



# ☆ “20 Years of Goodness” ☆

## *Show Handbook and Information*

**MAY 5, 2024**

## *Philosophy, Policies and Procedures*

Dear emjaez Parents/Guardians and Students,

emjaez Dance Studio LLC provides students with an exciting performance experience through its June show. The opportunity to perform in a recital is an exciting, empowering and confidence-building part of the training process. It is a chance for the students to shine in front of family and friends as they show off the hard work and dedication they have put into this dance year.

We love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production with family and friends joining in on the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved!

The show offers our students a professionally directed production in the Hoke Theatre at Lorain County Community College (LCCC). They will experience the quality of a true theatrical performance with a professional team of theater experts! We are so excited to be back at our “home” for the 20<sup>th</sup> performance!

Dedication to the show commitments is the responsibility of both students and their Parents/Guardians. We’ve created this handbook in an effort to clarify what is expected from you in terms of commitments and responsibility to the annual show, the studio, other students and Parents/Guardians.

This is without doubt the highlight of our year and we are giddy with excitement to show you how hard our dancers have been working!

### **Key contact information for emjaez Dance Studio:**

652 Dover Center Road  
Bay Village, Ohio 44140  
440-871-1604

[www.emjaezdance.com](http://www.emjaezdance.com)

#### **Owner/Artistic Director:**

Mary Jo Rimke  
[maryjo@emjaezdance.com](mailto:maryjo@emjaezdance.com)

#### **Office Managers:**

Debbie Zirker  
[debbie@emjaezdance.com](mailto:debbie@emjaezdance.com)

John Thompson  
[john@emjaezdance.com](mailto:john@emjaezdance.com)

## 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 studio information.** It is our job to inform, it is your job to be informed. Informed parents have Successful children.

In order to continue our efforts to be environmentally friendly, the handbook will no longer be printed for every student. Copies will be available in the lobby and also on the emjaez Dance Studio website:

[www.emjaezdance.com](http://www.emjaezdance.com). Show updates and reminders will be posted on the studio Facebook page and Instagram. Informative text messages will also be sent through the Remind app. If you are unsure if you are on our Remind notifications, please email the office.

A reminder that age does not dictate what show your dancer will be in. Age groups will be distributed between both shows. Configuring who is in which show is a tedious task and I try my best to keep families and dancers who have multiple classes in the same show, but it is quite challenging as I must go with the majority of the class and also consider costume changes. If you are in more than one class, it is more than likely that you will be in both shows. Having siblings in classes at the same day/time does not guarantee they will be in the same show. Please keep June 14-15 free and clear of conflict. Our dancers are working so hard and should be stress free on show day as they perform all their hard work! We feel like it's Christmas day with lots of happy dancing! 😊

We answer emails on a regular basis, with the exception of weekends. Please email all office related questions to John at: [john@emjaezdance.com](mailto:john@emjaezdance.com) or Debbie at: [debbie@emjaezdance.com](mailto:debbie@emjaezdance.com). All other questions regarding your child can be emailed to Mary Jo at: [maryjo@emjaezdance.com](mailto:maryjo@emjaezdance.com)

Mr. John is in the office Monday-Wednesday and Miss Debbie is in the office on Thursday.

We also send text messages through Remind. Feel free to message us there.

**Facebook Page ([www.facebook.com/emjaez](http://www.facebook.com/emjaez)) & Instagram (EMJAEZDANCE)**

If you have not done so already, please "Like" the emjaez Dance Studio page on Facebook and follow us on Instagram to receive daily updates on studio events, class photos/videos and more. Please invite your family and friends to "Like" and follow our studio pages as well.

If you have any questions regarding the information distributed, we encourage you to email or contact the office at 440-871-1604.

**Please do not post questions on the studio's Facebook page.** Instead, email them directly to [maryjo@emjaezdance.com](mailto:maryjo@emjaezdance.com).

## ☆ Part I: The Commitment ☆

### Important Show Dates

By allowing your child to participate in the emjaez Dance Studio show, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
May 7-13 & May 27- June 1	Videotaping (optional)	In the studio, the last 5 minutes of class
May 13-18	Tight & Costumes go home	Distributed in class (all accounts must be up to date)
May 18	Tickets go on sale!	Online
May 22	All requests deadline (ex: badges, early dismissal, graduations, etc.)	Main office/email
May 20-25	Photo week with T&T	At the studio during class
June 1st	Stars/Bundles/program ad deadline	Online/email
June 14	Mandatory Dress rehearsal	LCCC
June 15	Show day!	LCCC
July 1	Video order deadline	One Stop

## Updates

As the season progresses, additional show information and updates will be posted on Facebook, Instagram, Remind, in email newsletters, studio bulletin boards, on the emjaez Dance Studio website ([www.emjaezdance.com](http://www.emjaezdance.com)) and at The Show Information Center located in the mall hallway & Studio Lobby) and should be checked regularly for items such as volunteer boards, show assignments, order forms and more! Make it your responsibility to keep yourself informed of this important information. Our goal is to make the show an organized and exciting experience for everyone involved. It's a team effort: students, their Parents/Guardians, the teachers, office staff and the director are key players in the show's success.

## Home Study

All students have been working hard and we are very proud of them!! Choreography is in progress for all classes and attendance is extremely important. In terms of attendance, it is very important that students do not miss any of their scheduled classes between now and the recital so they can spend their rehearsal time together to perform their routines, feel confident and look amazing. If your child is sick for class but well enough to come and watch, this is preferable to missing out altogether. If for any reason your child will miss any of their regular classes, we ask that you contact the office at 440-871-1604 to let us know in advance. If a student must miss class, he or she should get together with another classmate to learn the missed choreography **before** returning to class so that the other students are not being held up. In making this commitment to the show and in fairness to your classmates, we ask that students not leave class early or arrive late to attend extra-curricular activities with the exception of mandatory school concerts. *If a student misses more than 3 classes during the months of May/June, private lessons are required to learn missed material and keep up with technique.*

To ensure that the students feel confident about their performance, we ask Parents/Guardians to encourage them to rehearse their choreography at home on a regular basis. Once the music is finalized, a copy of your child's show music will be emailed.

At various points throughout the choreography process we will invite Parents/Guardians to videotape choreography at the end of class to assist the students when practicing at home. This year's dates are **May 7-13 and May 27- June 1**. These are optional but very helpful to the students. If you are unable to come on the dates listed, an alternate date may be arranged with the office *in advance*. Parents will be asked to remove shoes before entering the studio.

## Seniors

Graduating seniors may be asked to participate in a "senior farewell" dance. This tradition is a privilege and as with any privilege, it must be earned. Dancers must have exemplary attendance with no more than 3 absences in any class in order to be eligible for participation. We are so grateful for the time and years that our students have spent with us at emjaez Dance Studio!

## ☆ Part II: Costumes ☆

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Students will need one costume for each class they are enrolled in (unless otherwise notified). Costumes include all accessories (hats, gloves, etc.). Tights and shoes are NOT included. As stated at registration and in the studio brochure, all hip-hop classes are required to purchase shoes for the show that match the costume. There may also be special circumstances where a class may need to purchase specific shoes to match their costume as well. In either case, you will be notified by email as to what type of shoes you are to purchase.

**NOTE: No jewelry, nail polish or underwear** is to be worn with costumes as tights will serve as undergarments This includes during dress rehearsals, performances and picture days.

## Distribution

All balances must be paid in full including tuition, late fees, performance fees and costume balances before costumes will be released. A final statement will be sent out to you at the end of May which will reflect your

total payment due. Costumes will be passed out in classes beginning **Monday, May 13th** to those who are paid in full. Anyone not paid in full will need to pay the outstanding balance in CASH only.

A lot of time has gone into preparing the costumes for you to take home. Many have been embellished, steamed, bagged, etc. Please keep them wrinkle free and on the hangers that are provided. Costumes should not be worn before picture day. Garment bags should be used to transport costumes to and from picture day, dress rehearsal and the show. Specific costume details/instructions will be sent in an email, and posted in DSP. The virtual costume book will also become available on our website for specific details regarding hair, make-up and costume questions and will also be in the lobby.

### **Alterations**

Alterations are sometimes needed and are the sole responsibility of the Parent/Guardian. *Please try on all costumes and accessories as soon as you bring them home.* This allows you to determine whether alterations are needed. Doing this in advance of picture day and dress rehearsal minimizes stress at performance time. There may be costumes that need straps sewn or adjusted, belts attached and the like. Specific details will be emailed and included in the virtual costume book. **If you would like to use the services of our studio seamstress, contact: Barb Helon 216-346-3403.**

### **Costume Care**

- ALL costumes, shoes, accessories and tights should be labeled with your child's name or initials. Colored duct tape works great!
- Place the costumes in a garment bag with your child's name on the outside. Pack accessories in the clear plastic bag provided (labeled with your child's name).
- Hats should be stored in a hatbox or similar container to prevent damage.
- Costumes have been steamed prior to distribution. Please make sure they remain wrinkle free for picture day, dress rehearsal and show days.
- Costumes should not be ironed!! Silks can burn, sequins can melt and fabric colors may change. If necessary, costumes can be steamed.
- Please do not wash costumes.
- Remove any tags that hang out of the costume or can be seen from the inside out.
- If costume straps do not have snaps or are not attached, please sew them **prior to picture day** as specified in the costume instructions. Never cross the straps unless specified in the costume instructions. Safety pins should **not** be used in place of sewing.
- Costumes with Fringe ~You may notice a string at the bottom of most fringe costumes. This is to keep the fringe from getting tangled before pictures or show days. Please **DO NOT** pull the string until picture day. After that date, please place fringe costumes on a hanger to keep them from getting tangled.
- Tutu's ~ 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.

**NOTE:** To ensure that there are no costume problems, students should not wear their costumes, accessories or tights prior to picture day or dress rehearsal.

### **Costume Racks**

As a suggestion, a wheeled clothing rack is a smart investment if your child has several costumes. It keeps the costumes organized, prevents wrinkles and provides some privacy during costume changes. Hang costumes on the rack in the order they will be used during the show.

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

- ✓ Always have a second pair of tights/fishnets 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 and after each performance.
- ✓ Place your name in all costumes, accessories and shoes.

## Quick Costume Changes

During the show, some students may have quick costume changes. A special team of volunteers/teachers will assist these students whose costumes and accessories will be placed in the backstage area. A sign-up sheet will be available in The Show Information Center for those in need of a helper. Helpers will be assigned prior to the dress rehearsal and students will be made aware of who their helpers are and where their quick change will be located.

## ☆ Part III: Tights, Shoes, Hair and Makeup ☆

### Tights

To ensure that there are no discrepancies in color and style, students are required to have uniform tights for their classes. Be sure to purchase the correct style through emjaez as not all brands or colors are the same. If you already have the correct brand and style of tights and they are in good condition, you do not need to purchase new ones. For anyone that ordered tights, they will be distributed in class beginning **Monday, May 13<sup>th</sup>**.

**\*A small amount of extra tights were ordered for anyone that missed the deadline. Tights will be available for sale in the main office while supply lasts. Children tights: \$12 /Adult tights: \$13 /Fishnets: \$15**

Note: Having a second pair of tights on hand offers students and their Parents/Guardians a great sense of security, should they become damaged or lost.

### Shoes

Be sure that all shoes are cleaned prior to the show and labeled with your child's name on the **inside** of the shoe. If the inside of the shoe is black, a metallic marker or colored duct tape works well for labeling. *Please remove all stickers and markings from the tops and bottoms of all shoes before the show.*

Students are required to have the shoes for each class listed in the studio brochure, unless otherwise noted. If you have been using an alternate type of shoe throughout the year, please make sure that you have the correct shoes by picture day. **This includes all Hip-Hop classes.** If you purchase dance shoes just before the show, please break them in (indoors) so that they are pliable and comfortable for the show. Please **DO NOT** wear your dance shoes outside.

Ballet shoes - please pull and tie the string into a knot and cut off excess. Do not tie into a bow, tuck the strings into the shoes.

All other shoes/boots should be tied tightly and double knotted.

### Hair and Makeup

In order for the faces of our dancers to be seen from the audience, makeup is a necessity. All female students are required to wear makeup for the show: lipstick, blush, eye shadow, mascara, false eye lashes (level III & up) etc. Specific colors and makeup details will be listed in the virtual costume book. For the boys, a little eyeliner and blush work well.

Please have your child's makeup backstage with them (labeled with their name) in case it needs to be reapplied before going on stage. We will have a makeup/hair team ready to assist if needed. If any emjaez makeup is needed to be used, be assured that we take every precaution to keep the makeup sanitary before applying. Please notify us **prior to the show** if you prefer that makeup not be applied to your child backstage for any reason.

Uniform hairstyles are required for each class. Specific hair instructions will be emailed and listed in the virtual costume book. We suggest practicing the required hairstyle at home *prior to dress rehearsal*. Picture week is a great time to practice hair and make up!

## ☆ Part IV: Be Prepared ☆

### Planning

The show isn't a one day event. Being prepared is the key. 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 routine that lists each costume, tights, shoes, hair style and accessories. Refer to it to make sure you have all your supplies before going to the theater.

Bring extra tights, hair gel, hairnets, bobby pins and hairspray.

**TIPS: OTHER HANDY EXTRAS**

- ✓ Baby wipes/Wet Ones (to fix makeup mistakes and 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)

## ☆Part V: Dress Rehearsal☆

**Location: Lorain County Community College (LCCC)**

Stocker Arts Center ~ Hoke Theatre  
1005 North Abbe Road – Elyria, Ohio

**Tech/Dress Rehearsal – Friday, June 14, 2024**

Dress Rehearsal is Mandatory. Only extreme circumstances will be approved and must be submitted by email to Mary Jo by **Wednesday, May 22<sup>nd</sup>**. Anyone absent from this rehearsal will not be permitted to perform in the show, unless approved prior by Mary Jo.

**3:00pm** – (1:30 Show) ~ Please arrive at 3:00 (No early arrivals please), change and be ready to start at 3:30

**6:30pm** – (5:30 Show) ~ Please arrive at 6:30 (No early arrivals please), change and be ready to start at 7:00

emjaez team will be in the lobby ready to greet you and direct you where to go. We will do our best to stay on schedule. Please keep your schedules free and clear of conflicts for these 2 days so that our dancers can focus strictly on the show and stay stress-free. Everyone has worked very hard and deserves full attention and commitment to these days.

### **Why a Dress Rehearsal?**

The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), lighting and being onstage. Lighting, music cues and all other logistics for an organized and professional performance are rehearsed so that the students and staff feel prepared. Even more importantly, it gives the stars of our show a chance to get up and rehearse on the big stage – a very different environment than they are used to within the studio walls. They can overcome some of the jitters that may hit when the bright lights come on and really prepare themselves for show day. It is a fun and rewarding experience and a great chance to bond with their friends and watch some inspiring dancers as they wait for their turn in the spotlight.

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

## *Guidelines for a seamless Dress Rehearsal...*

### **Arrival**

We run an organized dress rehearsal. Your help with the process will guarantee a seamless professional rehearsal.

- Please arrive at your scheduled time (see above). emjaez staff will direct you to the appropriate dressing room. We ask that males dropping off a female dancer do not enter the girls' dressing room due to females changing. We also ask that females dropping off a male dancer do not enter the boys'

dressing room due to males changing. If your dancer needs assistance changing, please find an emjaez staff member.

- Dancers should change into the costume of the first dance they are in. Since it is a public area, NO costume changing shall take place in the auditorium, restrooms or lobby.
- Once changed, dancers should proceed to the auditorium and sit with the group that is their first dance. For the safety of the dancer, no bare feet are permitted in the lobby or backstage. Parents/Guardians, please advise your child of this procedure. Your help and cooperation with these procedures is greatly appreciated. 😊
- Announcements will begin when everyone is seated with their groups.

### **Finale**

All students will participate in the finale, which will be rehearsed in the studio during the final weeks of classes. After announcements, students will be organized in finale order. Running the finale at the beginning of dress rehearsal will allow students to leave after they have completed their dances if they wish. Dancers will rehearse the finale as it will be on show day. *Please note:* If you have multiple dances, you may not be in the correct costume for finale. This is OK! Although you will be dressed in your first costume, you will be with your last performance group in the finale run-through. Once the finale is rehearsed, we will begin the run-through of the show. Dancers are free to leave after their dances are completed, however, **dress rehearsal will be the only time the dancers can watch the show in the audience.** Please make sure to change out of costume before leaving the theater.

### **Run of the Show**

Following rehearsal of the finale, with the exception of the first 6 dances, students will be escorted back to the audience to sit with their first performance class. It is important to stay with their class in the audience so that the show runners can easily locate each group. Dancers will be called backstage approximately 6 numbers prior to their performance and should be warmed up and ready to dance. Dancers will be escorted back to the audience once their dance is completed, or students with multiple dances will go to the dressing room to change into their next costume and then, time permitting will make their way back to the audience to sit with their next class, or backstage if within 6 dances.

### **Dress Rehearsal Guests**

One Parent/Guardian may accompany each student/sibling to the dress rehearsal. Please ~ No siblings or guests. With the advance notice of the rehearsal date given in August, we are hopeful that Parents/Guardians have made arrangements for child care so that they can focus on their dancer's big day 😊. Anyone requesting an exception should email Mary Jo ([maryjo@emjazedance.com](mailto:maryjo@emjazedance.com)) **prior to Wednesday, May 22<sup>nd</sup>.**

### **Video and Photography**

The dress rehearsal is the **only** opportunity for Parents/Guardians to videotape or take pictures during the show. ***For the safety of our dancers, flash photography is strictly prohibited.***

No electrical outlets will be available, so be sure your batteries are fully charged. Tri-pods are not allowed into the auditorium.

### **Food/Drinks (Dress Rehearsal Only)**

**NO food or drink is permitted in the auditorium or in the dressing rooms at any time.** Water is permitted in the dressing room only! Make sure all bottles are labeled with your dancer's name. For dancers that are in both dress rehearsals, snacks/food can be consumed in the lobby at the tables provided. Please do not send your child to dress rehearsal with food or beverages that could stain their costumes such as juice boxes, cheetos, or other sticky food and beverages. It is important they have something nutritious to keep their energy up as well as something that won't stain – this means NO fast food, cheese snacks, chips, etc. Due to many allergies, NO nuts or nut products.

## ☆Part VI: Show Day☆

### Location: Lorain County Community College (LCCC)

Stocker Arts Center ~ Hoke Theatre  
1005 North Abbe Road – Elyria, Ohio

### ☆Saturday, June 15, 2024☆

**1:30 Show - Arrival Time:** 12:30pm

**5:30 Show - Arrival Time:** 4:30pm

### Student Drop-off and Pick-up

Upon arrival at your designated time (see above), with hair and make up complete, Parents/Guardians will bring the students to their assigned dressing rooms (Act 1 - Act 2) and change into their first costume. If your child has any Medical Conditions that may require attention whilst in our care or are carrying any medication with them, please notify an emjaez staff upon arrival.

We ask that males dropping off a female dancer do not enter the girls' dressing room due to females changing and that females dropping off a male dancer do not enter the boys' dressing room due to males changing. To help with dressing room assignment, please know the song title and # of your child's dances. If you have dances in each act, you can keep both costumes with you and transport after the first act if needed. Dancers with quick changes will be assigned a helper and will have a designated room to set up their costume.

\* Parents/Guardians will have 30 minutes backstage with their dancer after arrival time and then the badge rule goes into affect. While backstage, dancers will be placed under the supervision of the class helpers. Students will remain backstage for the entire performance and are not permitted into the lobby or auditorium, including intermission.

### Badges

**To limit the traffic backstage and for the safety of our dancers, Parents/Guardians will not be allowed access backstage on show day without a badge after drop off. No exceptions to this rule.**

I encourage Parents/Guardians of the middle school age & up children to sit back and enjoy the show. For the Parents/Guardians of the younger children (2.5-5), you might feel comfortable getting a badge just in case you might need to go backstage. This badge allows you backstage access, however *we ask that you stay in the audience during intermission*. To request a badge, please turn your name into the office by **Wednesday, May 22<sup>nd</sup>**. Badges will be available for pick up in the main office the last week of classes. There is to be no exchanging of badges between parents. If there is an emergency and a Parent/Guardian is needed during the show, there will be an announcement for you and you will be escorted backstage.

*Badges should be returned to an emjaez staff member after the show or the studio during summer hours.*

### Release Procedure

After the finale, the Tiny Dancers through level 2 will be brought back to the dressing rooms where one Parent/Guardian will be allowed backstage to pick up their child. The Level III & up dancers will be released into the main lobby or to meet their families. If you prefer your child to remain backstage to be picked up by a Parent/Guardian, a written request should be submitted to the main office by **Wednesday, May 22<sup>nd</sup>**.

### Early Dismissal

For the safety of the children, dancers will remain backstage throughout the entire show, including intermission. We prefer that all dancers stay for the whole show and participate in the excitement of the finale. If for any reason a child must be taken out of the show early, you will need to turn in a written letter to the office by **Wednesday, May 22<sup>nd</sup>** for your child to be placed on the early dismissal list. Parents/Guardians will receive an early dismissal pass, *prior* to the show. At the show, to sign out your child, a Parent/Guardian will need to report backstage to security, where you will be required to present your pass and sign an early release waiver. This procedure is in place to ensure every child's safety. Please note that emjaez staff may know you personally but the backstage crew does not. It is very scary to have someone come in and ask to take a child out without any advanced notice. For the safety of the children, **NO child will be released without an early dismissal pass**. *There will be NO exceptions to this rule*. Please do not take time away from our security that are working hard to keep your children safe, by disputing or arguing this policy. Security WILL NOT release a child who is not on the early dismissal list. Requests must be turned in by **Wednesday, May 22<sup>nd</sup>**. **NO**



**requests will be granted on dress rehearsal or show day.** Thank you for your help in keeping our children safe and happily dancing ☺

### **Backstage**

To keep the dancers occupied, please pack a few items that your child can have backstage with them. ex: coloring book, crayons, reading books, iPod/iPad, electronic games, etc. Be sure to label everything. Outlets are available. **What NOT to bring:** markers, paint, slime, toy guns, water guns, nerf guns, swords and the like. There are no mirrors, so it would be a good idea to bring one with you. The emjaez staff will have first aid kits, makeup and anything else you may need. There will also be helpers backstage monitoring the rooms, taking children to the restroom, etc. *Please note: emjaez Dance Studio is not responsible for items that are lost, stolen or left behind.* For the safety of our dancers, Parents/Guardians will not be permitted backstage at any time, including intermission without a badge.

### **Food/Drinks (Show Day Only)**

Due to LCCC's guidelines and the limited amount of time spent at the theater on show day, NO food or drink is permitted backstage or in the dressing rooms at any time with the exception of water. LCCC has a strict policy in place for this! Please eat before coming to the theater and celebrate after. ☺

**For dancers in both shows** ~ There will be tables in the main lobby for dinner break. Please be respectful and courteous of the space by discarding of any garbage.

### **Audience Etiquette**

- In order to run a smooth and professional show, there will be no entering or exiting the auditorium during a performance. Out of respect for the dancers on stage, if you must leave the auditorium, you will be asked to refrain from doing so until the dance that is on stage is completed.
- Enthusiastic applause is encouraged; however, excessive calling out of a students' name can be distracting to those around you.
- All cell phones and electronics should be turned off or silenced.
- Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.
- Children must remain seated for the entire performance. Allowing children to run around or otherwise disrupt the performance is disrespectful to other audience members and our dancers on stage.
- *Absolutely no standing in the back or on the sides of the auditorium to watch dances.* Please have tickets available for re-entry into the auditorium.
- For an organized release, at the conclusion of the show, the audience will be asked to remain in the auditorium for a few minutes until the students are escorted to their dressing rooms for pick up.

## ☆Part VII: Show Policies☆

### **Video and Photography**

For the safety of the dancers, **use of flash photography is strictly prohibited.** In conjunction with copyright and child safety laws, video recording devices of any type are strictly prohibited. If you are caught videotaping or using flash photography at the shows, LCCC has the right to remove your device and return it to you after the show. It is important that you pass this policy on to your guests. Thank you in advance for your cooperation.

### **Important Information**

No eating or drinking is allowed in the auditorium at any time.

As a reminder, in order to go backstage at anytime, you must have a badge. There will be helpers in the dressing rooms, so please refrain from going backstage until after the show.

*Fire Law strictly prohibits strollers into LCCC, this includes dress rehearsal day.* Fire law also dictates that everyone, including infants in carriers. Infant carriers are permitted into the auditorium as long as a seat/ticket has been purchased to place it on.

## **Intermission**

We ask that you refrain from going backstage during intermission. For safety purposes, ***no child is to leave the dressing room area during intermission.*** We prefer no parents backstage during and after intermission. After intermission, the staff will be coordinating all of the dancers for the finale, therefore backstage traffic needs to be kept to a minimum. Your cooperation is greatly appreciated.

## **Backstage**

Visiting family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the shows, this includes before and after the performance, as well as intermission. There is a lot of backstage activity in a limited space and dressing rooms are private areas for our dancers. 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. Please note that balloons are not permitted into LCCC.

## **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, so please keep them organized and clean. emjaez is responsible for the clean up of all dressing rooms, so we ask for your help and cooperation in keeping them neat and tidy. We are not responsible for any items left behind. Any items that are found will be brought to the studio and placed in the Lost and Found. Unclaimed Lost and Found items will be donated in August. As much as emjaez dance loves glitter, please be aware that in accordance with LCCC rules/guidelines, loose glitter is only to be applied outside of LCCC. Roll-on and gel glitter is the only type permitted in the dressing rooms. With the exception of water, no food or drink is allowed in the dressing rooms. Due to dancers changing, no photographs in the dressing room, please.

## ☆ *Part VIII: Volunteer Information* ☆

### **Parent/Guardian Volunteers Needed!**

Volunteers are needed to help backstage to keep our dancers safe, organized and ready to dance. We are also looking for a few Dads to volunteer for misc things. Anyone interested in volunteering to help is welcome, including responsible babysitters and high school students needing service hours. There will be a sign-up sheet for classes needing a volunteer. If you are available to volunteer, please sign up and you will be contacted regarding details. Volunteers will receive the backstage badge prior to dress rehearsal, which must be worn in the theater at all times.

*If you are volunteering, you do not need to purchase a ticket to the show, as you will be able to watch your child from the best seat in the house... backstage!!*

### **Volunteer Responsibilities...**

Volunteers will supervise the dressing room and their assigned classes, keep them occupied, safe and accounted for. They are responsible for making sure that each child in their group is in the proper costume and makeup, has the proper accessories and shoes, is backstage at the appropriate time and returns to the appointed dressing room after their performance. Volunteers will also be responsible for restroom breaks. 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 the instructions. If there are too many volunteers for one class, you may be asked to assist with another class. All volunteers will be contacted to set up a brief meeting prior to dress rehearsal regarding details for show day. Guests and children are not permitted backstage with volunteers.

Each volunteer will receive one FREE video of the show!! Thank you in advance for your consideration in volunteering.

## ☆ *Part IX: Photography* ☆

### **Pictures**

Thomas & Thomas Photography will be taking pictures at the studio during class time beginning **Monday, May 20<sup>th</sup> thru Saturday, May 25<sup>th</sup>**. Dancers should come to class with hair and makeup completed and in dance clothes. Dancers should change into costume at the studio. Regardless of whether or not you are planning to

purchase a photo package, ALL dancers will be photographed. Picture day is a good time to practice how hair and makeup will be in the show. To keep things running smoothly and on schedule, please make sure to arrive *prior to your assigned picture time*, as we don't want to hold up the class and photography schedule. Sibling pictures can also be scheduled during this week. To schedule a sibling picture or reschedule a photo due to an absence, please see the office. **Please note: Your class time will remain the same on picture day.** In the event that your costume is not in at the time of pictures, we will have a scheduled make-up day. There is no obligation to purchase photos. You will be able to view photos online once picture week is complete and place your orders there if you wish. *Please note that Thomas & Thomas handles all photo transactions.*

## ☆Part X: Show Tickets☆

To create an organized and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. Fire Law dictates that everyone, including young children must have a ticketed seat. Infants may sit on laps as long as a seat is not needed. Infant carriers are permitted into the auditorium as long as a seat has been purchased to place it on.

### **Ticket Information**

- Tickets will go on sale online **Monday, May 20<sup>th</sup>**!
- Detailed information, along with online ordering details will be sent at the end of the week.
- **Please note that the office does not process the ticket orders.** Orders are processed off-site of emjaez Dance Studio through HomeTown Ticketing.
- There are no refunds or exchanges on tickets once the order is processed.
- Fire Law dictates that everyone including children must have a ticket to be permitted into LCCC.

## ☆Part XI: Advertising, Show Program, Flowers and more!☆

Each year emjaez Dance Studio publishes a full color, high quality, keepsake commemorative show program for purchase. To acknowledge and celebrate your dancer, Stars, Good Luck and Commercial Ads of various sizes are available on a first come, first served basis. Forms will be emailed to you and will also be available in the Show Information Center. Anyone purchasing an advertisement (excluding stars) will receive one complimentary program per ad.

## ☆Star Order Forms☆

Send your special "star" a message in the program for \$8. Star, Good luck and Ad order forms are due by **Saturday, June 1<sup>st</sup>**.

*Sample Star:*



## ☆Videos☆

OSV Productions will be videotaping our shows to create a professional video of the entire production. Order forms will be emailed and available on our website. Unfortunately, Live stream option will not be available this year.

## ☆Show T-Shirt Purchase☆

"20 Years Of Goodness" commemorative t-shirts will be available for pre-order. The professionally designed shirt will include a listing of all students participating and will be available to pre-order for \$27. A very limited amount of shirts will be available after the pre-sale for \$30. First come, first served.

## ☆Flower Bouquets☆

Flower bouquets will be available for pre-order. Bouquets will come glittered and complete with a bow!

## ☆Bundles!!☆

Purchase all your show items in **discounted** bundles! Details to follow.

**Please remember that all of the above commemorative for the show are optional.** They are available to you and serve as keepsakes for the 2024 production of "20 Years Of Goodness".

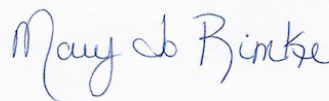
## ☆The Show Is For Everyone☆

The show experience is one your dancer and family will never forget! We appreciate your compliance with the rules and guidelines in this handbook and hope that the emjaez Dance Studio annual show will be as fun and magical for you as it is for all of our team! Thank you for working with us to create a memorable educational dance experience for all of our students. We can not wait to celebrate our dancers and see them shine on stage!!

Have fun in the upcoming months preparing for the show!! ☺ Please remember to check your emails, studio website, Facebook page, Instagram, Remind and the Show Information Center for regular updates.

**~ Thank you for your support to emjaez Dance Studio ~**

☆Happy Dancing Blessings!☆



Owner/Artistic Director  
emjaez Dance Studio



**~ For all show info, visit the studio website at: [emjaezdance.com](http://emjaezdance.com) or visit us on Facebook and Instagram!! ~**