



June Showcases 2012

Tracy

This document covers the following information related to the June Showcase 2012: When, where, who, tickets, costume pricing, costume payments, costume return/exchange policies, performance times, arrival times, backstage information, videotaping, etc.

What: The Showcase is a 30-45 minute concert that showcases the talents of all our dancers. Dancers will perform one dance from each class they attend. Dancers ages 3 and up have the opportunity to participate in the "Daddy/Daughter Dance" that performs at the end of each showcase. The showcase will also feature the TDA Performing Company dancers and a special dance with all of the TDA teachers! At the end of each showcase dancers are given a dancer medal and sent out to meet their adoring family and friends.

FOR WHOM: Dancers in all classes.

WHEN: Saturday, June 2nd and Sunday June 3rd

Dancers will be assigned to a particular show day and time in late January once the enrollment levels have stabilized. We will publish exactly what day and time each dancer is performing in late February.

WHERE: Livermore High School Performing Arts Theater, Livermore, California

PERFORMANCE TIMES AND WHEN TO ARRIVE AT THEATER: Arrive at the theater forty (40) minutes prior to your show start time with your dancer dressed and ready to go onstage. Dancers may be dropped off backstage no more than 20 minutes prior to scheduled start time.

REHEARSAL: Twinkle Baby and Twinkle Star dancers will have a mandatory dress rehearsal during their regular class time and place the week of May 19th - 25th. Arrive at dress rehearsal at your regular class time, dressed and ready to perform. All of our older dancers will have a mandatory dress rehearsal at the Livermore High School Theatre on Friday, June 1st. Exact times and comprehensive instructions will follow at a later date.

THE DADDY/DAUGHTER DANCE: The Daddy/Daughter dance is a wonderful opportunity for Dad's to spend quality time with their daughters. Together they will learn a dance that they will perform during the June concert. We invite all our dancers who will be at least 3 years old by January 1, 2012 to participate. Register on-line at tiffanydance.com, at the studio or by calling 209 833-0510.

WHERE TO DROP OFF DANCERS: Park in the parking lot behind the theater or on the street. Walk around to the back of the theater and drop your dancer off backstage. Dancers should arrive at the theater dressed and ready to perform. Dancers may not take anything with them backstage. No dance bags. Dancers may be dropped off backstage no more than twenty minutes before the START of the recital.

SECURITY: In order to provide the most secure environment dancers must be checked into the backstage area and checked out immediately after they finish performing. Parents are not allowed backstage because it is a security risk. This extra precaution can cause delays, so please be patient. Our primary concern is the safety of your dancer.

WHEN AND WHERE TO PICK UP DANCERS: All of our Twinkle Star and Twinkle Baby dancers need to be picked up immediately following their performance onstage from the FRONT LOBBY of the theater. To pick up your dancer, exit the theater through the front door, and wait in the lobby until the dancers are brought to you by TDA Staff. You may then re-enter the theater if you wish. Dancers who wish to watch the rest of the show after performing will need a reduced price ticket to enter the audience portion of the theater. Our older dancers will remain backstage until the end of the show so they can participate in the finale.

BACKSTAGE PARENT VOLUNTEERS: We need two parent volunteers from each class of dances ages 8 and under to watch the dancers in their class backstage. These parents are responsible for the dancers once they are dropped off backstage. For our Twinkle Babies and Twinkle Stars, our volunteers stay with us until the dancers are lined up in their "waiting-to-go-onstage" positions, which is generally 3 to 5 numbers before they actually perform. Once the TDA Staff has assumed responsibility of the dancers in their line, the volunteers may join the audience. If you are helping us with one of our older groups, you will stay backstage with the dancers for the whole show since they will be participating in the finale at the very end. Backstage volunteers must arrive at the theater 45 minutes before their scheduled show time. Bonus! All volunteers are allowed to purchase reserved tickets one day prior to the general public. If you would like to volunteer to help backstage you can register beginning in March at www.tiffanydance.com.

COSTUMES and DISCOUNTS: Prices range from \$60 - \$100 + tax, shipping and handling. Costume manufacturers charge extra for extra large child and extra large adult costumes. Shipping and handling fees increase on the following dates:

2011-12 Season Shipping and Handling Rates*

- \$2.00 handling fee per costume item for costume orders placed before October 25th 2011.
- \$2.50 handling fee per costume item for costume orders placed after October 25th 2011 and before December 1st, 2011
- \$3 handling fee per costume item for costume orders placed after December 1st, 2011 and before January 10th, 2012.
- \$5 handling fee per costume item for costume orders placed after January 10th, 2012 and before February 1st, 2012.
- \$10 handling fee per item for costume orders placed after February 1st 2012.

*XL costume sizes handling fees start at \$3 per item. Dancewear items such as tights start at \$0.50 handling per item.

COSTUME MEASUREMENTS: Dancers will be measured *during* class the first part of October (October 10-15). This very important process is critical to ensure that you are able to order the correct size costume. Due to the logistics of measuring dancers, it must be done during class time to avoid costly errors and omissions and it typically takes 15-20 minutes to measure the entire class. You will receive a costume order form in class during measurement week.

COSTUME ORDER DETAILS: To order your costume, take your Dance Class Costume Assignment Worksheet form home with you and log on to www.costumemanager.com. Click on "Dancer." It will then prompt you to enter the Class List ID which can be found on your Assignment Worksheet. From there you will be able to add the required costume, accessories, tights and shoes to your bag.

COSTUME ORDER AND PAYMENT DUE BY: Costume Balance by October 23rd, 2011. We accept orders until February 28th, but it is best (and less expensive for you) to order before October 23rd, to ensure delivery of your costume by Picture Day and to allow for exchanges if necessary. If you have submitted your order and do not receive a confirmation email or do not see a charge to your credit card, please give us a call immediately so that we can make sure that a costume has been ordered.

COSTUME EXCHANGE / REFUND POLICY: Once you have submitted a completed costume order and payment there are NO refunds or credits on costumes and tights. If your costume arrives and is either too small or too big, it must be given to the office IMMEDIATELY (within 24 hours) to arrange an exchange. There is a **\$25 exchange fee** plus shipping and handling in order to process your exchange. **Parents** will make the **final** decision on costume size according to the given sizing chart. TDA staff is not responsible for your costume size selection.

SHOWCASE VOLUNTEERS: To ensure a safe, smooth running, successful, and enjoyable performance, we need several volunteers to help with the recital. Ushers, ticket takers, flower wrappers, door monitors are examples of the volunteer jobs available. Remember, all volunteers are allowed to purchase reserved tickets one day prior to the general public. If you would like to volunteer you can register beginning in March at www.tiffanydance.com.

SEATING: Seating at the Showcases is a combination of reserved and general admission. Our online ticketing system will allow you to select the exact seats in which you would like to sit. You may purchase tickets online starting March 26th for volunteers only and March 27th for non-volunteers. If you don't have computer access you may order via telephone by calling the Tracy office at 209-833-0510 however, only Best Available tickets are sold via telephone or on the day of the recital at the box office.

TICKETS: Each family must purchase a minimum of \$54 worth of tickets to participate in the recital. There is no limit to the amount of tickets a family may purchase. Tickets are sold on a first come, first served basis so plan to buy your tickets as early as possible. While we've taken steps to prevent "Sell-Outs", there is still a chance that the show(s) will sell out in 2012...so please order early! Ticket prices for the Showcases are \$16 including ordering fees.

There are four convenient ways to purchase tickets. They are:

- 1. Online at www.tiffanydance.com.** Tickets for the shows may be purchased on Tuesday, March 27th starting at 9:00 a.m. Volunteers may purchase their tickets on Monday, March 26th starting at 9:00 a.m. Volunteers will receive a special password that will allow them to purchase their tickets early. The website will let you hand-pick your seats. Tickets will be mailed directly to your house by our ticketing company, Tix.com. You can choose to print your own tickets or have them mailed to you.
- 2. Office –** stop by the office after March 27th to purchase tickets. Hand selection of seats is not possible with this method.
- 3. Phone -** You may purchase tickets via phone beginning March 27th at 9:00 a.m. Hand selection of seats is not possible with this method.

4. Box Office - You may purchase tickets the day of the recital at the box office approximately one hour prior to show time. Hand selection of seats is not possible with this method.

VIDEOTAPING: We realize and understand the significance of the dance recital event for young dancers and their families. We know that for many of you this is the very first time your dancer has performed onstage. Our goal is to provide a *magical* onstage experience for the dancer and each and every audience member. Unfortunately, magic can't happen with the blue glow of someone's video camera LCD blocking your view from the audience. Absolutely no videography is allowed inside the theater. No video cameras are allowed into the theater so please leave them in the car. We've hired the very best videographers in the Bay Area to film our shows.

PHOTOGRAPHY: No *flash* photography is allowed inside the theater. Dancers are looking into a very dark audience and the flash of a camera temporarily blinds the dancer onstage resulting in collisions and potential falls off of the stage. To help you preserve these precious dance recital memories, at least two professional photographers will be in the audience photographing each dance and each dancer during the actual performances. These photos are very high quality-shot with the latest professional equipment for low-light situations and are available online for viewing and /or purchase within 72 hours of the performance. In addition, each photo can be edited by the photographers to suit your needs.

JUNE 2012 TUITION: Students participating in the recitals must pay June tuition completely. Classes run through the end of June. There is no pro-rating or refunds of June tuition.

CLASS PICTURES: By Jeff Firestone / *Memory Makers, 139 Washington Blvd., Fremont, CA 94539* – Phone: (510) 770-0887

- Saturday, May 5th – Tracy Pictures at the Tracy studio
- Sunday, May 6th – Fremont Pictures at the Fremont studio
- Saturday, May 12th – Livermore Pictures at the Livermore studio
- Saturday, May 19th and Sunday, May 20th – Pleasanton Pictures at Pleasanton studio and San Ramon Pictures at the San Ramon studio
- Sunday, June 3rd – SSF Pictures at SSF Studio

A schedule will be provided as we get closer to picture day to inform you of exactly what time your class photo will occur. Arrive no more and no less than 15 minutes prior to your group's photo time. All dancers wear full costume, hair and make-up – if applicable. Pictures are optional, but even if you don't purchase a package we would like you to be there to be in your class picture that will be displayed at the studio for years to come. **Picture order forms** will be handed out in class and available in the office 2 weeks prior to picture days. Please have your packet completed before you arrive for your picture time! Each group shot requires a different and separate envelope. All payments are due in full at the time of the group picture. Memory Makers (our photographer) accepts credit cards and checks. Have dancers "picture" ready (costume, hair, make-up perfect) when they arrive. There will be NO room at the studio to dress or do hair and make-up.

Note: Pictures will be handed out at your studio when classes resume in July, 2012.

Dancers without a costume may not participate in the group photo for their class. Dancers who are not participating in the recital or who have a late order costume may arrive at any time and take an individual picture in their dance class attire (or whatever dance attire they desire). "Buddy Pictures" are also available – they require a separate envelope. Memory Makers is staffed with 10-15 dance trained assistants to help pose dancers. Parents – refrain from entering the photo shoot areas and rooms while your child is being photographed. **Do not take photographs or snapshots of dancers in photo shoot rooms or areas.**