

METROPOLITAN

BALLET ACADEMY AND COMPANY

*Metropolitan Ballet
Academy and Company*

*Student Showcase
Handbook*

June 2023

*Josephine Muller Theater
Abington Friends School
575 Washington Lane, Jenkintown, 19046*

Welcome to our 2023 Showcase!

The Metropolitan staff is excited to welcome you to the stage at Abington Friends School for our annual student showcase. The dancers have been working so hard in their classes and rehearsals. Whether it's your dancer and family's first showcase or they have been performing in them for many years, it's always an exciting day to perform on stage and celebrate their accomplishments from the year.

We hope this handbook will prepare you and your dancer for the showcase. Please read over all the information, even if you are a "veteran!"

MULLER AUDITORIUM AT ABINGTON FRIENDS SCHOOL

575 Washington Lane, Jenkintown 19046

Front of house: Lisa Curran 267-326-1393 or Sarah Mettin 267-475- 9715

Tickets: Tracey Scott-Hall 267-312-3085

Emergency contact at theater: Tracey Scott-Hall 267-312-3085

Back of house: Ms. Collins 267-222-2552

PARENT VOLUNTEERS! This performance is impossible without a team of parent volunteers. Please do your part to contribute to this effort and ensure the work is distributed among all of our families! A volunteer sign-up link is provided in parent emails. ***We need two chaperones for each class, for each dress rehearsal (Thursday & Friday) and for each show (4 shows)!***

Volunteer Sign up!!! <https://signup.com/go/VrYExfP>

Chaperones must obtain PA Volunteer clearances. Please visit this link:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx> and complete the PA Child Abuse and PA State Police items (free). ***Email them to the Volunteer Coordinator by May 23.***

Volunteer Coordinator: Jessica Young, metcollinsvidnovic@gmail.com or call the school office at 215-663-1665

TICKETS!

Tickets are required for showcase performances. Tickets may be purchased on the Metropolitan website. Our online ticketing service makes it easy for Metropolitan families and friends to purchase tickets (\$20 each) for SHOWCASE. Simply click on the "Buy Tickets" icon found on the Metropolitan website. You will be able to view your seats, select and purchase them using your credit card.

IMPORTANT! You must use an actual computer in order to choose seats through this program! A mobile device will select "best available" seating.

- **Purchase your tickets in advance. DOUBLE CHECK THAT YOU ARE ORDERING TICKETS FOR THE SHOWS IN WHICH YOUR CHILD IS PERFORMING** - tickets will most likely NOT be available for exchange.
- **Each year these shows sell out! Please order your tickets right away, especially if your child is only dancing in one performance.**
- **There are 2 wheelchair positions in the theater. Please purchase these right away if needed!**

Tickets will be available online beginning Saturday, April 29th at 12:00pm (noon). Tickets can be purchased here: <https://metballet.ticketleap.com/june-showcase-under-the-big-top/>

For questions, please contact Tracey Scott-Hall at the Ticket Box Office: 267-312-3085

Showcase 2022 will feature Company works and the story ballet “Under the Big Top”

Children’s roles:

- Creative Movement: Peppermints
- Pre-Ballet: Cotton Candy
- Level 1: Circus Cats
- Level 2: Circus Poodles
- Level 2x: Shooting Stars
- Level 3/3x: Clowns
- Level 4/ 4x: Circus Ponies
- Level 5/Advanced: Balloon Vendors
- Boys: Gypsies

Levels 2x, 3, 3x, 4, 4x, 5/Adv & ALL Boys’ Scholarship Classes perform in all shows.

Saturday 1pm: Saturday Creative Mov’t, Saturday Pre-Ballet, Saturday Level 1 & Monday Level 2

Saturday 4pm: Tuesday Creative Mov’t, Monday Pre-Ballet, Wednesday Level 1 and Thursday Level 2

Sunday 1pm: Thursday Creative Mov’t Monday Pre-Ballet, Wednesday Level 1 and Thursday Level 2

Sunday 4pm: Saturday Pre-Ballet, Saturday Level 1 and Monday Level 2

Theater week is Tuesday, May 30th - Sunday, June 4th. Please hold all dates.

A final schedule of rehearsals for theater week will be emailed May 14th.

Support Met Ballet!

BOUTIQUE! Apparel and gift items will be available for pre-order purchase.

RAFFLE! Stay tuned! Met’s first ever raffle to support our Scholarships, Outreach, and Company!

FLOWERS! Save yourself a frantic last-minute trip to the grocery store and pick up your flowers from our lovely team in the lobby instead! Don’t forget to tell your dancer’s adoring grandparents, too. Even better, you can pre-order! Watch for forms!

PREPARATION FOR THE BIG DAY!
GENERAL INFORMATION

PARENT MEETING:

A REQUIRED parent meeting will be held several weeks prior to the showcase. At least two time options are offered.

CLASS/REHEARSALS:

Please make every effort to be in each class and rehearsal. **DRESS REHEARSALS are MANDATORY.** If you miss dress rehearsal, you WILL NOT BE ALLOWED TO PERFORM.

ALLERGIES/SPECIAL NEEDS:

Please let Ms. Collins and the office know, *in writing*, if your dancer has any serious allergies, medical needs, or developmental needs ASAP and PRIOR TO DRESS REHEARSALS!

COSTUME FITTINGS:

It is very important that your dancers attend their assigned times for costume fittings. Please ensure that they are dressed in dress code: plain leotards (preferably camisole or tank for ladies) with no embellishment, tights and shoes.

REQUIRED ITEMS:

TIGHTS: Female dancers should purchase the following tights for performances, so that we have a uniform look on stage. These may be found closest to the studio at Dress 2 Dance in Glenside, 30 E Glenside Ave (near intersection with Easton Road). Call ahead: 215-884-5756.

Body Wrappers tights in the following styles and colors:

If buying pink, please buy

- For children ages 3- 14: Body Wrappers Style C45, Color Ballet Pink
- For dancers ages 12-18: Body Wrappers Style A45, Color Ballet Pink

If selecting darker tones to wear instead of ballet pink, please use Body Wrappers:

- Girls total STRETCH Convertible Tights Style No: C81 Coffee / Jazzy Tan / Light Suntan / Suntan
- Adult sizes total STRETCH Convertible Tights Style No: C81 Coffee / Jazzy Tan / Light Suntan / Suntan

SOCKS: for male dancers: black socks (and extra pairs!) and black shoes are needed.

SHOES: generally pink for ladies and black for men. Additional shoes may be required.

Please see the enclosed checklist and begin gathering other needed items! **LABEL ALL ITEMS!**

EXPECTATIONS:

Please help prepare your dancers for what it's like to be in a performance. Here are some important things that can help them:

- The dressing room is a busy place. They can help most by playing or talking quietly in their areas.
- They will be with chaperones who will help them with things they need. They will also see their teachers at times, but they will mostly be with their chaperones and their class.
- They will be changing their clothes in a big room with lots of other girls or boys (but not both!).
- They will need to listen carefully and be very gentle with costumes.
- The chaperones will be helping them with their costumes, which means touching them at times.
- They will have to wait a lot!
- Backstage, onstage, and in the theater are quiet zones!

ETIQUETTE FOR REHEARSALS AND SHOWS

Food:

- Dancers should eat a good meal before arriving at the theater.
- There is **NO EATING OR DRINKING IN COSTUME!**
- The following are prohibited in dressing rooms:
 - Any drinks other than water. Please bring ample supply, as water fountains are likely not available. Use plastic or metal bottles, **NO GLASS.**
 - Any items containing food dye, especially **RED! NO RED FOODS!**
 - Any peanut-based foods.
 - Chocolate (no matter how small!)
 - Anything that can melt, is messy or sticky.
- Much like on an airplane, dry snacks such as pretzels are ideal. They need to be stowed during flight (once costumes are on)!
- Absolutely no food in the backstage areas or costume “green room.”

Abington Friends School:

- We are using the school as guests. This is the only performance venue in our area where we can perform.
- Please stay in designated areas only: backstage, hallways, cafeteria, and assigned classrooms.
- Do not touch any items in the classrooms.
- Try to leave each area better than you found it. Clean up after yourselves!
- Note: the school rooms can often be hot during our performances, especially the cafeteria.

Timeliness:

- Please ensure your child is checked in on time. Note: it is also important not to arrive too early, as chaperones need to be in place.
- Please pick up dancers on time. *Note: dismissal time for dress rehearsals can be fluid. PLEASE BE PATIENT! Wait in the lobby and do not interfere with the chaperones doing their jobs.*
- Please know your dancer’s group, for example, Level 1, “Circus Cats” to make check-in easy!

Parents:

- Parents are not allowed past the sign-in point.
- The only parents allowed backstage are those chaperoning/volunteering for that show.
- Backstage volunteers must wear a lanyard at all times.
- Please respect that chaperones are volunteers and fellow parents.
- Allow chaperones to do their job as directed.
- Respect that volunteers are acting according to directions from Ms. Collins and other staff.

Valuables and Personal Items:

- Please leave all valuables **AT HOME.**
- **LABEL ALL ITEMS** including shoes, bags, clothing, water bottles, lunchboxes.

Entertainment for Dressing Rooms:

- **QUIET** items should be used: card games, books, coloring books (**NO MARKERS**).
- **NO** electronics such as ipads etc.
- **NO** active toys such as balls, etc.

Cell Phones and Cameras:

- Cell phones should be turned off and placed in the dancer's bag at half-hour (30 minutes before show) until they turn in their costume to the chaperone.
- NO PHOTOS of any kind are to be taken in a dressing room. This applies to dancers and chaperones.
- Chaperones must set an example regarding cell phone use. A quick, necessary call or text is fine. Using your phone for social media/distraction/anything else, no.
- Inappropriate use of cell phones may result in their confiscation until the end of the rehearsal/show.
- Allowances will be made during dress rehearsals for candid photos in the hallway/lobby.
- No video is to be taken of dress rehearsals or shows. No exceptions!
- Please do not post photos of other people's children to social media without specific consent of their parents. Older dancers—ASK your fellow dancers for consent before sharing their images online.

DRESS REHEARSAL

The Dress Rehearsal can be a demanding time for all. Ms Collins and her staff have been working diligently to prepare the dancers for the show, and this is the first chance to put the whole show together. Everyone is coming from different directions, and it can be challenging to deal with many of the unexpected situations which can occur at this important dress rehearsal. Please be patient and let Ms Collins and her helpers work things out.

PLEASE check your emails for any last-minute updates before coming to the theater.

We try very hard to make this rehearsal run as smoothly as possible, but there are always things that do not go quite as planned. Your patience and good humor are greatly appreciated!

- Get your child to the theater on time and pick up your child promptly.
- Please utilize the checklist to ensure your child is prepared for rehearsal.
- Dancers must eat BEFORE they get to the theater for dress rehearsal. NO EATING OR DRINKING IN COSTUME OR IN THE AUDITORIUM.
- Dancers check in for the Dress Rehearsal downstairs. Follow pathway to right of the entry at front of theater. Dancers will check in with volunteers and then proceed to dressing area.
- All belongings need to be left in dressing areas. Please leave valuables at home. Check your dancer for jewelry, especially earrings, before you leave the car!
- Remove all nail polish before coming to the theater. Temporary tattoos, too!
- Dancers should wear practice leotards and tights to the theater under their clothes. We may need to run choreography or tech before dressing in costume.
- Dancers will dress at the direction of instructors and chaperones, then assemble for the finale of the ballet and bows.
- NO PARENTS PERMITTED BACKSTAGE UNLESS CHAPERONING. Parents may wait in the lobby or observe as outlined below.
- Parents are permitted to sit quietly in designated areas to watch the rehearsal. Cameras are allowed during dress rehearsals ONLY.
IMPORTANT: Because of copyright issues, filming is expressly forbidden. Anyone found filming will be asked to leave.
- Ms Collins expects and requests that everyone respect her need for silence during this challenging rehearsal. IF YOU ARE UNABLE TO ABIDE BY THIS REQUEST YOU WILL BE ASKED TO LEAVE THE AUDITORIUM. Thank you in advance for honoring this request.
- As dancers are excused they will be escorted back to dressing areas to remove costumes and headpieces. Dancers will then be escorted to the top of the stairs and will be released to family members waiting in the lobby.
- Dismissal times can be unpredictable. Please be patient!

IT'S THE BIG DAY!! SHOWTIME!!

Eat a big, healthy breakfast to start your day!

Eat lunch **BEFORE** coming to the theater.

Dancers arrive 30 minutes before show time, unless called otherwise. **BE ON TIME!** Note: Don't come too early! Chaperones need an important few minutes to prepare the dressing rooms and costumes.

Sign in at the bottom of the path, to the right of the main entry doors (lower level). Wait in the hallway to be escorted to the dressing room.

Follow directions of teachers and chaperones.

NO eating or drinking while in costume!

SMILE!! Have fun on stage!

Dancers in both shows on the same day will change out of costume and eat a light meal between shows.

Wait with your group for dismissal. Parents, note: chaperones will be collecting all costumes and headpieces, checking the dressing area is clear, and dancers have all their items. Please be patient.

Dancers are not allowed in the lobby in costume on show days!

Parents: please consider volunteering to help pack costumes, take costumes for laundering, load out of theater, *unload at studio and/or storage*! Everyone is usually eager to go home, but these roles are as important as any during the performances!

**METROPOLITAN BALLET ACADEMY
CHECKLIST FOR PARENTS AND DANCERS**

Please check off all items before leaving home each day:

All items labeled with dancer's name

- Hair (as directed) and makeup done prior to arrival time, except for lipstick.
- **Masks**, along with a labeled ziploc bag to store them when onstage.
- **Hair Kit:**
 - spray or gel
 - bobby pins: many! regardless of hair length, boys too!
 - extra hair net, hair pins, hair ties
- **Shoes:**
 - Ballet slippers: pink or black as specified. Labeled, elastic straps sewn, drawstrings knotted, trimmed to 1", and taped inside.
 - Pointe shoes: toe pads, wool, etc; sewing kit; socks/booties to cover while offstage
- **Tights/Socks:**
 - Ladies: Wear one pair; have at least 1 spare, new pair in dance bag. NO underwear under tights.
 - Men: black socks, at least 2 pairs. Place spares in ziploc bag with dancer's name.
- **Undergarments:**
 - (for older dancers): nude leotard, nude briefs, etc. as directed
- **Hygiene Kit:**
 - deodorant (salt stick please!), menstrual products, makeup wipes/remover
 - simple first aid items, band-aids, etc.
- **Clothing:**
 - Something over leotard for before/between/after shows; costumes stay at the theater.
 - Class leotard should be worn when arriving for dress rehearsal!
- **Water/Lunch:**
 - Only needed if in both shows.
 - water only, no peanut-based foods, no chocolate, no red dye foods, no messy foods, etc
- **Entertainment:**
 - quiet activities such as card games, books, coloring books (no markers!)
 - NO ipads or other electronic devices
- **Towel** for sitting on