


# STEP IN TIME STUDIO OF DANCE

*proudly presents*



**At The  
MOVIES**

*proudly presented by*  
Step in Time Studio of Dance

**12th NOVEMBER, 2023**

**12pm & 5pm**

*Magis Performing Arts Centre, Watsonia*

*ALL students are involved in our end of year concert.  
Please take careful note of all important dates, and concert casts lists below.*

## **IMPORTANT DATES:**

SUNDAY 29 <sup>TH</sup> OCTOBER:	PHOTO DAY (optional for all students)
SATURDAY 11 <sup>TH</sup> NOVEMBER:	DRESS REHEARSAL (compulsory for all students)
SUNDAY 12 <sup>TH</sup> NOVEMBER:	12 & 5 PM CONCERTS (see below cast list)

## CONCERT CASTS:

Please carefully check cast list below to view which show your dancer is involved in. Please ensure you check ALL classes that your dancer attends in the list below.

CLASS	SUNDAY 12PM	SUNDAY 5PM
SATURDAY KINDERS 2:45pm	✓	
THURSDAY KINDERS	✓	
WEDNESDAY MINIS	✓	
MONDAY MINI HIP HOP	✓	
WEDNESDAY JUNIORS	✓	
MONDAY INTERS	✓	
WEDNESDAY INTERS	✓	
SENIORS	✓	
ADULTS	✓	
CHEERLEADING	✓	
MUSICAL THEATRE	✓	
MONDAY TINY TOTS		✓
SATURDAY KINDERS 9am		✓
SATURDAY MINIS		✓
SATURDAY JUNIORS		✓
LEVEL 3, 5, 6, 7 TAP		✓
LEVEL 2,3,4,5,7 & PRE-EL BALLET		✓
PETITE SQUAD		✓
JUNIOR SQUAD	✓	✓
INTER SQUAD	✓	✓
SENIOR SQUAD	✓	✓
PERFORMANCE TEAM	✓	✓

## CONCERT TICKETS:

Concert tickets will go on sale on Monday 16<sup>th</sup> October, 9.00am. Our concerts can sell out, so be quick! Seating is allocated so we suggest ordering early to ensure best seats. (Although all seating is great at our venue).

### TICKET PRICES:

**Adult – \$42.00**  
**Child (under 12) – \$37.00**

**MULTIPLE SHOW TICKETS:**  
(for families that wish to watch both shows)

**Adult – \$32.00** *(each show)*  
**Child (under 12) – \$27.00** *(each show)*

*\*a ticket must be purchased for both shows when selecting multiple show tickets – this will be enforced.*

Students do not require a ticket and will need to remain backstage for the entire show, as all students are involved in our finale. (If a student would like to watch the show they are not performing in, they will need to purchase a ticket to have a seat in the audience).

To avoid disturbances during the show, we ask that parents remain seated for the entire show – and do not come in and out of the theatre between routines.

Tickets can only be purchased online, through <https://www.trybooking.com/1129345>

From Monday 16<sup>th</sup> October – 9am, seating is allocated.

***Strictly NO photography or videography to be done by any audience member due to copyright and child safety laws. Any person breaking this rule will be asked to leave and delete copied sound/vision.***



## VOLUNTEER'S NEEDED FOR END OF YEAR CONCERT:

In order for all rehearsals and performances to run smoothly, we do require the assistance of some volunteers. All help is greatly appreciated, if you are able to help with any of the following, please let us know:

**TEAM LEADERS** – We require 1 or 2 team leaders from each class. Team Leaders will need to be available to assist at both the rehearsal and backstage at the concert.

Team Leaders will be responsible for ensuring students are dressed and groomed correctly at rehearsals and performances, and will assist with putting students on stage at the concerts – this means Team Leaders will not be able to watch from the audience and will remain backstage with their class for the full concert. You will be able to watch your child perform from the side of the stage. (We can only have maximum 2 Team Leaders per class as we have limited space side stage, further volunteers can remain backstage with the students but will not be permitted side stage to watch the routines)

All Team Leaders are required to hold a volunteer Working with Children Check. This can be easily applied for at no cost via the following website:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/index.html?contenid=c3aa97ce-861b-419997ef813d8b19b419&usedefaulttext=0&usedefaultdesc=0>

For those classes involved in both concerts (Squad classes) – we will require a schedule of Team Leaders. You will also require a Volunteer Working with Children Check.



*If you would like to be a Team Leader, please reply to this email, or put your name down at reception during the first week back in Term 4, we will need to take a photocopy of your current Working with Children check (this can be produced later if more time is required).*

We pride ourselves in being a child safe school, safety of our students always comes first, and the above rules will ensure the smooth running of our concerts as always.

# **DRESS REHEARSAL:**

**Saturday 11<sup>th</sup> November** – *please see specific times below*

**ARRIVAL TIME** – *each class has individual arrival times – please see Dress Rehearsal schedule below.*

**Venue: Magis Performing Arts Centre, Loyola College, 325 Grimshaw Street, Watsonia**

- *Please see attached map and images of the venue and stage door entrance, etc. Students to enter via the stage door and follow signs to their dressing room, staff will also be available to direct you.*

**This is a compulsory dress rehearsal at the theatre for ALL students.**

This is a vital rehearsal for students. Students will have the chance to practice their dances on stage prior to the concert – this will give all students the confidence needed to perform on stage at the concert.

The auditorium will be closed at the rehearsal; no parents will be permitted to watch this rehearsal. 1 x Female parent/guardian per student is welcome to remain in the dressing room to assist with costume changes. Dads & Male guardians may wait in the foyer area. If a parent/guardian is unable to stay for this rehearsal, we have team leaders for each class that can look after your dancer and assist with costume changes – this is your responsibility to make your team leader aware if you cannot stay for the rehearsal.

Please see below approximate times for our Dress Rehearsal.

Once each student has finished their last routine for the day, they are welcome to go home (listed finish times are approximate).

All belongings and costumes must be taken home with you at the end of the rehearsal – nothing can be left in the dressing rooms.

## **UPON ARRIVAL at DRESS REHEARSAL:**

*(please see arrival times on next page)*

*All students are to arrive in full hair and make-up, with all their costumes and shoe's required packed, as well as a hair & make-up touch up kit, as well as snacks and some activities (colouring in, ipods, etc) to keep them entertained backstage.*

Please see hair & make-up instructions on the last pages of this Info Pack.

## **What to pack:**

- All costumes including hair accessories included with each costume
- All dance shoes required
- All tights required (ballet & tan)
- Hair & Make-up touch up kit
- Snacks & a water bottle (please ensure they are 'clean' snacks that will not make a mess in dressing rooms, or on costumes).
- Activities for younger students – colouring in activities, etc. whilst they are waiting for their turn on stage.

## DRESS REHEARSAL APPROX. CLASS TIMES:

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*(please note – all times are approximate, a detailed run sheet will be sent prior to dress rehearsal day)*

Tiny Tots & ALL Kinders	9.00 – 10.15am
Mini Ballet/Jazz/Tap – Wednesday & Saturday	9.00 - 11.30am
Mini/Petite Hip Hop	11.00 – 12.00pm
Juniors – Wednesday & Saturday	9.15 – 12.30pm
Inters – Monday & Wednesday	9.30 – 1.00pm
Seniors	10.00 – 1.00pm
Adults	10.00 – 11.45am
Cheerleading & Musical Theatre	11.00 – 12.45pm
Level 2 & 3 Ballet + Petite Squad	11.30 – 12.30pm
Level 4, 5 (Thurs) Ballet	12.30 – 1.30pm
Junior, Inter, Senior Squad	11.30 – 4.00pm
Petite Squad	11.30 – 2.30pm
Level 5 (Tues), Level 7, Pre-El Ballet, Pointe	11.30 – 1.30pm



# CONCERT DAY:

VENUE: Magis Performing Arts Centre, Loyola College, 325 Grimshaw Street, Watsonia

Please note the following arrival times for each show:

SUNDAY 12th NOVEMBER	12pm CONCERT	Arrival Time = 11.15am
	5pm CONCERT	Arrival Time = 4.15pm

## UPON ARRIVAL at CONCERT:

- *Please see attached map and images of the venue and stage door entrance, etc. Students to enter via the stage door and follow signs to their dressing room.*

All students are to arrive in full hair & make-up, wearing their first costume (covered by a Step in Time jacket, or dressing gown, etc).

Parents are asked to quickly set their child up in their dressing room at the start of the concert, and once they are dressed and ready in their first costume, please make your way out to the foyer to be seated in the audience. Once the show commences, we will have strictly our Team Leaders, Staff and Students only backstage, only those with a lanyard will be allowed access backstage. Should your child need you – we will make an announcement during the show for you to come and meet them backstage.

Parents will not be permitted backstage during the interval. Students to remain backstage at all times.

Team Leaders will also have all parent emergency contacts with them at performances.

Parents who are watching the show, after dropping your child in their dressing room, please wait in the foyer the auditorium doors to open, where you can then take your seats.

## ***What to pack:***

- All costumes including hair accessories included with each costume
- All dance shoes required
- All tights required (ballet & tan)
- Hair & Make-up touch up kit
- Snacks & a water bottle (please ensure they are 'clean' snacks that will not make a mess in dressing rooms, or on costumes).
- Activities for younger students – colouring in activities, etc. whilst they are waiting for their turn on stage.

***A digital program will be sent to all families prior to the concert, outlining the exact concert running orders for each show.***

## TINY TOTS & KINDER STUDENTS:

We recognise it can be a long wait backstage for our Pre School students, so we like to offer that our Pre School students watch the second act of the show (or you may take them home if you need to, however we would encourage them to stay and watch as we know they will love it).

All Tiny Tots and Kinder routines are performed in the first half of the show.

Just before interval, we will present a small 'Pre School Finale' - our Tiny and Kinder students will come on stage again with their medals, for a final bow, and cheer from the audience.

At interval, we ask that 1 parent (female guardian), please come backstage to the dressing room to collect their dancer, you can then take your dancer into the audience with you to watch the second half of the show. *\* please change them out of their costume into normal clothes.*

*(Our Interval is only 15-20mins in duration, so please ensure you collect your dancer, and return to the audience promptly - you can collect their bags and belongings from the dressing room at the end of the show if you wish)*

We have reserved seating for all of our Pre-School students and 1 parent in the second half of the show, our ushers will direct you to this seating. (the rest of your family and friends should remain in their allocated seats).



## THEATRE ETIQUETTE:

Strictly NO photography or videography to be done by any audience member due to copyright and child safety laws. Those caught doing so, will be asked to leave.

As a courtesy to all students and other audience members, please ensure your family and friends that come to watch the show, are aware of the following theatre etiquette:

- All audience members should remain seated for the duration of each act. There should be no movement in the audience during a routine – this can be very distracting for our students.
- To avoid disturbances during the show, parents/visitors should not come in and out of the theatre between routines.
- All phones and devices should be switched off, noises and lights are a distraction.
- All young children must remain seated during the performance, and must always be supervised by a parent/guardian.
- Food and coloured drinks are not to be consumed within the theatre
- The auditorium doors will remain closed during each routine – and only opened between for toilet trips, or taking young children out due to noise level.



## **CONCERT COSTUMES:**

Costumes will be handed out during Term 4. A reminder all fees must be up to date in order to take costumes home.

Once you have received your costume, please ensure you name all costume items, as well as shoes and tights – this is very important so that nothing goes missing at rehearsals and concerts. This must be done on the inside of costumes and not visible from the front of the costume. There is normally a tag on the inside of your costume to place your name. Please do not allow your child to play ‘dress-ups’ in their costumes prior to the concert.

All costumes should be hung up once arrived home. We suggest you purchase a ‘costume garment bag’ to hold all costumes and be able to carry them easily to all rehearsals, performances and photo days. We are proud to be able to offer ‘Step in Time’ garment bags from the studio. Our Step in Time garment bags are \$12 each and are available from reception.

**Costume racks** – hanging racks are not provided in the dressing rooms at the concert, we suggest that you arrange to share a costume rack with some friends from your class at the rehearsal and concert, alternatively there will be some chairs available to hang your costumes on the back of.

## **TIGHTS, UNDERWEAR AND SHOE REQUIREMENTS FOR CONCERT:**

Please ensure all students have clean shoes and tights for the concert. New tights should be purchased especially for the concert, to ensure they do not have any holes and ladders in them. All tights **MUST** be purchased from the studio to ensure all students have exactly the same coloured tights for the concert. Tights are available for the affordable price of \$13- 15 each at the studio.

General rule for which tights you will be required to wear:

Ballet shoes – Pink ballet tights

Jazz shoes – Tan tights

Tap shoes – Tan tights

Lyrical/Contemporary – Tan convertible tights

Hip Hop shoes- Tan tights

(please ensure you take note of the costume instructions that will be available on your parent portal – this will outline exactly which tights you are required to wear with which costume)

Please clean all shoes prior to the concert, this can be done using a damp rag, baby wipes, or if needed – polished with the correct colour (shoe polish can be purchased from dance wear shops or at a shoe shop).

No underwear should be seen underneath any costumes! We advise no underwear for young students, and skin toned underwear for all older dancers. Students over the age of 10 may feel more comfortable wearing a body suit under all costumes, these can be purchased from dance wear shops, or even Big W, Best n Less, etc. and must be skin coloured with clear elastic straps.

***NO EARRINGS, JEWELLERY, NAIL POLISH TO BE WORN AT THE CONCERTS!***

## **CONCERT RECORDING & PHOTOGRAPHY:**

A professional Concert filming, as well as Professional On Stage Photography, will be done by En Pointe Productions. Your dancer will enjoy these memories for many years to come.

After the concert, a downloadable link will be emailed to all students with access to the full concert recording, as well as all on stage photos.

There are no additional fee for this, as it is included in our 2023 concert fee.

## **PROFESSIONAL POSED PHOTOS:**

Individual Posed Photos at the studio, will be provided by En Pointe Productions this year.

This is optional for all students, these photos are separate to the included on stage photos, and will be an additional fee, purchased through En Pointe productions.

**Sunday 29<sup>th</sup> October – Professional Posed Photo Day – held at the studio**

Session Times for each class:

9.00 – 11.00am	TINY TOTS, KINDERS, MINIS
11.00 - 1.30pm	JUNIOR, INTER, SENIOR RECREATIONAL CLASSES
1.30 – 5.00pm	ALL SQUAD TEAMS

*More detailed information will be sent prior to the day. There is no need to pre-register, just simply check in upon arrival on the day.*

# MAP & IMAGES OF MPAC THEATRE, LOYOLA COLLEGE:



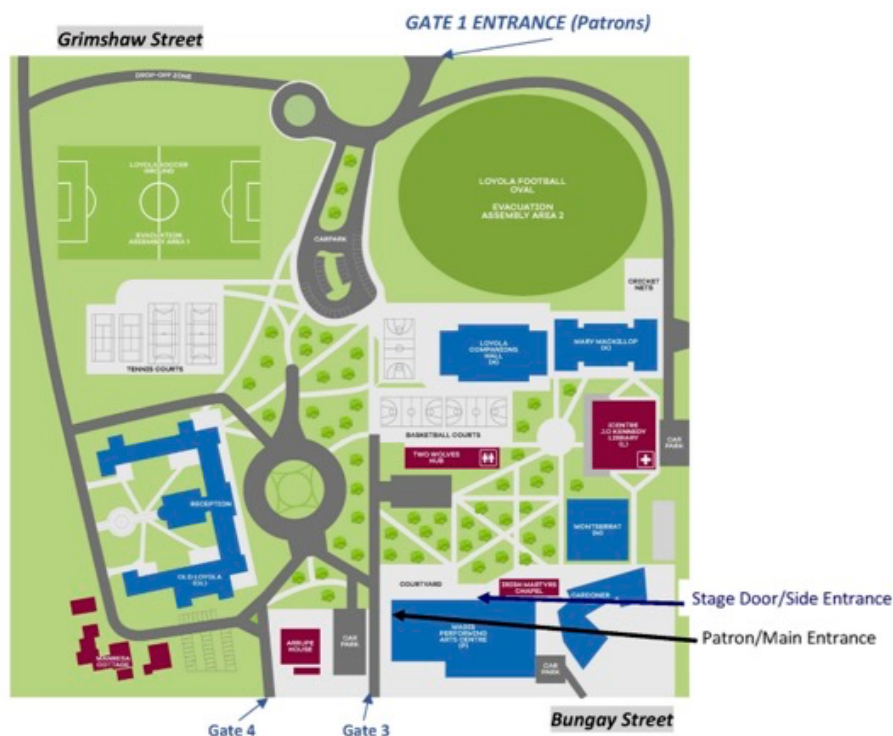
Main Entrance for Patrons

STAGE DOOR

SIDE ENTRANCE



Student Drop Off & Pick Up



**REHEARSALS:** Parents should enter through **Gate 1 - 325 Grimshaw St**

**PERFORMANCE:** Patrons must only enter through **Gate 1 - 325 Grimshaw St** and follow instructions from Car Park Attendants

Additional car park areas will be available on College grounds and car park attendants will direct cars accordingly.

Please note that ALL gates along Bungay St must remain locked on the day of performance. There will be NO access to Loyola College from Bungay St.

**NO vehicle or pedestrian access to MPAC at Bungay St from one hour prior to performance start time**

**\*\* ALL students require a neat high ballet bun for this year's concert:**

## **HOW TO DO A NEAT HIGH BUN**

### **HOW TO DO A NEAT HIGH BUN**

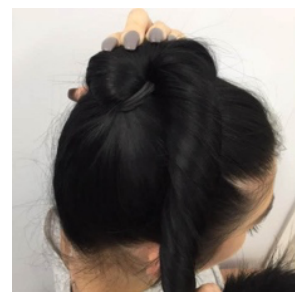
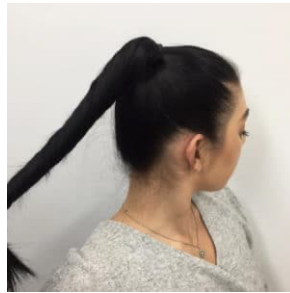
#### **Materials:**

- Hair Brush/Comb
- 2 X Strong Hair Elastics
- 1 X Bun Net (same colour as hair)
- Hair Pins (depending on hair length, we recommend 10 – 15 pins, the more the better)
- Hair Spray and Gel

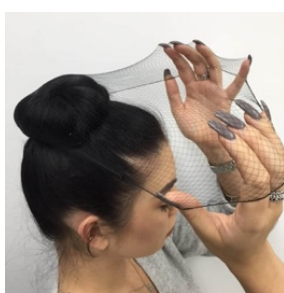
#### **Preparation:**

Make sure Hair has been brushed and knot free. It is easiest to get hair into a neat bun if the hair is slightly damp, you can dampen by spraying hair with water.

#### **STEP BY STEP INSTRUCTIONS:**



1. BRUSH HAIR INTO A NEAT HIGH PONYTAIL
2. USE GEL AND HAIRSPRAY ON YOUR PONY TAIL TO MAKE SURE IT IS STRONG AND NEAT
3. BEGIN TWISTING PONY TAIL IN ONE DIRECTION UNTIL IT FORMS A TIGHT ROPE
4. BEGIN WRAPPING HAIR AROUND BASE OF THE PONY TAIL UNTIL IT FORMS A BUN



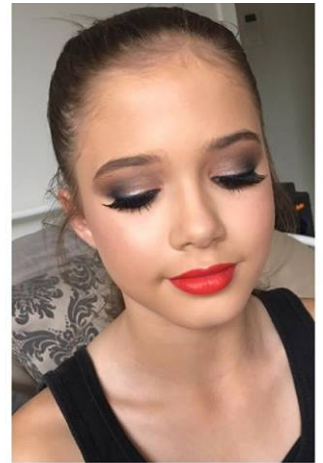
5. PRESS DOWN ON BUN AND SECURE BUN WITH PINS (minimum 8-10 pins)
6. WRAP BUN WITH A BUN NET.  
- GIRLS WITH THICKER HAIR WILL FIND IT EASIER TO USE A HAIR NET AS ITS LARGE ENOUGH TO WRAP ROUND BUN 2 – 3 TIMES
7. SURE HAIR NET WITH MORE PINS AND SPRAY
8. FINISH THE BUN WITH LOTS OF GEL AND HAIRSPRAY

YOUR BUN IS NOW COMPLETE!

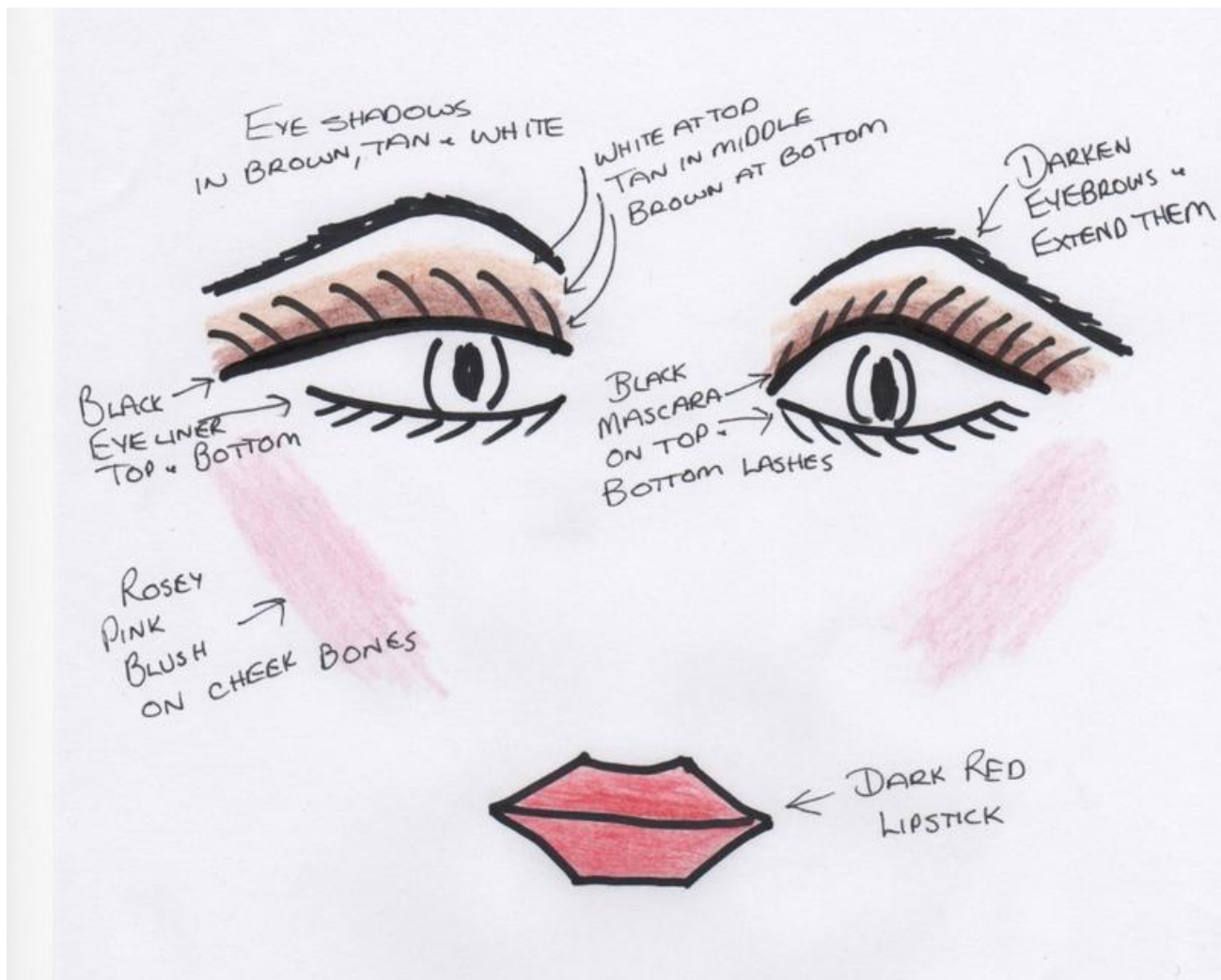
# MAKE-UP:

HOW TO DO STAGE MAKE UP: Materials:

- Foundation (to match skin)
- Bronzer & blush – applied along cheek bone
- Apply eye shadow (as per diagram below)
- Apply black eyeliner on the top eyelid to wing out to eyeshadow line
- Apply thin black eyeliner to bottom lid
- Black mascara
- *No false eye lashes required by any team at Dancers Unite.*
- Red Lipstick – can use red lip liner to ensure neat lip line (must be true red – no purples or browns)



Stage make up should appear heavy in person, but once on stage under stage lights, this will highlight the dancers features.



\*\* Tiny Tots & Kinder students, may have a reduced version of the above makeup instructions – red lipstick and blush at a minimum for our Pre-School Students.

\*\* Boys should also have a reduced version of the above makeup, more natural tones to be used for boys.