**CAST B – DETAILS FOR STAGE REHEARSAL AND SHOW**

**The theater is located at 5900 University Drive. Travel South on University Avenue from Cantrell or I-630 and turn left onto University Drive (sign may also say Town & Country) at the 2nd light located by the university.** DO NOT turn on West 28th street by the large electronic sign for the university!

Once on University Drive, E-Stem high school is on your left. The theater building is also on the left, behind the circle drive and bus stop. Lot 5 is located on the right and will be open for parking (take the cross walk and the theater building will be on your right). The metered lot next to the theater is also available for parking, as well as any other open lot close to it. The parking deck is a further walk and will be open, as well.

The backstage entrance has a sign that says Theatre Arts and Dance and faces University Avenue. It is down the sidewalk from the small circle drive. The theatre entrance is to the north of the dancer entrance, around the other side of the building, and has a sign which says Center for Performing Arts. There is no entrance to the theatre from the dancer entrance.

**SATURDAY, MAY 4 - Check in for dress rehearsal (in costumes):**

**Dancers will be checked in through the theater lobby for rehearsal beginning at 1pm. We cannot take students prior to 1pm.** Please do not enter through the backstage entrance. Parents may stay and sit in the theater during rehearsal however no siblings are allowed. The theater **must** remain quiet during rehearsal, and those who are distracting may be asked to wait in the lobby. We are on a tight timeline and have to work out theater technical cues, as well as dancer cues. We will have volunteer parents sitting with the dancers if you prefer to drop your child off for the rehearsal.

**SUNDAY, MAY 5 - Check in for the show (in costumes):**

The dancer entrance has a sign that says Theatre Arts and Dance and faces University Avenue. It is down the sidewalk from the small circle drive across from lot 5. Dancers should be checked in at the tables through the double glass doors, dressed and ready in their dance costume (with recital tights). Hair should be in a BALLET bun and make-up done prior to arrival (make up is your choice). Bring all accessories, all dance shoes, and a labeled water bottle.

Parents are not allowed past the sign in tables. **You will receive a check out card for your dancer when you drop them off.** Our assistants and company dancers will help direct them to where they need to go, and parent volunteers will be waiting for the students in their specified areas.

**Check in will begin at 1:00pm. We cannot take the students prior to 1pm**, as we must have our volunteers and staff there and ready to accept them. Please understand the show takes many volunteers and most are parents of dancers. We ask that everyone be patient with the process and know that our goal is safety of the dancers.

**NEW check out procedure:**

**The show will end at approximately 3:15pm.** No dancers are allowed to leave prior to the end of the show. Parents are not allowed backstage during the show unless they have volunteered to work the entire show.

**Each parent will receive a card with their dancer’s name and character in the show when you check them in backstage.** For pick up, parents will enter through the double glass doors to the backstage entrance **with their card** and enter our large dressing room on the left. The dancers will be divided into their character groups in stations. Please give your card to the staff member at your dancer’s station to pick up your child. **You must have your check out card with you!** This is for your dancer’s safety, as all of the staff members do not know all of the dancers and parents. We want to guarantee that all dancers are picked up by their parent. Please only send one person in to pick up the dancer. You can meet the rest of the family in the courtyard or back in the theater lobby.

**HAIR AND MAKE-UP**

Hair should be pulled back into a BALLET bun at the crown of the head – where a ponytail would go. Please do not use bun makers, socks, slap bracelets or any other apparatus which makes the bun look like a donut. I call that “prom hair,” and it is not a classic ballet bun. Also, the extra things tend to make the hair fall away from the head while dancing. Please use a hair net and plenty of bobby pins to control the fly-aways. If you do not know how to make a classic ballet bun, please ask one of the staff members.

INCORRECT

Younger classes are not required to wear make-up. However, light stage make-up is preferred so you can see their facial features in the stage lights. It does not have to be overdone. Make sure to use a rosy colored blush on the apples of the checks, a brown or bronze tone of eyeshadow, and bright lipstick or lip gloss. Mascara and eye liner are up to the individual. Be sure to use long wear make-up which won’t easily smudge.

**PERSONAL BELONGINGS**

**NO jewelry or nail polish should be worn during the performance. Including stud earrings (this is to avoid getting it stuck in their costume and ripping it out of their ear).**

Dancers are welcome to bring a bag with their shoes and other belongings. They may also bring items to occupy them during down time. Please label all items brought backstage. Do not bring electronics or other valuables, as studio staff and volunteers will not be held responsible for items which could go missing or get broken in the mass of everything going on. Dancers may want to bring a towel or blanket for sitting on during down time. They may bring a labeled water bottle. No food will be allowed backstage.

**CAMPUS MAP**

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