



## SUMMER SHOWCASE HANDBOOK

### Philosophy, Policies, and Procedures

Dear Parents and Students,

SINCE 2005, Valverde School of Performing Arts has provided students with an exciting performance experience through its June showcase. The showcase—that annual staple of the dance school—conjures images of childhood and Americana for many. It’s a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

The showcase offers our students a professionally directed performance that allows them to present to their families and friends the results of a year’s hard work, dedication, and progress.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children’s success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to showcase commitments is the responsibility of both students and their parents. We’ve created this handbook in an effort to clarify you should expect in terms of commitments and responsibility to the annual showcase, the school, and other students and parents.

#### **Key contact information for Valverde School of Performing Arts:**

8217 Rochester Ave. Rancho Cucamonga, Ca. 91730

909-987-2789

email [info@vspa.net](mailto:info@vspa.net)

[www.vspa.net](http://www.vspa.net)

**Owner** Yesenia D. Valverde: [yesenia@vspa.net](mailto:yesenia@vspa.net)

**Owner** Frank J. Valverde: [frank@vspa.net](mailto:frank@vspa.net)

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**Director of Accounts and Operations** Lexie Bryant: [lexie@vspa.net](mailto:lexie@vspa.net)

## **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are printed and handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the VSPA website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the office at 909-987-2789 between the hours of 3:30pm-8:30pm M-F.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at [info@vspa.net](mailto:info@vspa.net)

### **Website [www.VSPA.net](http://www.VSPA.net)**

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

**Facebook Page** <https://www.facebook.com/ValverdeSchoolofPerformingArts/>

**Instagram** <https://www.instagram.com/valverdeschoolpa/>

“Like” the Valverde School of Performing Arts page on Facebook / Follow us on Instagram to receive daily updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Social Media pages. Instead, please email them directly to [info@vspa.net](mailto:info@vspa.net).

## **PART I: The Commitment**

### **Important Showcase Dates**

By allowing your child to participate in the Valverde School of Performing Arts Showcase, you commit yourself and/or your child to the following dates and events.

<b>Date</b>	<b>Activity</b>	<b>Where</b>
February 7th	Opt-Out Deadline	At the school
February 15th	Costume Payments Due	At the school
April 5th	Opener/Closer Registration & Payment Due	At the school
May 1st	Voucher Distribution begins	At the school
May 10th	Opener/Closer Rehearsal	At the school
TBD	Voucher Pre-sale begins	Through the LFP box office
May 17th	Opener/Closer Rehearsal	At the school
May 18th	Opener/Closer Rehearsal	At the school
TBD	Public Ticket sales begin	Through the LFP box office
May 31st	Cast AB Run- Through	At the school
June 8th	Cast CD Run- Through	At the school
June 9th - 14th	Costume Parade/Photo Week	At the school
June 14th	Cast DE Run- Through	At the school
June 17th	Act 1 Tech	Lewis Family Playhouse
June 18th	Act 2 Tech	Lewis Family Playhouse
June 19th	Dress Rehearsal- selected classes will be notified	Lewis Family Playhouse
June 20th 6:30pm	Showcase Cast A	Lewis Family Playhouse
June 21st 12:00pm	Showcase Cast B	Lewis Family Playhouse
June 21st 5:30pm	Showcase Cast C	Lewis Family Playhouse
June 22nd 12:00pm	Showcase Cast D	Lewis Family Playhouse
June 22nd 5:30pm	Showcase Cast E	Lewis Family Playhouse

## **Updates**

As the season progresses, additional showcase information or updates will be posted on the VSPA website, [www.vspa.net](http://www.vspa.net), in monthly newsletters, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort: students, their parents, the teachers, and the director are key players in the show's success.

## **Home Study**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their showcase choreography on a regular basis.

At various points throughout the choreography process (usually between February and May), Teachers may invite parents to videotape choreography at the end of class to assist the students when practicing at home.

➤ **Our goal is to make the showcase an organized, exciting experience for everyone involved.**

## **PART 2: Costumes**

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Each participating class will require a designated costume. Costumes include all accessories (hats, gloves, etc.) needed, but not tights or shoes.

NOTE: No jewelry or extra bits are to be worn with costumes. This includes during dress rehearsals and performances and when class pictures are taken.

## **Fees and Payment**

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the end of February. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume payments.

The estimated cost of costumes is \$65 - \$95. Any special orders, exchanges, including extra-large sizes, may require an additional charge (determined by the costume

company). Additional charges are the sole responsibility of the parent or guardian. Tights and shoes are not included in the cost of a costume.

### **Costume Payment**

Costume payments are due by the 15th of February. Payments are paid through automatic withdrawal from your credit or debit card account if you are signed up for this feature. Payments can be charged directly to your specified Bank Draft, VISA or MasterCard.

We will accept cash, checks, or money orders for costume payments. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

**No refunds** will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

➤ **Costumes are always age-appropriate and of the highest quality possible.**

### **Sizing**

Costume measuring begins during January, during scheduled class times. All children will be measured in order to determine their proper costume size(s). Before the second week in February you will be required to sign a confirmation form if you prefer to size the costumes yourself. You can make adjustments on the form; however, your signature indicates that you take full responsibility for any necessary costume alterations.

### Costume Size Confirmation Form

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

The following is a confirmation of the showcase costume measurements determined to be appropriate for your child by the staff of VSPA. Prior to placing our orders we offer you the opportunity to make changes. Please make your changes in the space provided, sign the form, and return it to the school.

All forms must be returned by February 15th. If a form is not returned for your child, we will consider it a confirmation of the sizes determined by our staff.

#### Measurements

Please note: We add one inch to each measurement to allow for growth.

Chest:	Waist:	Hips:
Girth:	Inseam:	

#### Sizes

<b>Ballet</b>	Size	Change or Initial	<b>Tap</b>	Size	Change or Initial	<b>Jazz</b>	Size	Change or Initial
<b>Hip Hop</b>	Size	Change or Initial	<b>Lyrical</b>	Size	Change or Initial	<b>Musical Theater</b>	Size	Change or Initial

I have made changes to the measurements provided by the VSPA. I agree that any tailoring and/or adjustment expenses are my sole responsibility.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## **Alterations**

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the VSPA office for recommended dressmakers.

## **Distribution**

Costumes will be distributed when all they have arrived, been organized and prepped for distribution. All outstanding balances for the season (including tuition) must be paid in full in order to receive the costume. Costume Parade Week/Photo Week is June 9 - June 14th.

Please try on all costumes and accessories (except for tights) as soon as you bring them home. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the showcase minimizes stress at performance time.

## **Costume care**

We recommend that you label all costumes, shoes, accessories, and tights with your child's name. Please remove the costume from the packaging to allow costume to hang out. Put your child's name on the costume label. Pack accessories in a clear plastic bag (labeled with your child's name). Steam all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the show).

Remove any tags that could hang out of the costume.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn at picture day.

NOTE: To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

## **Costumes with fringe**

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

### **Steaming**

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only steam. Steam costumes with caution because of glues that may have been used to attach appliqués and/or trim.

### **Tutu maintenance**

Grasp the waist and give it a gentle shake, then use your fingers to “comb” out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower or use a handheld steamer.

➤ We recommend that you label all costumes, shoes, accessories, and tights with your child’s name.

### **Costume Storage**

A basket is a smart investment if your child has several costumes. It keeps the costumes organized and provides some storage during the showcase. Hang costumes on a rack until the day of the performance.

#### **TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and steam costumes before each performance.
- ✓ Place your name in all costumes and shoes.

### **Quick costume changes**

During the recital, some students may have quick costume changes. A special team of moms will assist these students, whose costumes and accessories will be placed in the backstage area. Please find the appropriate Quick Change Form at the back of this handbook. Be sure to use 5 gallon Ziploc bags for your child’s Quick Change.

### **Costume cover-ups**

Students are encouraged to wear a cover-up when in costume but not performing. A bathrobe works best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.



## PART 3: Tights, Shoes, Hair, and Makeup

### Tights

It is important that performers wear dance tights not nylons (pantyhose). Tights are available through our affiliate partner: <https://www.shopnimbly.com/vspa>  
Be sure to purchase the correct style. Please purchase new tights for the show, and do not wear or wash them before the dress rehearsal or performance. (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

### Shoes

The following shoes are required for all students. Be sure that all shoes are cleaned prior to the recital. If you purchase dance shoes just before the recital, please break them in (indoors) so that they are pliable and comfortable for the recital.

Style	Girls	Boys
Ballet	Pink ballet shoes	Black ballet shoes
Tap	Black tap shoes*	Black tap shoes
Jazz	Tan jazz shoes*	Black jazz shoes
Lyrical	Foot Undeez / Half Soles	Foot Undeez / Half Soles
Musical Theater*	Tan jazz shoes*	Black jazz shoes*
Hip Hop	White Soled Sneakers	White Soled Sneakers

\* Unless otherwise indicated by the Costume Look Book / VSPA instructor

### Hair and makeup

All female students are required to wear makeup for the recital: flattering lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush and cherry chapstick works well.

Uniform hairstyles are required. All female students must wear their hair in a bun, ponytail or French braid depending on the instructors preference. Dancers with short hair must pull their hair away from the face and slick it down.

➤ Having a second pair of tights on hand offers students and parents a great sense of security.

## PART 4: Be Prepared

### Planning

The showcase isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

#### TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ✓ Band-Aids (the "invisible" kind)

### Snacks

Please do not send your child to the dress rehearsal or showcase with snacks or beverages that could stain their costumes. **Crackers, apples, carrot sticks, and string cheese** are good choices. **Water is the best beverage**; please do not send juice boxes or other sticky beverages. And never give them chocolate bars! We are a **NUT FREE** School!

## PART 5: Tech Rehearsals & Dress Rehearsal

Participation in the Technical rehearsal is *mandatory*. The tech rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, theater, and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

### Why do we need a tech rehearsal?

Often parents question the importance of the tech rehearsal for their child. In fact, the key to a successful performance for your child is the tech rehearsal. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at tech rehearsals. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- Confidence is critical to a successful performance. The tech rehearsal offers your child the chance to feel ready for the show.

And there's another big reason why the tech rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We run an organized and timely rehearsal process; your help with the process will guarantee a professional production. Select classes will be asked to participate in the Dress Rehearsal at the theater. You will be notified via email if your performer's class has been chosen. Students should arrive in their first performance costume.

### **Opener/Closer**

All students are given the opportunity to participate in the Opener/Closer, which will be rehearsed May 10th, May 17th and May 18th at various times according to ages and cast. The Opener/Closer will also be run at the beginning of each Cast Act 1 and end of each Cast Act 2 Run-Through. If your child wishes to participate in the opening & closing numbers, **you must OPT-IN**. There will be a **\$50 fee** to cover the cost of a show T-shirt, which will serve as their costume, and rehearsal time. You will provide Black Bottoms & Black Jazz shoes. Fee is **due APRIL 5th by 2pm**.

### **Dressing-room etiquette**

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. **Crackers, apples, carrot sticks, and string cheese** are good choices. **Water** is the only beverage; please do not send juice boxes or other sticky beverages. And never give them chocolate bars! We are a **NUT FREE** School!

## **Tech Rehearsal guests**

**ONE** parent or guardian may accompany each student to the tech rehearsal. Please, no siblings who do not dance! The theater is not staffed to handle a full house, like a show day. Please be respectful.

## **Audience etiquette**

Enthusiastic applause is encouraged; however, it is **never appropriate to scream** out a child's name or yell in any way.

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please make other child care arrangements for them. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members.

All living persons are required to have a ticket. A babysitter for infants and young children might be best. Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

The use of video and photography is strictly prohibited during the showcase. It is important that you pass this policy on to your showcase guests. The show will be professionally taped and shot.

➤ **One parent or guardian may accompany each student to dress rehearsal. Please, no siblings who do not dance!**

## **PART 6: Student Drop off and Pickup**

### **Dress Rehearsals**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the VSPA Volunteers. Parents or guardians must remain outside until their children have been dismissed.

Students will be dismissed from dress rehearsal once the run-through is complete and the instructor no longer needs them to have stage time. When a class has completed its last performance, the class mom will bring the group to the auditorium to be picked up. Parents are not allowed in the dressing rooms or in the backstage areas of the theater once the children have been checked in for the rehearsal.

### **Showcase Performance**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the VSPA Volunteers. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. **Students will remain backstage for the entire performance.** After the show, **one parent per performer** can return to the dressing area for pickup.

➤ **Parents are not allowed in the dressing rooms after the children have been checked in at the theater.**

**NOTE: Please do not attempt to pick up your child during the performance.** All students will be under the supervision of responsible adults and will be safe for the length of the performance. The dressing rooms will be stocked with various activities as well as a video feed of the performance. This rule is for the safety of all performers. The show can run smoothly as planned and it will help the volunteers and performers keep a professional environment.

## **PART 7: Photography, Videos, and T-Shirts**

### **Costume Parade Week / Photo Week**

Parade and Photo Week is June 9th - June 14th at VSPA during class time (times are subject to change due to demand). After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase the class photos. Ragamuffin Photography has been servicing VSPA dancers for years. We love the work they do. A more concise photography schedule will arrive in the beginning of June from Ragamuffin. Please direct all questions to Ragamuffin Photography.

## **Hair and Makeup**

Hair and makeup should be done as for a performance. All female students are required to wear makeup: flattering lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush and cherry chapstick works well.

Uniform hairstyles are required. All female students must wear their hair in a bun, ponytail or French braid depending on the instructors choice. Dancers with short hair must pull their hair away from the face and slick it down.

## **In Studio Portraits purchase**

Photos will be available as prints or on a CD. Pricing information will be distributed at the photo shoot and on the information sheet from the photographer due at VSPA in early June. Please direct all questions to Ragamuffin Photography.

## **Recital DVD purchase**

VSPA works with E3 and Mike Toy to produce a professional DVD of the entire showcase. The DVD is available for purchase at VSPA during the month of June. Prices and details to follow during the month of May.

## **Showcase T-Shirt Purchase**

VSPA commemorative showcase T-shirt is made available for purchase by students and parents. The professionally designed shirt must be preordered and will be distributed approximately during the Tech rehearsals at the Theater.

\$35. Adult sizes: S, M, L & XL

\$35. Child sizes: XS, S, M, L

## Showcase T-Shirt Order Form

The deadline to order showcase T-shirts is April 1st. Forms must be dropped off at the VSPA office.

Parent name:

Student name:

Address:

City:

State:

Zip:

Telephone:

Email:

### Child Size and Quantity

X-Small:

Small:

Medium:

Large:

### Adult Size and Quantity

Small:

Medium:

Large:

X-Large:

Specify # of child shirts ordered: \_\_\_\_\_ @ \$35 each = \_\_\_\_\_

Specify # of adult shirts ordered: \_\_\_\_\_ @ \$35 each = \_\_\_\_\_

Total = \_\_\_\_\_

### PAYMENT INFO

If paying with a check, make payable to VSPA.

If paying by credit card, please include the following:

Credit card type:

Credit card #:

Expiration date:

Security code:

If you are purchasing with a credit card, please sign below.

\_\_\_\_\_  
I authorize a charge to my credit card for the quantity of T-shirts ordered above.

## **PART 8: Showcase Vouchers/Tickets**

### **Vouchers**

As a courtesy, we will be distributing Voucher Codes for the Showcase. Every VSPA family is entitled to 1 voucher code for pre-sale ticket purchases. The Voucher code will allow families to pre-purchase **a total of TBD # of Tickets** to the Summer Showcase only during the Voucher Pre-Sale Period. Don't Lose The Voucher Code.

How it will work:

In May, **One Voucher Code Per Family (with a Participating child(ren) only)** will be distributed at VSPA. *(Tuition & Costumes will need to have been paid in full to get a voucher)* This one voucher code can be redeemed through The Lewis Family Playhouse Box Office to purchase #TBD Tickets total during the Voucher Pre-sale Period.

In previous years, some families were not able to get tickets to the showcase. We have come up with this Voucher System, along with the Playhouse, to ensure that parents will get the opportunity to see their child perform in the showcase. We hope that this system is appreciated as a benefit to all of our families.

As a courtesy, we worked out a system that will allow 5 tickets to be purchased as a pre-sale for participating families. The pre-sale will be available for 2 weeks. The #TBD tickets are for all Five performances, not #TBD tickets per performance. Once the Public Sale begins, additional tickets may be purchased to the performances.

**Voucher Pre-Sale Period will Begin on TBD through the Lewis Family Playhouse Box Office.** ( 2 week Pre-sale period)

**Public ticket sales will begin on TBD through the Lewis Family Playhouse Box Office.** At this time additional tickets may be purchased to the performances without the Vouchers.

### **Tickets TBD - All Ages**

Anyone attending a performance must have a ticket **regardless of age**. This is due to Lewis Family Playhouse Policy and Fire Department Safety.

<http://www.lewisfamilyplayhouse.com/events/policies.php>

Lewis Family Playhouse Box Office: 909.477.2752

Box Office Hours: Tuesday-Friday 12:00pm-5:00pm & 2 hours prior to a performance



## **Ticket Policies**

Tickets are available for pre-sale with a voucher on TBD and cost \$TBD each. A voucher must be presented at the Lewis Family Box Office to purchase during the pre-sale period.

To create an organized and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. Children are not allowed to sit on adults' laps. Our recitals are considered family entertainment and are less than three hours in length including an intermission.

Anyone attending a performance must have a ticket **regardless of age**. This is due to Lewis Family Playhouse Policy and Fire Department Safety.

<http://www.lewisfamilyplayhouse.com/events/policies.php>

## **Ticket sales**

Voucher Pre-sales will begin TBD through the Lewis Family Playhouse Box Office. Public sale begins TBD.

➤ As of TBD, Voucher Pre-sale tickets will be begin through the Lewis Family Playhouse Box Office.

## **PART 9: Showcase Policies**

### **Video and photography**

Parents or guardians may videotape or photograph their children at the tech rehearsal. No electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video or photography will be allowed at the showcase.** Security guards will ask you to bring any cameras back to your car.

### **Theater rules**

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal and showcase, when the dancers are not onstage they must remain in the dressing rooms with the VSPA Volunteers. **Performers must remain backstage for the entirety of the show.**

## **Backstage**

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the showcase, including during intermission and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas.

## **Props**

All props are the property of VSPA and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

➤ **No video or photography will be allowed at the showcase.**

## **PART 10: High School Senior Recognition**

Graduating seniors will be recognized and introduced onstage during the showcase. Please inform the office by May 1st if your performer is graduating and fill out the information card.

## **PART 11: Volunteer Information**

### **Rehearsal Volunteers**

Volunteers are needed to help with the flow and structure of rehearsals both at the theater and at VSPA. Duties include watching performers in their holding room, escorting them to the practice area and restroom, and keeping the performers safe and comfortable.

### **Showcase Volunteers**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, who must abide by the policies set forth by VSPA. The showcase weekend is a hectic experience and all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the start of your shift. It should be returned at check out time and must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

## **Dressing Room Volunteers**

Dressing Room moms are needed for each room to supervise the dancers and keep them safe and accounted for. Volunteers do not need a ticket and will be able to watch their children perform from the side of the stage. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, is backstage at the appropriate time, and returns to the appointed dressing room after the performance.

The number of volunteers needed for each room will be determined by the number of students (1 to 9 students = 1 volunteer; 10 to 19 students = 2 volunteers; 20 or more students = 3 volunteers).

If there are too many volunteers for one room, some may be asked to work with children from another room. During their own children's performances, room mothers leave the students at the stage door with their teacher and watch the dance from the side of the stage. Volunteers must be quiet and remain out of the way of other performers, teachers, and backstage crew.

### **Key Points:**

- Please wear BLACK clothing to all rehearsals and shows. This will help the students easily identify you as well as keep you inconspicuous during our time in the theatre. Please wear comfortable shoes as you may be on your feet quite a bit.
- Be sure to arrive early and plan on staying until the last child is gone from your supervision.
- NO STUDENTS MAY LEAVE EARLY ONCE THE SHOW BEGINS.
- If you can help calm a nervous parent by answering questions or laying fears to rest, do so. If you need further assistance, please find Ms. Lexie, Ms. Yesenia, Mr. Frank or Mr. Kyle.
- Remember that you are there to help ALL the students in your room or area. You are not there to care just for your child.
- If your assignment is in a dressing room, please bring a small "show emergency kit". (Safety pins, Bobby Pins, comb, hairspray, etc.)
- We are working very hard to make this event go as smoothly as possible. Be sure you are well informed so that you can help answer questions that may come up from students and parents.

## Volunteer Preference Form

VSPA relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your child(ren). The children benefit from this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women. **We encourage every family to volunteer and welcome any contribution you are willing to make.**

Please check any of the items listed below that you are interested in. **Filling out this form does not obligate you to volunteer.** At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form with your registration. If you have questions, please contact the school office at 909-987-2789. Thank you for your involvement with your child at Valverde School of Performing Arts

**Peewee Dressing Room:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

**Jr Dressing Room:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

**Youth/Teen Dressing Room:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

**Boys Dressing Room:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

**Security:** Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

## **The Showcase Is for Everyone**

When everyone puts the children first, the showcase experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that the VSPA annual showcase will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.

