily	Sleigh Ride	Ballet bun	Pink ballet tights	Pink ballet flats
<b>Junior Singing &amp; Drama</b> Miss Sylvia	Castle on a Cloud	<i>Instructions already sent</i>	<i>Instructions already sent</i>	<i>Instructions already sent</i>
<b>Junior Modern Jazz</b> Miss Emily	Space Jam	High ponytail	Tan dance tights (non shimmer)	Tan jazz shoes
<b>Junior Lyrical/Contemporary</b> Miss Emily	Don't You Worry Child	Half up/half down	Tan convertible tights rolled to under knee	Bare feet or half soles/foot undeez
		<b>SATURDAY</b>		
<b>Lil Groovers</b> Miss Emily	Merry Christmas	High ponytail	Tan dance tights (non shimmer)	White sneakers/canvas flats
<b>Pre-Junior Hip Hop</b> Miss Izzie	Starships	High ponytail	None	Black sneakers
<b>Junior Acro Dance</b> Miss Keeley	Calling All the Monsters	High ponytail	Tan convertible tights rolled to under knee	Bare feet

<b>Junior Cheerleading Miss Emily</b>	Get Ready for This	High ponytail	Tan dance tights (non shimmer)	White sneakers/canvas flats
<b>Pre-Junior Acro Dance Miss Keeley &amp; Miss Izzie</b>	Life is a Highway	High ponytail	Tan convertible tights rolled to under knee	Bare feet
<b>Junior Hip Hop A (10.00am) Miss Izzie</b>	Magic	High ponytail	None	Black sneakers
<b>Pre-Junior Singing &amp; Music Miss Sylvia</b>	Music is a Place	<i>Instructions already sent</i>	<i>Instructions already sent</i>	<i>Instructions already sent</i>
<b>Junior Hip Hop B (10.45am) Miss Izzie</b>	Evacuate the Dance Floor	High ponytail	None	Black sneakers
<b>Junior Singing &amp; Music Miss Sylvia</b>	Music is a Place & Thank You for Being a Friend	<i>Instructions already sent</i>	<i>Instructions already sent</i>	<i>Instructions already sent</i>