

PRODUCTION HANDBOOK

FAME



Fame's Production Handbook

Within this handbook you will find all the information about Fame's annual Production. We are continuously trying to improve our information to parents, so if there are questions that were not answered in this manual, please feel free to make a note and inform the front desk.

Why do we call it a "Production" instead of a "recital"? Fame puts on a show like no other! We do not do "recitals." Our show is formatted for the audience, not the performers. Our show follows a script and is directed as a Broadway Production; there are no "black outs" where performers run on stage to take their placement. Our show does not stop in between numbers or cut the flow of the story line. We use professional lighting, scenery, props, sound, and special effects for the audience's amusement. Once you've experienced a Fame Production you will agree, there is no comparison! In order to achieve this level of performance we must have the full cooperation of the performers as well as their parents. This handbook was developed to help you as a parent better understand your role in making our productions the best!

Dress Rehearsal: Dress rehearsal is a **Mandatory** rehearsal and let's not sugar coat things; this will be a long night! Dress rehearsal is long, tiresome, and extremely necessary! This is the time for our performers to get accustomed to the stage, line-up order, and their surroundings. It is also time for us to practice scenery and backdrop changes, special effects, lighting and sound as well as curtain and backstage cues. If something goes wrong or breaks we must stop to fix it so our show will be perfect the next day. We try to break the show into quarters so you will spend less time waiting, but still expect the rehearsal to run late. There is no finale on dress rehearsal night, so performers can leave as soon as they have completed their final number. This rehearsal is not open to the public... This is **not the show!!** If you must be in the theater tickets are the same price as show tickets and the audience must remain quiet. At no time are you to approach Miss Amber during the dress rehearsal with questions. All performers must be on time and in full costume and make-up. **Anyone who is not at dress rehearsal will not be permitted in the show.** Please see your calendar of events for show dates and clear your schedule.

Tips for making dress rehearsal a better experience:

1. Advise your student that this will be a long night, give them a nap, eat early, and prepare them for the evening.

2. Be organized! Make sure you have all costume parts and pieces. If your student has multiple changes, organize their costumes in order in either bags, suit case or on a garment rack. Speak to the volunteer so they know your organization system.
3. Bring snacks that don't stain!! NO CHEETOES! Only clear liquids (water bottles), pretzels, etc. Remember even potato chips leave a greasy stain on costumes.
4. Have their make-up and hair done before you get to the theater. Practice on young children well in advance.
5. Bring toys and games that will help keep them occupied. NO MARKERS!! Coloring books and crayons, cards, puzzles, games without many pieces. We provide coloring books and crayons, but it's best to have your own.

The Performance(s): This is the highlight of our Performing Arts year! This is when all the hard work, sweat, tears, joys, and accomplishments are shared with our loved ones. The performance will take place at a local theater with full costumes, professional lighting and scenery, sound and special effects. FAME pulls out all the stops to make this performance like no other! To be a part of this show is something you can be proud of! All performers must participate in all shows. Performers are to arrive 1 hour before their listed times and be dressed and ready to perform. All performers will be in the finale at the end of the show, so performers must stay until the end.

No performers will be allowed inside the theater. The public should never see performers in costume unless on stage!

If a performer wants to enter the theater they can only do so if they are changed into street clothes, adhere to theater etiquette, and have purchased a ticket. **NO ONE ENTERS THE THEATER WITHOUT A TICKET!**

TICKETS: Show tickets will go on sale in early April. Tickets are discounted for a limited time. The production is general admission and doors will open to all elderly and people who need assistance 30 minutes before the show, the general public will be admitted 20 minutes before the show. **OUR SHOW STARTS ON TIME!!** So don't be late! Tickets are sold at the door for cash only. All tickets are non refundable and non exchangeable.

Theater Etiquette: The following rules are strictly enforced, please be sure you and all your guests are familiar with these policies.

1. Arrive early: to avoid being late, plan to arrive 30 minutes early. Sometimes unexpected circumstances make it impossible to arrive on time. However, if you arrive late, you must wait patiently until there is a break in the performance. Do not argue with the ushers about having to wait, they are just doing their job. Most theaters have a television screen in the lobby showing the performance while you wait.

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2. Turn off cell phones, pagers, watch alarms, and other electronic devices. If you forgot to turn off your cell phone and it rings during the performance, immediately turn it off, do not answer the call. You can always check for messages during the intermission.

3. Do not talk, whisper, sing, or hum during the performance.

4. Do not eat and drink during the performance. It's too distracting, and out of consideration to the performers and your neighbors. Save the snacking for intermission.

5. Unwrap cough suppressants during applause, laughing, or loud musical numbers.

6. Keep feet on the floor, not on the seat or balcony in front of you.

7. Applause: performers appreciate enthusiastic applause, shouts of "Bravo" or "Brava," and standing ovations. Applaud after a well performed song or dance during a scene, after each scene or act, and at curtain call.

8. At the end of the performance during curtain call, don't rush for the exits. It's very rude to the performers.

9. If you bring your child to the theater, prepare them beforehand by telling them about theater manners. Explain that they should be quiet, sit still, and not disturb others around them. They need to keep any negative comments to

themselves, until they get in the car or home. Performers have worked hard to prepare the show, and it will hurt their feelings. Have them use the restroom before the performance begins. If your child disturbs the audience, take them to the lobby and watch it on the television screen. Some theaters prefer children under 4 not attend.

10. Do not use cameras or videotape during the performance. **THIS IS STRICTLY PROHIBITED!**

11. Do not enter or exit the theater while the performance is on going. Not only does this disturb the performers and audience around you, it damages the DVD footage that is being recorded.

COSTUMES: Costumes must be ordered at least 6 to 7 months in advance in order to guarantee arrival for our dates. Even ordering this early cannot totally guarantee arrival. We have had this happen before. If a company runs out of material or has an unforeseen issue; we will then have to make adjustments. All costumes are made to order and are not returnable or refundable. To make costume payments more affordable we take a costume deposit in the beginning of the season (usually September or October). Costume balances are then due in the following months (usually November or December). Costume companies will not cancel an order so if you commit to the show by placing a costume deposit, please understand you will be responsible for the total cost

of the costume. All costume deposits and payments are non-refundable.

Costs of the costumes can vary depending on the costume. Prices usually run between \$70.00 and \$120.00. Are there cheaper costumes? Yes. Are there more expensive costumes? Yes. We try to stay in the middle ground to get quality costumes for as little money as we can. Costumes do not always come with all the studs, sparkles, attachments and headpieces. The total cost of your costume will include everything from shipping and handling charges to extra pieces and studding that is needed. Occasionally you will need to attach certain pieces that cannot be attached by the company or by our employees due to the fit of the student. All students are measured and costumes are usually a perfect fit. There have been instances where certain costumes come in very large. This will be the parent's responsibility to have the costume altered.

Costumes are usually tried on by the students shortly after they arrive to check fit and quality. The costumes are then returned to the studio so our employees can create the costume sheets, stud if needed and double check. The costumes will be handed out to the students to take home one to two weeks before the scheduled picture dates unless alterations need to be made by the parent.

All students are responsible for having the correct tights, shoes, etc. All tights must be purchased from Fame so the colors match on stage. Tights

must be pre-ordered at Fame during the specified times. This cuts down on cost! We do not order many extras! There are no 2 tans, pinks, or blacks from different companies alike! We will see a difference and **your child will not be permitted on stage until the correct tights or shoes are on.** We uphold a standard and expect our students and parents do the same.

Shoes: A list of required shoes may be found at the front desk. Any proper dance shoes may be worn in class, but we do require specific shoes for the show. All tan shoes must be sprayed “bark” unless otherwise instructed; so all colors will match on stage. This spray is available for sale at any shoe repair shop. (Nu-Life Spray color “Bark”). This spray matches the tan color of our tights. The studio offers a spray service for a fee for your convenience, but it is very easy and can be done by an adult. You will find specific instructions on how to spray your shoes, what shoes cannot be sprayed and how to care for shoes once they have been sprayed in the information station by the front door of the studio. **ALL PERFORMERS MUST HAVE THE PROPER FOOTWEAR OR THEY WILL NOT BE PERMITTED ON STAGE.**

HAIR AND MAKE-UP: Unless otherwise stated; All students must have hair gelled back to a Ballet Bun (Diagonal from Jaw line), use a hairnet and spray heavily, No fly away hairs. All headpieces must be secured in place by bobby pins or clips. A make-up/hair forum will be given at the studio for

parents unsure of how to apply. Please see notices when this meeting will be scheduled.

We do not want children to look like adults but the stage lights are very bright so make-up is required to give features to the performer. Only use foundation if necessary to cover imperfections. If using foundation; use a color to match skin tone and blend well. Revlon Colorstay is a preferred brand as it stays in place and does not easily rub off onto costumes.

Required make-up:

Bronzer or blush on cheek bones

Dark to medium browns for eye shadows

Black eye liner and mascara

Dark brownish red lip sticks

NO blue/green eye shadows, NO red lip sticks. Again, Revlon Colorstay is a suggested brand for its longevity.

Boys and make-up: Stage lights are very strong and will wash out features – Boys are to add make-up only where necessary. Bronzers for light skinned males and mascara only if needed. Boy's hair should be groomed neatly and gelled into position.

Dressing Areas: All dressing rooms are for the performers and volunteers only. **NO MEN ARE ALLOWED IN ANY FEMALE DRESSING ROOMS PERIOD!!**

Volunteer lists will be available at the front desk beginning one month prior to the show. Only volunteers will have access to the dressing rooms. (See Volunteer section) All performers are to come ready and dressed for their first number.

Performers are required to wear a cover up over their costumes. No one from the audience should ever see a performer in costume except on stage! No performers in costume are permitted in the lobby, theater, or surrounding areas.

Volunteers: Volunteers are needed for the show to run smoothly. Please see the following areas and job descriptions open to volunteers. A sign up sheet will be available at the front desk.

Dressing Room Controller: This person is in charge of the main dressing room. She will be appointed with a walkie talkie and have to communicate with the runners to call for numbers to line up. She will be the “Go To” person for all questions parents and other volunteers in the dressing room may have. She will be well informed and have final say on what takes place inside the main dressing room. This volunteer must be strong, assertive and possess leadership qualities. This person must volunteer for the entire dress rehearsal and performance(s). She will need to be in the dressing room one hour before all listed times and will not be able to leave until everyone is gone and the area is clean. She will receive a free DVD of the show as she will not be able to see it first hand.

Dressing Room: Volunteers for the dressing rooms must be willing to help all children change, go to the rest room, keep them calm and under control. These volunteers must be in the dressing room one hour before the listed time and must stay until all the children in their care have been pick-up. Most acts will require one volunteer to 5 children; however we ask that for the babies (2-4 year olds) the ratio is one volunteer to every two children. This volunteer will not be able to see the show and cannot volunteer for more than one dress rehearsal or one show.

Concession, Flower, and Merchandise Sales: These volunteers are needed to help in the concession stand, flower stand, and our merchandise stands. Volunteers must be at the theater one hour before listed times and must stay until everything is cleaned and removed.

Door, Program, and Gift Volunteers: These volunteers will be in charge of handing out programs, handing out the mementos, and placement of wrist bands, ticket taking and keeping order at the doors to the theater. They are required to uphold all theater and Fame rules. These volunteers will need to be at the theater one hour before listed times and stay until the theater is empty.

BACKSTAGE: This job is mostly for the fathers! It involves lifting and moving of props and scenery, operation of special effects devices such as confetti cannons, fog machines, etc. This job takes the

most time, is the most stressful and the most complicated; but is the BEST JOB TO HAVE! The volunteers must commit to all dress rehearsals and shows. There will be a meeting of the backstage crew on Thursday night before dress rehearsal to go over all duties and show order. Each volunteer will have a script of the show, a staff shirt, as well as a walkie talkie to communicate with each other and the Staff. The Backstage crew will be responsible for loading and unloading the truck at the studio as well as the theater. Miss Amber will go over details if you decide to volunteer for this job.

ADVERTISING IN PROGRAM: A great way to show your support for your student(s) is by placing an ad in our Production Program. Ad's come in a variety of sizes from one liners to full page ads. Not only is this a fun way to show you are proud of your student but is also a great way to advertise your business. Ad's must be black and white (unless ad is for the back cover) and turned in print ready by the listed date. Please see the information station for more details on placing an ad.

PICTURES: All classes will have a designated picture schedule. Pictures are taken at the studio by a Professional Photographic company specially geared for dance photos. Each student will take 1 headshot, and 2 to 3 poses per costume as well as a group photo. All students must be in full costume and make-up for these photos. There is no charge for the sitting. The photographic Company will then

post a day and time when they will be at the studio for you to view and purchase the photos if you desire them. No parents will be allowed to enter the photograph area; students only. Please see the studio calendar of events and clear your schedule for the listed picture days!

Flowers/DVD's/Merchandise: Flowers will be available for sale at the theater as well as FAME Merchandise. It is tradition to give a performer flowers after a performance whether you purchase them at the theater or bring them with you... Don't forget your "Star"!

DVDs will be sold in advance for a discount price, after the listed date the price for the DVD will go up. Our videographer is the best and gives wide angle shots as well as close ups. All DVDs are professionally edited and copy written.

FAQ: Answers to a few frequently asked questions:

1. **Does my child have to do both performances if 2 shows are listed:** YES
2. **Do I have to buy a ticket for my 3 year old?** YES, we prefer only children over 4 years of age, but if you must bring a young child they must have a ticket to enter the theater.
3. **Can I exchange my tickets or get a refund?** No.

4. **Why are show tickets so expensive?**
FAME offers a show like no other; we incur expenses that come from our desire to give our audience a wonderful experience.
5. **Is the Production mandatory?** No. The show is for the students to show their loved ones what they have accomplished and to gain performance experience. All students are invited and encouraged to participate but it is not mandatory. If you are not going to participate, inform the front desk and do not place a costume deposit.
6. **Can I purchase group tickets at a discount?** Yes, please see Miss Amber for details.

If there are any questions we have not covered in this handbook, please see the front desk.