louisville ballet school

15-16 Spring Showcase Handbook
(Front Desk Copy)

About Spring Showcase and Spring Collection

As an important aspect of the training offered at The Louisville Ballet School, all Classical Ballet Program through Pre-Professional Program and Complementary Dance Program students are invited to participate in the annual Spring Showcase. The Spring Showcase is a main stage feature performance designed especially for the students of The Louisville Ballet School. Performers discover the art of storytelling through dance while sharing in the traditions of the full-length classical ballets.

The Spring Collection features students performing in a wide range of dance styles offered in the Complementary Dance Program, including Modern, Jazz, Tap, Hip Hop, Flamenco and Broadway Jazz. Dancers will learn choreography during class time that will be presented on stage as part of the Spring Showcase performance.

Showcase Registration

Showcase dancers attend regular rehearsals in addition to his/her regular classes. Students who wish to participate must register for the Showcase in addition to their regular technique class(es) to be involved.
The Spring Collection features students in the Complementary Dance Program. Spring Collection dancers are expected to attend a limited number of additional rehearsals prior to the performance.

Spring Showcase: $165 due by 9/5/2015
Spring Collection: $90 due by 1/18/16 (or included free of charge with Spring Showcase registration).

- Withdrawal fees
  - Fall Semester Withdrawal after registration deadline: $25 and forfeiture of 50% of total Showcase fee
  - Spring Semester Withdrawal after first day of Spring Semester: $50 plus forfeiture of entire Showcase fee

A Parent's Meeting (mandatory for all parents) will be scheduled in each semester to review Showcase policies and answer any questions you may have regarding your child's participation.

Fall Meetings:
August 29, 2015
Classical Ballet I - III: 11:00 am - 12:00 pm
Classical Ballet IV - VII: 1:30 pm - 2:30 pm
Pre-Professional: Meeting minutes will be emailed

Spring Meeting:
TBA

Deadline to Register

Spring Showcase: Saturday, September 5, 2015
Spring Collection: Monday, January 19, 2015 (Early Bird Rate: $75 if paid by January 5, 2015)

Spring Showcase Casting & Role Assignment

The casting and assignment of roles is at the sole discretion of the choreographer and the School Director and is based on the students' enrolled class level. Louisville Ballet Youth Ensemble members will receive first consideration for leading and featured roles.

Spring Showcase Rehearsal Policies

Although a student may be enrolled in the Spring Showcase, attendance at Showcase rehearsals is required in order for any student to be allowed to perform. Rehearsal dates are published in advance, herein, so families may plan accordingly. Every rehearsal is vital to prepare the dancers for the big performance and attendance is mandatory! In order to produce a spectacular Student Showcase, it is the belief of The Louisville Ballet School

faculty and staff that ALL students are responsible to their colleagues, their choreographer, themselves, and ultimately to the performance itself. We cannot sacrifice the quality of the production for those who have not taken the time to organize all of their dancers' activities in advance. Therefore, as a performer in The Louisville Ballet School Spring Showcase, it is the responsibility of each and every dancer to:

- attend all rehearsals and performances
- arrive in a timely manner to each rehearsal
- maintain focus during rehearsals and review choreography independently before and after rehearsals

As a student performer, you make a real commitment to the Spring Showcase. The entire ensemble's success is heavily dependent on regular attendance from EVERYONE. When you miss a rehearsal, not only are you missing out on the teaching and rehearsing of choreography that you can't obtain by practicing on your own, but you are also creating a hole in the group that cannot be filled or fixed in any way. It's like a baseball team trying to play a game without a 1st baseman. It doesn't matter how good that 1st baseman is or how much he practices on his/her own, the team can't POSSIBLY be their best that day without him/her.

Whether due to an illness, an academic competition, a school trip or a vacation, if you're not there, you're not there and it does affect the entire group. With this kind of dedication and mindset in place, we also understand that other important events/commitments on Saturday afternoons are going to happen occasionally. Therefore, we expect that each member will use their judgment wisely and honor their commitment to The Louisville Ballet School when making important decisions about other commitments.

No unexcused absences will be permitted. Students who anticipate an absence may submit it for pre-approval. Unexcused absences (except in the case of illness) after February 21st will result in dismissal from the production. No exceptions will be made.

More than 2 absences (for any reason) during the Spring Semester may result in loss of part(s) (applicable to *Snow White and Rose Red*, *Spring Collection*, LBYE performances). All full cast, technical and dress rehearsals are mandatory in any professional production, including ours. The effects of absences have far-reaching consequences for everyone in the group. Each and every individual is expected to honor his or her commitment to the production so that we can in turn honor The Louisville Ballet School's values and reputation in the community as well as the sacrifices each Showcase family makes to be a part of this spectacular production.

If your child is ill, please call the Ballet Studio AS SOON AS POSSIBLE before rehearsal time. Main Street: 583-3150, ext. 245 or St. Matthews: 895-3700.

- All rehearsals are closed. No family members, relatives or friends are allowed in the studio, auditorium or backstage during rehearsals or prior to or after performances.

- Please drop your child/children off promptly at the designated rehearsal location. Parent and Faculty chaperones will be on-hand to facilitate the rehearsal. You will be given a slip of paper with your child's name on it to use for pick-up. Please do not lose it. (NOTE: If you are carpooling and another parent will be picking up your child, please provide that parent's name to the chaperones at check-in as authorization for pick-up.)

- Children are to arrive at the studio ten (10) minutes prior to the scheduled rehearsal time <u>ready to dance</u>. (At the Downtown Studios, there will be no space for children to change their clothes, as the mens and womens locker rooms, as well as the professional dancers lounge, are OFF LIMITS to children in the School!).

- Children are to wait quietly in the lobby until they are called to the studio to rehearse. A designated parent will be with the children in the waiting area. Parents should emphasize to their children that they must listen to and respect the designated chaperone's requests and directions.

- Before going into rehearsal, children must place their dance bags, backpacks, etc. into the "cubbies" in the Boardroom at the Main St. Studios, or in the children's dressing rooms when rehearsing at the St. Matthews location.

- No food or drink is allowed out of the vending area of both studio locations!

- Children must be picked up at the scheduled end of rehearsal time. Parents must present the slip of paper with their child's name on it in before the child is permitted to be released from the Downtown studios. Dancers will not be released to parents sitting in cars. If the child's ride is late, a School faculty member or chaperone will wait at the studio with the child. No child will be allowed to leave the building until his/her ride is there. Please be punctual when picking up your child after rehearsal. Students picked up later than 10 minutes after the child's rehearsal has ended will be charged a $25 late pick-up fee.

Theater Policies

Once we move to Memorial Auditorium – In case of illness or emergency – PLEASE CALL (502) 797-6825

Arrival and Check-In: Students are to be dropped off at the side exit located mid-way down the alley on the north side of the building. Please park along 4th Street or in one of the lots listed elsewhere in this packet and walk with your child to Baseball Alley, which is on the north side of the theater. *Please do not park in the alley.* The door will be monitored by chaperones and will be labeled as "Dancer Drop-off / Pick-Up". You will be given a slip of paper to write your child's name for pick-up. Please do not lose it.

Chaperones will check-in your child and take them to the dressing room. Due to safety and crowding issues, parents are not allowed in the dressing rooms.

- ALL dancers should arrive at the theater at the scheduled theater call time. Dancers must come to the theater under-dressed in their camisole leotard and performance tights, with hair done and make-up already applied. Make certain the student is properly dressed in street clothes over their dancewear. Zip-front tops or sweatshirts are highly recommended to avoid interference with make-up and hair.

- Prior to each theater rehearsal and performance, there will be a scheduled warm-up class for all Elementary 3 through Advanced dancers. For their physical safety and to mentally prepare for their performance, all performers are expected to participate in their designated warm-up class.

- **Costumes:** All *Snow White and Rose Red* female cast members are expected to have a flesh-toned camisole leotard, pink tights, and pink full-sole leather ballet shoes. Male cast members are expected to have a flesh-toned dance belt, tights, and leather ballet shoes (color to be determined based on costuming.) Items should be in good repair with little to no signs of wear, no holes, rips, or runs. Please label the inside of all leotards, tights and dance shoes (and any other important personal items) with your dancer's first initial and last name in permanent marker.
  - Detailed costume, hairstyling, and makeup guidelines for *Snow White and Rose Red*, *Spring Collection* and LBYE performances will be available in February.

- Please leave hair scrunchies, earrings, and jewelry at home. Please note, friendship bracelets are considered jewelry. These are not to be worn during dress rehearsal or the actual performance and can easily get lost if they have to be removed backstage. Please leave all other valuables at home. If it is not needed for the performance, it does not need to be in the dressing room.

- No nail polish should be worn. Please remove all nail polish before arriving at the theater. If dancers are barefoot for any piece, they should also remove all toenail polish.

- Dancers may bring books or quiet games to help pass the time in the dressing room. If electronics such as iPods, cameras, or video games are brought into the dressing room, the chaperones and Louisville Ballet School Staff are not responsible for their security.

- The dress rehearsal is a closed rehearsal. Tickets are NOT available for the dress rehearsal performance. Parents will not be allowed to stay in the building or the auditorium during the rehearsal. Parent or Staff Chaperones will be present at all times during the dress rehearsal and performance.

- Absolutely no eating, or drinking (except water) or sitting is allowed while in costume. Dancers are responsible for keeping up with their own costumes while in the theater; any missing parts of the costume must be reported to a member of the staff not less than 30 minutes before curtain time. No part of any costume is to be left onstage at any time. All costumes must be correctly hung in the dressing rooms when not in use. Necessary repairs or alterations must immediately be brought to the attention of a staff member.

- Gum/candy, drinks (other than water), and non-approved food items are not allowed in the dressing room. Approved food items will be permitted only in designated areas. *There will be very little time to eat snacks while at the theater*. Please arrange for your dancer to eat enough to sustain them for the entire rehearsal or performance. Please make sure to send your child with plenty of bottled water.
  - Dancers may bring bottled water to drink and/or snacks from the following list of approved items only:
    - Packaged Goldfish-type crackers or pretzels (no nut products permitted due to allergies)
    - Packaged Fruit snacks
    - String Cheese

  - Sample bag of what to pack in your dance bag (please mark all items with your child's first initial and last name):
    - Flesh-tone camisole

- Performance tights
- Leather full-sole ballet shoes
- Make-up, as guidelines require
- Hair necessities (including bobby pins, ponytail holders, hair nets, hairspray and hair brushes/combs.)
- Remember warm-ups for backstage since it can be chilly

Dismissal and Check-Out after theater rehearsals: For the safety of the dancers, parents will not be allowed in the theater. All students will be dismissed through the side exit located mid-way down the building where they were dropped off. Please park along 4th Street or in one of the lots listed elsewhere in this packet and walk with your child to **Baseball Alley**, which is on the north side of the theater. *Please do not park in the alley.* The door will be monitored by chaperones and will be labeled as "Dancer Drop-off / Pick-Up". **Parents must present the slip of paper with their student's name on it or submit a parent or guardian's signature before being released from the theater.** Give your child's name card to one of the chaperones who will bring him or her to the exit to be signed out. Because many dancers will be dismissed at the same time, we ask that you remain patient and understand that all children will be dismissed as quickly and as safely as possible. Children will not be dismissed to parents waiting in cars.

Dismissal and Check-Out after Performances: For the safety of the dancers, parents will not be allowed backstage. All students will be dismissed through the side hallway to the right of the stage. Please send one parent/guardian into the red carpet hallway to the right of the stage where the restrooms are located. Dancers will be released individually when they have changed out of costume and make-up. Chaperones will bring dancers out from the backstage area and their names will be announced. Be prepared to listen for your child's level and name to be called and come forward to the chaperone who corresponds with your dancer's last name. **Parents must present the slip of paper with their student's name on it or submit a parent or guardian's signature before being released from the theater.** Safety is of the utmost importance to our organization. We appreciate your cooperation and patience in this dismissal process.

No child will be dismissed before the end of the ENTIRE Showcase performance unless pre-approved by Elena Diehl.

Parent Involvement

- Each family is expected to participate in at least 1 volunteer shift at Memorial Auditorium during the weekend of Spring Showcase. Volunteer jobs may include helping as a chaperone/dresser, technical assistant, or security and safety assistant backstage, or assisting with tickets, programs, and reception in the front of the theater before the performance. Theater volunteer pledges will be finalized at the Spring Semester Showcase meeting.

- Rehearsal chaperones are in charge of the children at the Studio before they are called into rehearsals. Children are expected to be quiet and orderly while waiting for rehearsals, as there are many children in a small space and sound carries into the rehearsal studios. We will collect volunteer pledges during the Spring semester for those who are willing and able to remain on-site and chaperone during your child's rehearsals.

- The privacy of our students, faculty, staff and their families is very important to us. The taking of photographs or videos during studio rehearsals, in dressing rooms, backstage, or on stage is not permitted.

- If you would like to contact other parents to arrange for carpooling, please make arrangements to share contact information in-person as the School does not share personal information of students and their families. The Louisville Ballet School Parents' Connection facebook group also provides a great forum for connecting with other LBS families and staying informed about upcoming events

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Health and Wellness

- Please be considerate of the health of classmates and Instructors. In order to ward off an "epidemic", please give your child adequate time to recover from an illness before returning to rehearsals. Rehearsals and performances are physically demanding and students who show symptoms of severe sickness will not be allowed to perform or rehearse and will be isolated and sent home.

- All medication is the responsibility of the student and parent(s).

- A student with an injury is encouraged to observe rehearsals in order to not fall behind with material. Students should inform the Choreographer and Rehearsal Assistant(s) of any recent illness, injury or other medical conditions that may affect stamina or performance.

- All injuries sustained while at any Louisville Ballet School location must be reported and documented by filling out an injury report which is available as needed. Prolonged or serious injuries that could affect Showcase participation should be discussed immediately with the School Director.

- Injuries experienced while in the theater must be reported immediately by the student and/or chaperone directly to a member of the LBS Staff (School Director, Administrator or Coordinator) so that first aid can be administered, the injury/illness may be assessed by the appropriate people and the proper paperwork can be filled out.

- Parents are asked to donate facial tissues, baby wipes, hand sanitizer, and sanitizing wipes to help everyone maintain a clean and healthy environment for our performers.

Spring Showcase Rehearsal Schedules

Rehearsal scheduling is at the discretion of the Louisville Ballet School's Artistic Staff. Attendance is mandatory. We recognize that families have many schedules to juggle and make every effort to publish our rehearsal schedules as early as possible. However, creating a world premiere ballet for our students makes it impossible to foresee all aspects of the creative process and the number of rehearsals required to fully choreograph the scene(s) where multiple characters/roles are involved. Below are the times when your child may be required to rehearse. Further details will be available as the production takes shape.

Spring Showcase performers may be required to rehearse on any or all of the following days and times. The times given are not specific; this schedule is only to give you a general idea of the time commitment involved in your participation. Please remember to check the website and your email prior to each rehearsal for new postings, details or any changes.

Fall Semester Studio Rehearsals: September 12 - November 21, 2015

Fall Semester Parent Meetings:
August 29, 2015
Classical Ballet I - Classical Ballet III: 11:00 am - 12:00 pm
Classical Ballet IV - Classical ballet VII: 1:30 pm - 2:30 pm

Pre-Professional Levels 1-6: Date and Time TBA

Level	Rehearsal Day	Rehearsal Time Range
Classical Ballet I	Saturdays	11:00am - 12:00pm
Classical Ballet II	Saturdays	11:00am - 12:00pm
Classical Ballet III	Saturdays	11:00am - 12:00pm
Classical Ballet IV	Saturdays	11:00am - 12:00pm* 1:30pm - 3:00pm
Classical Ballet V-VII	Saturdays	11:00am - 12:00pm* 1:30pm - 3:00pm
Boys	Saturdays	11:00am - 12:00pm* 1:30pm - 3:00pm
Pre-Professional Levels 1-6	Saturdays	12:30pm - 4:30pm

(*May be called at alternate time during *Brown-Forman Nutcracker* rehearsal season)

Spring Semester Studio Rehearsals: January 16 - February 13, 2016

Spring Semester Parent Meeting:
January 2016 - date to be announced

Level	Rehearsal Day	Rehearsal Time Range
Classical Ballet I	Saturdays	11:00am - 12:00pm
Classical Ballet II	Saturdays	11:00am - 12:00pm
Classical Ballet III	Saturdays	11:00am - 12:00pm
Classical Ballet IV	Saturdays	1:30pm - 3:00pm
Classical Ballet V-VII	Saturdays	1:30pm - 3:00pm
Boys	Saturdays	1:30pm - 3:00pm
Pre-Professional Levels 1-6 Groups and Lead Roles	Fridays	6:00pm - 8:30pm (as needed)
Pre-Professional Levels 1-6 Groups and Lead Roles	Saturdays	12:30pm - 4:30pm
Pre-Professional Levels 1-6 Group Leaders with Young Groups	Saturdays	11:00am - 12:00pm

Spring Semester Group Calls & Full Calls: February 20 - March 12, 2016

Spring Showcase performers may be required to rehearse on any or all of the following days and times. The times given are not specific; this schedule is only to give you a general idea of the time commitment involved in your participation. Please remember to check the website and your email prior to each rehearsal for new postings, details or any changes.

Rehearsals calling the Full Cast are intended to include a full run of the entire ballet from start to finish. Students will dance their role and remain in the studio for notes or additional run-throughs, as needed. In the event that a group is dismissed early, parent chaperones will make phone calls to alert you that your dancer is ready to be picked up early.

No leave requests will be permitted for the following rehearsals:

Date	Time	Role
Saturday, February 20 St. Matthews Studios	11:00 am - 12:00 pm 1:30 - 3:00 pm 3:00 - 4:30 pm	Groups and Leads as needed Groups and Leads as needed Groups and Leads as needed
Friday, February 26	6:00 - 8:30 pm	Pre-Professional Levels 1-6 TBA
Saturday, February 27 Downtown Studios	11:00 am - 12:00 pm 1:30 - 4:30 pm	Groups and Leads as needed *Snow White and Rose Red* – Full Cast

Friday, March 4	6:00 - 8:30 pm	Pre-Professional Levels 1-6 TBA
Saturday, March 5 St. Matthew s Studios	11:00 am – 12:00 pm 1:30 - 3:30 pm 3:30 - 4:00 pm 3:30 - 5:30 pm	Groups and Leads as needed *Snow White and Rose Red* – Full Cast Groups and Leads as needed Complementary Dance TBA
Friday, March 11	6:00 - 8:30 pm	Pre-Professional Levels 1-6 TBA
Saturday, March 12 Dow ntow n Studios	12:30 - 2:30 pm 2:30 - 5:30 pm 5:30 - 7:00 pm	LBYE – Full Cast *Snow White and Rose Red* – Full Cast Complementary Dance – All

Production Week Full Calls:

Absences during this period could result in dismissal from the production.

Rehearsal Day and Location	Rehearsal Time Range	Program
Wednesday, March 16 St. Matthew s Studios	Afternoon and Evening*	**Full Call** *Snow White and Rose Red*
Thursday, March 17 Memorial Auditorium	Afternoon and Evening*	**Technical Rehearsal** *Snow White and Rose Red* *Spring Collection* (Electives) LBYE
Friday, March 18 Memorial Auditorium	Afternoon and Evening*	**Dress Rehearsal** *Snow White and Rose Red Spring Collection* (Electives) LBYE
Saturday, March 19 Memorial Auditorium	Morning and Afternoon*	**Performance #1** **LBYE**
Saturday, March 20 Memorial Auditorium	Afternoon and Evening*	**Performance #2** *Spring Collection* and *Snow White and Rose Red*
Sunday, March 21 Memorial Auditorium	Morning and Afternoon*	**Performance #3** Select LBYE and *Snow White and Rose Red*

*Actual call, rehearsal, and dismissal times will depend on the student's class level and casting. Scheduling details will be made available on the Spring Showcase schedule.

Event Locations

Rehearsals take place at:

St. Matthews Studios
4121 Shelbyville Road
Louisville, KY 40207

Main Street Studios
315 E. Main Street
Louisville, KY 40202

Technical Rehearsal, Dress Rehearsal & Performance at:
Memorial Auditorium
970 S. 4th St.
Louisville, KY 40203

The theater is located downtown on the corner of Fourth St. and Kentucky St.

From the North
Take I-65 South to the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth St. for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

From the South
Take I-65 North to the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth Street for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

From the East
Take I-64 West to I-65 South. Travel approximately 1 mile on I-65 South and then take the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth Street for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

From the West
Take I-64 East to the Ninth Street Exit 4. Proceed on Ninth Street for 9 blocks and then turn left onto Kentucky Street. Proceed on Kentucky Street for 5 blocks and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

Parking
Free parking is available in the Auditorium lot located at the corner of Fifth and Kentucky Streets. Numerous parking lots, including those at Spalding University located within one block of the building are also available for parking as well as street parking along Fourth Street, Fifth Street and Kentucky Street.

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Spring Showcase 2016 Agreement

Because the above rules and guidelines are so important to the success of your participation within the Spring Showcase, it is critical that you have read them carefully and agree to abide by them. Please acknowledge this by signing below and returning this agreement to The Louisville Ballet School Office.

Dancer Name (*Please Print*): _____

_____ _____

Dancer Signature **Date**

_____ _____

Parent/Guardian Signature **Date**

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Spring Collection 2016 Agreement

Because the above rules and guidelines are so important to the success of your participation within the Spring Collection, it is critical that you have read them carefully and agree to abide by them. Please acknowledge this by signing below and returning this agreement to The Louisville Ballet School Office.

Dancer Name (*Please Print*): _____

_____ _____

Dancer Signature **Date**

_____ _____

Parent/Guardian Signature **Date**