

PSPA Tech Week and Show Survival Guide

Thank you for allowing your child to be part of this celebration. The kids worked hard and we are all proud of them. Below are a few tips to make this week fun and memorable.

- An army of parents' volunteers have been working relentlessly with your child for a couple of months. Please bring your smile and gratitude when you drop off or pick up your child.
 - The college is a public place and everyone is working hard to maintain the safety of all children at all time. Be kind and understanding.
 - Youngest children will be dismissed first, please be patient and kind while the volunteers work hard to ensure each child is released to his parents or caregivers safely.
 - Please be prompt when dropping off
 - Parents cannot visit the children in-between shows on Saturday. Children have extremely limited time to eat lunch, change in costumes, and touchup makeup.
 - You can take PHOTOS ONLY at the END of the SHOW! Kids will stay a few extra minutes on stage after finale to allow pictures. No pictures during the show. DVD and Photos will be available for purchase.
 - Welcome/security Team does not have the authority to make exceptions.
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Before Tuesday 6/6

1. Review this entire document which also outlines policies and procedures.
2. Start packing your baskets now (see page 6). Don't forget:
 - a. **Planning** - Performance isn't an "on that day" activity. Pull together all of your costume needs, accessories, shoes and makeup several days in advance to give you a little cushion in case something isn't exactly right. Make a checklist, listing, tights, shoes, and any accessories. Make sure you have all your supplies before arriving at BCCC. The checklist helps when leaving to ensure that you have everything.
 - b. **Label Everything** - Put your child's name on everything. These are busy days and it is easy to lose a piece to a costume, shoes, accessories, etc.
 - c. **Accessories** - Use a Zip-Loc bag with your dancer's name on it to hold any accessories (hairpiece, etc.) for each dance.
 - d. **Makeup** - Use the makeup that you are directed by PSPA regarding colors, brown earth tones only! No sparkles and no blues! Makeup is as important to the look as the costume.
 - e. **Extra Everything** - Show weekend is not the time to get a run in your tights without a backup. Have at least one extra pair on hand. Also bring hair gel, hairnets, bobby pins and hairspray with you. All extra items should go in your basket with your child's name on it. A few less obvious items that may come in handy include: baby wipes to fix makeup mistakes or dirty hands; and safety pins (for emergency costume repairs).
 - f. **Passing Time** - Please bring homework, a deck of cards, a game, a book, or activities that will keep the kids busy while they are waiting to perform. NO markers, glitter, pens and glue which can ruin a costume. Each child should bring a book to read.
 - g. **NO fingernail or toenail polish! No temporary hair dyes.**
 - h. **CLEAN Ballet Shoes a MUST** - Give dance shoes a little extra attention before the show to make sure they look nice, make sure Ballet slippers are **Clean and no bunny ears**. Make sure your child's name is in both Shoes!
 - i. **Cover-up** - one that doesn't slip over the head
 - j. **Snacks** - The only snacks permitted are neat & allergy free as pretzels, crackers, goldfish, and cheese sticks.
 - k. **Saturday** - pack a small lite dinner and mess-free snacks that are nut free and have not been processed in a facility that handles nuts. We will have to confiscate any items that do not adhere to this policy as we do have some children with severe nut allergies.
 - l. **Hydrate** - water or clear juices are the only beverages permitted.
 - m. **Slip on shoes** - for quick bathroom breaks

- n. **Volunteers** - please plan to wear black on all days as this helps children identify the volunteers.
- o. **Time Saving Tip** - plan to send your child to school with their hair ready for rehearsals. You can always do touch-ups after.

Before Arriving to the College

1. Bring plenty of patience to the theater. You will need every ounce of it!
2. Make sure that your child is dressed in his/her base layer and has his/her hair and makeup done and has gone to the bathroom before signing them into security.
3. Have your child eat a small nutritious snack and drink water before signing them into security.
4. Please remember to bring your child's basket with you to the college each day with EVERYTHING.
5. Students are not permitted to wear jewelry for safety reasons. Please remove all jewelry before you arrive at the college.
6. Do not bring valuables to the college. PSPA is not responsible for lost/damaged/stolen items.
7. Have your child use the bathroom before leaving home.
8. Pick you child up from school early if possible. Even 10-20 minutes can really help to get you there on time.

Arrival

1. Arrive Early! You will need to park your car in A or B lots and then walk your child to the **Gateway/Zlock Performing Arts Center Lobby** to sign them in at the security desk to the right of the front doors to the Theater.
2. Your arrival time on the schedule indicates the time your child is expected to be in the Gallagher Room. Please remember that it takes about 10 min to get to security to sign in, and you are going to want to stop at the bathroom before. So please allow 20 minutes extra so you will not be late. We will start without your child if you are late, as we have a very tight schedule.
3. Have your child use the bathroom one last time before checking in with security.
4. Only scheduled parent volunteers are permitted in the Gallagher Room for legal reasons.

During Rehearsals and Shows

1. Children are not permitted to eat or drink in costume.
2. Volunteers may not watch the show during their assigned volunteer times.
3. Volunteers need to arrive on time and stay until the end of rehearsals and everything has been cleaned and put away.
4. Children will not be allowed to visit with family and friends between the Saturday shows.
5. **NO Video Taping/Photos** - Please instruct your family and friends to leave their video cameras at home on show day. Our shows are professionally HD DVD video taped. This is a very powerful show and we can see you with the lights from the cameras up in the booth. This is both distracting and dangerous to the performers, please be respectful. You may order a DVD by filling out a form on our website's member: pspastudios.com!
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General

1. All times are TBA. Please keep checking your email during tech week for any changes!
2. Each table will identify any child that has an allergy.
3. We will have a peanut free table on Saturday for those children with allergies.

Many volunteers work very hard to help create a safe and fun atmosphere for your child. Please be mindful of all PSPA guidelines to help maintain a positive atmosphere. We look forward to your cooperation to ensure a safe environment for everyone. The safety of our children is our first priority.

Thank you for all the amazing LOVE as we get ready for Tech week at BCCC.

GENERAL THEATER BCCC INFORMATION 2017

One of the goals of Spirit in Motion and The PA School of the Performing Arts is to give all of our dancers the experience of working in a professional production, while providing a safe supportive and nurturing environment.

This handout contains information you and your child will need to know regarding our performances at Bucks County Community College (BCCC) 275 Swamp Road Newtown, 18940

We would like to remind everyone that all accounts must be current prior to the performance. Dancers that have outstanding balances will not be permitted to perform until his/her account has been reconciled.

REHEARSALS

The rehearsal process is the most important element of performance. It is imperative that all dancers be present for all of their rehearsals. Our performances incorporate many more theatrical elements than just dance numbers. If you have seen a previous PSPA/SIMBT production, you will know that it is all well worth the effort when the finished product is presented to our audiences.

Missing rehearsals is not permitted. The reason we are so strict on this issue, is that our performance is quite similar to playing a team sport. When one person is missing, the whole process can be thrown off.

On the first day at the theater, there will be an orientation of the space. During this orientation, dancers will learn where the danger areas of the theater are, how to spot and avoid potential hazards, and how to assist one and other backstage. Backstage movement is as carefully planned and choreographed as the show that the audience sees on stage. It takes extra time to plan where the dancers make their entrances and exits, where dressers are set up for quick changes, and how to get large groups of dancers from one side of the stage to the other, safely, quickly, and quietly.

DISMISSAL PROCEDURES FOR PERFORMANCES

Parents and guests that will be attending the performance will not be permitted past the security desk during the performance or during intermission for security, if you have an emergency please let PSPA security know.

On Saturday, after the first show, the children will not be able to visit with family and friends. They have extremely limited time to eat lunch, change in costumes and touch up makeup.

When the show is over, parents are asked to please give the dancers a few minutes to pack up their belongings. We would then ask that only one parent proceed to SECURITY to sign out their children.

The youngest children are dismissed first.

AT THE BCCC THEATER

Upon arrival at the theater, ALL dancers must sign in at the security desk. Dancers are required to be signed out by their parent at the end of each rehearsal and performance. Our volunteer parents will supervise all of our children backstage as they get ready for their performance. The children have many fun activities backstage. Please rest assured that your child will be supervised at all times during rehearsals and performances.

All personal belongings should be labeled and out in a labeled basket. Dancers may not leave the theater during rehearsals or performances. Dancers age 12 + are required to sign out the bathroom hall pass and use the buddy system when using the rest room. Dancers 12 and under will be escorted by a parent volunteer. Please make a bathroom stop before you leave home and when you arrive at the theater, before you sign your child in. Bathrooms are next to security or in the front lobby. Family and friends will not be permitted in the theater or backstage during any rehearsals. Dancers will not be permitted to leave or go out in the lobby in between Saturday shows due to the quick turnaround - they all need to eat and get ready for the next show.

PICK UP AND DROP OFF AT BCCC

BCCC is located on Swamp Road in Newtown. The theater (ZLOCK Performing Arts Center) is located in the Gateway Center/Library building, the main building at the college next to the visitor parking. **BCCC has very rigid parking restrictions.** It is very important to pay close attention to where you park. The visitor's parking lot and student parking lots across from the theater are where you need to park. These lots are clearly marked and are located directly across from the entrance to the ZLOCK Performing Arts Center. **Parking anywhere other than the student and visitor lot will result in ticketing and towing by campus security.** Although the parking lot is not far from the theater, there is some distance to cover from the parking lot to the theater. Please allow extra time to get from the parking lot to the theater. An adult must escort dancers to the building. All dancers **MUST** sign in/out upon arrival and at dismissal.

Thank you for your understanding and cooperation.
We know that you will enjoy the show.

***Please be aware that we have strict regulations during BCCC rehearsals and show times to insure the safety of all of our performers. ALL questions regarding this show info, or the performance itself, please call the studio at: 215-598-8513**

Directions and Parking at BCCC

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Directions to BCC Can be found at: <http://www.bucks.edu/about/campus/newtown/directions/#d.en>

You can also find map of campus on their website. The theater is listed below as number 3, Parking is A & B.

BASKET CHECKLIST

Hair Products and Accessories - in a plastic bag with name on it. Everything must be labeled.

- Hair gel
- Hair spray
- Hair brush / comb
- Bobby pins and hair pins (same as hair color)
- Hair nets (same as hair color)
- Elastic hair ties (same as hair color)
- Spray bottle

Make-up Products and Accessories - in a plastic bag with name on it. Everything must be labeled.

- Foundation sponges
- Cotton balls
- Q-Tips
- Baby wipes
- Make-up remover or wipes
- Pencil sharpener
- Make-up (Foundation, Powder, Eye Shadow, Eye Liner, Mascara, Brown Pencil, Blush, Lipstick) **See Make-up list sheet for complete list and color specifications*

Clothing – Everything must be labeled.

- White camisole leotard (this is an extra one)
- White and/or Pink tights (depending on the act; this is an extra one)
- Pink and/or Black shoes (depending on the act)
- Button down or a zipper front cover-up, shirt or dress that can be thrown over the leotard for bathroom breaks and lunch. No clothing that needs to go over the head.
- Slip on shoes for bathroom breaks.

Snacks and Fun Activities

- Bottle of water (no juice or anything that will stain clothing)
- Mess-free snack (ex. Pretzels, carrot sticks, grapes) All snacks must be NUT FREE
- Towel (to sit on in between shows)
- Coloring book, reading book, activity book (something to keep busy for in between shows and acts)