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QUICK REFERENCE STUDIO INFORMATION

Studio Address: Factory 10, 61-65 Russell Street, Werribee 3030

Office Phone Number: 9741 6930

Office Hours - 9am-5pm Monday-Friday **AND** 9.30am-12.00pm Saturday & Sundays

Mobile Number: Emergency Only 0412 017 175

Email: info@stepnout.com.au

Website: www.stepnout.com.au

Facebook: www.facebook.com/stepnoutperformingarts

Instagram: @stepnoutperformingarts

Principal: Liz Loft

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1/ General Concert Information

The opportunity to perform in a concert is an exciting, empowering and confidence-building part of the training process. This is where 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. Concerts are a wonderful way for students to showcase the results of their hard work and for family and friends to join in 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. If there is any reason why your child will not be able to perform at the concert on the dates and times provided in this handbook, please let us know so we can make amendments to the class routines involving them if required.

All rehearsal days are Compulsory.

2/ Concert times and location

Kids, Teens and Adults Concert Address: *Quin Auditorium (Caroline Chisholm Catholic College)*
204 Churchill Avenue, Braybrook 3019

[Google Map Link](#)

Kids, Teens and Adults Concert Date: Saturday 16 November 2019

Concert Times: 10.00 am & 3.30 pm



Morning show will commence at 10.00am. All performers and helpers to arrive by 9.00 am with hair and makeup done. Students are to be in their full uniform with undies/bodystockings and stockings on and ready to go. Show should conclude at approximately 1.00pm with a pick up 1.15pm.

Afternoon show will commence at 3.30pm. All performers and helpers to arrive by 2.30pm with hair and makeup done. Students are to be in their full uniform with undies/bodystockings and stockings on and ready to go. Show should conclude at approximately 6.00pm with a pick up 6.15pm.

Performers are required to arrive no later than:

- Morning Show 9.00am with their hair and makeup done and already be wearing their undies/bodystockings and stockings
- Afternoon Show 2.30pm with their hair and makeup done and already be wearing their undies/bodystockings and stockings

3/ Backstage Class Helpers / Working with Children Check

Parents who are volunteering to help at the concert need to be available for full stage rehearsal day at Caroline Chisholm. We also require any Jitterbugs class helpers to be at studio rehearsals.

We need volunteers for each class to help prepare children and sit and supervise. To be able to do this with the new laws everyone helping at the concert must supply the office with a working with children check.

Please make sure you do this in plenty of time to allow us to update our records. Please find the link to apply below. When applying for a volunteers working with children check, please list Stepnout Performing Arts as your organisation.

[WorkingwithchildrenApplicationOnline.](#)

Stepnout Performing Arts 2019 Concert Handbook

4/Classes in each show

Below is a list of classes involved in each show. If you are unsure of any details please see staff well before the day.

AM	10.00-1.00pm Show	PM	3.30-6.00pm Show
Mon 1.30-2.30 & Wed 12.30	Jitterbugs	Thur 1.30 & Sun 11	Jitterbugs
Tuesday	12.30-2.00 Jitterbugs	Saturday	10.45 Jitterbugs
Monday	4.00-5.00 Ballet Beg #1 F	Monday	6.00-7.00 Ballet # 2
Monday	5.00-6.00 Tap/Jazz Beg #1 F	Tuesday	7.30-8.30 Ballet #5
Tuesday	4.00-5.00 Ballet #4 (Invited)	Tuesday	5.45-6.30 Hip Hop #2
Tuesday	5.00-5.45 Hip Hop #1	Tuesday	8.30 -9.30 Pre/Pointe
Tuesday	6.30-7.30 Ballet #4	Tuesday	4.00-5.30 Mini Elite Team
Tuesday	4.00-5.30 Mini Elite Team	Tuesday	6.30-8.30 Jnr Elite Team
Tuesday	6.30-8.30 Jnr Elite Team	Wednesday	4.00-5.30 Jazz/Tap #3
Wednesday	5.30-6.30 Jazz #4	Wednesday	5.30-6.30 Contemporary #5
Wednesday	6.30-7.30 Acrobatics #4	Wednesday	6.30-7.30 Hip Hop #5
Wednesday	4.30-5.30 Hip Hop #3	Wednesday	7.30-8.30 Jazz #5
Wednesday	7.30-8.30 Jazz #5	Thursday	8.00-9.00 Tap Adult
Thursday	4.00-5.00 Jazz & Tap #2 (Lou)	Thursday	9.00-10.00 Jazz Fitness Adult
Thursday	5.00-6.00 Ballet #1	Friday	4.00-5.30 Acrobatic Arts #1
Thursday	6.00-7.00 Ballet #4 B	Friday	7.00 -8.30 Acrobatics Arts #3
Thursday	7.00-8.00 Contemporary #4	Friday	4.00-5.30 Glee Club #1/2
Thursday	6.30-7.30 Tap #5	Saturday	9.45-10.45 Ballet #1 F
Thursday	9.00-10.00 Jazz Fitness Adult	Saturday	10.45-11.45 Acrobatics #1/2
Thursday	8.00-9.00 Tap Adult	Saturday	11.45-12.45 Jazz/Tap #1
Friday	5.30 - 7.00 Acrobatics Arts #2	Frozen Ballet Spectacular	
Friday	5.30-7.00 Glee Club #3/4	Dads Dance	
Frozen Ballet Spectacular		Guest Contemporary	
Dads Dance			
Guest Contemporary			

5/ Compulsory Rehearsal at Stepnout Studio - 3 DATES Saturday 31 August, Saturday 7 Sept & Saturday 14 Sept
Rehearsals are an extremely important part of preparing for our concerts.

We consider them compulsory events for our students.

Please check to ensure you are aware of the correct class and date below

We have tried to stagger the times as best we can to alleviate the carpark and entry problems

Saturday 31 August

Performers & Parent Helpers required

Arrive 1.15 - Pick up 3.30pm

Mon 1.30 & Wed 12.30 Jitterbug

Thurs 1.30 & Sun 11 Jitterbugs

Performers Only

Arrive 1.00 - Pick up 4.00pm

Wednesday 7.30 Jazz

Tuesday 4 Mini Elite

Tuesday 5 Hip Hop

Tuesday 6.30 Ballet

Performers Only

Arrive 1.00 - Pick up 4.00pm

Tuesday 4 Ballet

Monday 5 Tap/Jazz

Monday 4 Ballet

Tuesday 6.30 Jnr Elite

Thursday 4 Tap/Jazz

Thursday 5 Ballet

Frozen Ballet Arrive 12.45 - Pick up 1.30

Guest Contemporary Arrive 4.15 - Pick up 5.30

Saturday 7 September

Performers & Parent Helpers required

Arrive 1.15 - Pick up 3.30pm

Saturday 10.45 Jitterbugs

Performers Only

Arrive 1.00 - Pick up 4.00pm

Thursday 7 Contemporary

Thursday 6 Ballet

Thursday 8 Snr Tap

Thursday 9 Adults Jazz

Thursday 6.30 Tap

Friday 4.00 Acrobatics

Performers Only

Arrive 1.00 - Pick up 4.00pm

Friday 5.30 Acrobatics

Wednesday 6.30 Acrobatics

Wednesday 5.30 Jazz

Saturday 11.45 Tap/Jazz

Monday 6 Ballet

Friday 7.00 Acrobatics

Wednesday 6.30 Hip Hop

Frozen Ballet Arrive 12.45 - Pick up 1.30

Guest Contemporary Arrive 3.45 - Pick up 5.00

Saturday 14 September

Performers & Parent Helpers required

Arrive 1.15 - Pick up 3.30pm

Tues 12.30 Jitterbugs

Performers Only

Arrive 1.00 - 4.00 Pickup

Wednesday 4.30 Hip Hop

Saturday 10.45 Acrobatics

Tuesday 7.30 Ballet

Tuesday 5.45 Hip Hop

Wednesday 4.00 Jazz/Tap

Wednesday 5.30 Contemporary

Performers Only

Arrive 1.00 - Pick up 4.00pm

Saturday 10.45 Acrobatics

Tuesday 8.30 Pointe

Saturday 9.45 Ballet

Friday 4 Glee

Friday 5.30 Glee

Frozen Ballet Arrive 12.45 - Pick up 1.30

Guest Contemporary Arrive 3.45 Pick up 5.00

- No hair / makeup or costumes are required for the studio rehearsals.
- Please be in class uniform with neat tidy hair off the face and bring correct footwear.
- Please make sure students bring food, water and snacks.
- Any medical items also need to be bought (contact office for medical forms if needed)
- Students will be signed into the venue upon arrival and will be supervised for the duration of the rehearsal.
- Students cannot leave the premises without being signed out by a parent.
- For our older teens - No students will be let out to go to shop for food or a walk whilst in rehearsals.
- As these rehearsals are at the studio please be considerate of where you are parking and the other factories. We have staggered times to alleviate congestion, please ensure you are mindful of all students / families in the car park.

6/ Compulsory Technical Stage & Costume Rehearsal - Sunday 27 October

Venue: **Quin Auditorium (Caroline Chisholm Catholic College)**

Address: **204 Churchill Avenue, Braybrook 3019.**

Performers and Helpers are required:

Morning Show Arrival 9.00am - Pick up 1.15pm

Afternoon Show Arrival 2.30pm - Pick up 6.15pm

Details

Costumes in a costume bag with student's name clearly labelled are to be brought to this rehearsal.

All students arrive with their hair and makeup done and wearing their undies/body stockings and uniform. This rehearsal will be filmed for promotional material so everything must be as our show requirements.

We will be running our rehearsal at the venue exactly the same as a show to give all students and helpers an idea of timing, quick changes and anything else that may arise when putting on such a large production. Please ensure that students are dressed with stockings, correct footwear in their bags, undies/bodysuits and hair and makeup items for the concert. This includes Hair product (no hair spray), bobby pins, bun pins, hair nets, stockings, socks, hair ties and safety pins. All students must come in their studio uniform so we can ensure our finale item looks effective and that everyone has the correct items. Please use this as a practise for timing your day. We do not hold the show up for any late comers. Please refer to your class information as each class may have different requirements. This will be as per photo days.

Students will be signed into the venue upon arrival by their responsible parent or guardian and will be supervised throughout the duration of the rehearsal. Students cannot leave the premises without being signed out by a parent.

7/ Costumes

To keep costs at a minimum, we provide all costumes to our students at a hire fee which is included in your performance pack fee billed throughout the year.

Costumes will be handed out prior to the Full Dress Rehearsal between 13 - 20 October.

All costumes are to go home with our students prior to our technical rehearsal. These will be handed out during class. All students **MUST** bring a costume bag to enable us to hand out your costumes. Costume bags are available at the office - Please see link to order on page 10 of this document. Once handed out, these are your full responsibility and if lost or misplaced, there will be a charge of **\$100.00 per costume**. Please notify the studio ASAP if this occurs.

Caring for your Costumes

Part of your Performance Pack goes to the maintenance of all costumes. They are all washed prior to use and after each performance. Due to hiring costumes we do have a strict guideline that all children should be in their own underwear which is stated further in our requirements. All costume bags and your child's own clothing items must be clearly labelled.

8/ Tickets

Tickets for our concert will go on sale to the public on **Sunday 13 October**.

We are using try bookings, an **online ticket** ordering system and you must use the link to get your tickets directly. There are limited disability seats available. The theater also has stairs so if any family has concerns please contact the office prior to tickets going on sale.

Adult tickets can be purchased for \$37 each

Children's tickets (Aged 3-12 years) priced at \$27 each.

Children under 3 years free when sitting on lap.

Please be mindful that all fees need to be up to date before a student is allowed to perform so check with office staff if you have outstanding invoices.

There are no changes or refunds once tickets are allocated so please ensure you choose wisely.

If you are purchasing a wheelchair space please speak to studio first to ensure you understand where the seating is. Click the link below to get your tickets

 [**2019 Dance Spectacular**](#)

9/ Grooming - As per photo day at Studio and listed again below

All Jazz / Tap Classes (Including Jitterbugs)

Hair - Girls are to have their hair in a neat high ponytail. Boys hair neat and tidy.

Shoes - Tap and Jazz shoes Girls shoe colour - Tan. Boys shoe colour - Black

Stockings/Underwear - Girls Tan stockings and your own flesh coloured underwear purchased from the studio
Boys your own black socks and black underwear or support depending on your age and class.

Jazz & Glee Classes

Hair - Girls are to have their hair in a neat high ponytail. Boys hair neat and tidy.

Shoes - Jazz shoes. Girls shoe colour - Tan. Boys shoe colour - Black

Stockings/Underwear - Girls Tan stockings and your own flesh coloured underwear or bodysuit purchased from the studio. Boys - your own black socks & black underwear or support depending on your age and class.

Acrobatics Classes

Hair - Girls to have their hair in a bun for safety.

Shoes - Not required - students in bare feet

Stockings/Underwear - Girls convertible Tan stockings and your own flesh coloured underwear or bodysuit purchased from the studio. Boys - black underwear or support depending on your age and class.

Hip Hop Classes

Hair - Girls are to have their hair in a neat high ponytail. Boys hair neat and tidy.

Shoes - Black converse style hi-top runners are to be clean and tidy. Must be all black. (Click on link) [Black Hi Tops](#)

Stockings/Underwear - Girls Tan stockings and your own flesh coloured underwear or bodysuit purchased from the studio. Boys - your own black socks & black underwear or support depending on your age and class.

Ballet Classes

Hair - Girls to have their hair in a bun.

Shoes - Girls - Pink leather ballet shoes are required and must be clean and tidy. Ribbons for Snr ballet classes only.
Boys - depending on your class - either white or black canvas ballet shoes.

Stockings/Underwear - Girls Ballet stockings and your own flesh coloured underwear or bodysuit purchased from the studio. Boys - your own black socks & black underwear or support depending on your age and class.

Contemporary Classes

Hair - Girls to have their hair in a bun.

Shoes - Flesh coloured foot thongs and knee pads (can be purchased through the office.)

Stockings/Underwear - Girls Ballet convertible stockings and your own flesh coloured underwear or bodysuit purchased from the studio. Boys - your own black socks & black underwear or support depending on your age and class.

10./ Tutorials

Makeup - [Makeup Tutorial](#)

Makeup required: Foundation or mineral powder, Eyeshadow - Brown tones

Blush for cheeks - Soft pink tones, Lipstick - Burgundy tones - similar to uniform colour (NO red/pink)

Black mascara, Black eyeliner

PLEASE ENSURE - NO Jewellery, nail polish or temporary tattoos.

Shoes Tutorial- [No Laces tutorial](#) Please ensure Jazz shoes are clean and tidy. Jazz shoes must have elastics

Tops - Please arrive in a top that zips or buttons at the front to ease the process of getting changed into costumes

Bras- [Clear back bra](#)-If you are a senior student wearing a bra please make sure it is not visible. You must purchase the clear back strap bra these are available at Stagezone.

[Berlei sports Bra- Nude](#) Some students may need a sports bra for extra support.

Bun making- [Bun Making Tutorial](#) Please ensure students wear their hair in a bun to every class to ensure the technique is perfected.

All uniform and shoe requirements are available through the office unless mentioned otherwise. Check out the uniform shop page on the website. Click [HERE](#) to view.

11/ Finale

One of our favourite parts of the concert is our huge group Finale in which all students come together on stage as a team for one final dance. Your finale costume will be our school uniform which is what each student should be wearing to class every week.

If you are unsure what classes are wearing for school uniform please see below:

- Either the studio Leotard and Skirt,
- T-shirt (Black or Burgundy) and black leggings.
- Jazz/Ballet shoes required if you have them
- Tap students not to wear tap shoes for finale so if you don't have jazz shoes wear black runners
- Acro/Contemporary/Hip Hop students to have black runners if not - jazz/ballet shoes

Make sure everything is labeled as there will be over 500 children all wearing similar things and having the same shoes etc. This is your responsibility.

12/Concert procedures

As always, the safety of our dance family is our #1 priority. When students arrive at the rehearsal and concert they are to be signed in by a parent or guardian, and must be signed out when it is time to leave. Lanyards with students details will be collected at the venue upon signing in. They must be worn at all times to help the ease of room allocations and signing in process, medical alert etc.

Students are not permitted to leave the venue while the rehearsal and concert is running. No student is to leave the backstage area during interval, no exceptions.

Only Stepnout staff and registered helpers with WWC are permitted backstage. We are unable to run messages or food to students, so please make sure they have everything before they come backstage for rehearsal and concert. Please ensure that siblings have their own things with them in separate bags as they may not be sitting together in the same room.

Please try not to bring anything valuable, especially electronic devices. Mobile phones are not to be taken backstage or in the changing areas during the concert. Our studio and the venue will take no responsibility if an item is damaged, misplaced, lost or stolen.

Private videography and photography is strictly prohibited as we will have professionals attending on the day, leaving you free to sit back and enjoy the show in the moment!

Explicit language, inappropriate attire, offensive clothing and criminal behaviour will not be tolerated. Consuming alcohol and smoking are not permitted as we are hiring school grounds.

ALL students are to have their name marked off when they arrive at the venue. If your child has any Medical Conditions that may require attention whilst in our care or are carrying any medication with them, please notify our supervisors when you sign in. You should have already provided another form to the office if there is a serious medical condition that we need to be aware of.

ALL students to arrive with hair and makeup done, wearing their uniform and be ready to get dressed in costume. When being picked up, all children need to be signed out of the venue by their parent or guardian. They will remain inside until their parent or guardian has come in to sign them out. If someone else is picking your child up, we must receive permission note from you.

If your child is in the cafeteria area at the dress rehearsal and concert day there will be a signing in area at the door. If your child is in the theatre dressing rooms you will sign in at the front desk. Pick will be the same location as drop off to help with congestion.

13/ Dads Dance

Calling all Dads, Grandpa's, Pops, Stepdads, Uncles

Once again we would love you to show your support to your child's chosen activity, even if that means you have 2 left feet. We can work with you to showcase your strengths but more importantly have some special time dedicated to your child. Believe me when I say, they will never forget it. Please email the office, call or pop in and let us know that you would love to take up the challenge. The dance will not be hard as we will be having your child join you onstage. I promise we will not put you in any costumes or do your hair and makeup. You will just be asked to be yourself and enjoy the moment.

Practice are at the studio

Saturday

Term 4: Saturday 19, October 1.00-2.30

Sunday 27th October. You will be required for a stage rehearsal also so you know where to go on the day. Time will be sorted but it will be near the end of each session as this is the last dance before finale. Approx 12-1 & 5.00-6.00

14/ What to bring

- All children must bring a clearly labelled bag with extra hair product (no hairspray), gel, hair elastics, bobby pins for headpieces, hair nets and french pins for buns and safety pins.
- Please ensure any medication required is packed and clearly labelled with instructions. (Please confirm with Ange or Liz prior to the concert with any medications required. You may be asked to stay and volunteer backstage if needed)
- Your makeup must also be packed and clearly labelled as well as your dance shoes, stockings, socks and dance underwear. Extra stockings in case of an emergency are handy but please make sure they are also labeled if still in a bag. Some students doing more than one class will require different stockings so please don't forget these. There will be a concert running timetable at the studio for these students to know what item is first so they can be in the correct colour stockings.
- Younger students are encouraged to bring a bag/shopping basket with a photo of them on it and their name. Some of our helpers do not know all the performers names so this makes it easier for them to be able to find your child's belongings. Small backpacks that need to be emptied to find shoes etc are very impractical for your child and helper and things go missing once the bag is emptied on the floor. Please be mindful as space is very limited backstage.
- **FOOD AND DRINK** - Costumes are easily ruined by food and drink stains. Students are not permitted to leave backstage area so please pack enough food and drink for the entire time. 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 and chips, yoghurts etc.. **NO nuts or nut products.** (this includes peanut butter, peanut/nut containing snack bars/foods) Some of our students have severe anaphylactic reactions to the above. As the children are all around each other the only safe thing to do is ban the above foods. We are taking all precautions to ensure that **all children** are safe and able to enjoy the concert experience. .
- They also need to bring A LOT of labelled water – NO soft drink, cordial, poppers or juice as it stains the costumes. This is for all rehearsals and concerts.
- Please ensure your child arrives in their dance uniform that they are wearing for finale, this will ensure that it is not left at home.

[Ultimate Concert Planner Checklist](#)

15/ DVDs

In conjunction with copyright and child safety laws, personal photography or video recording is strictly prohibited. We have again employed professional Videographers to capture these memories for you!

The cost of the high-quality concert DVDs are included in your performance pack fee billed throughout the year. These are usually ready for pickup from the studio within 4-6 weeks (January 2020). We will advise of our pick up date as the year finishes so keep an eye out for confirmation of that date.

2019 medals will be distributed in the last week of Term 4 . All trophies and scholarships will be presented at our at our Presentation Day

If you have children in both concerts only one DVD is supplied with your performance pack. Extra DVD copies are available but you must place your order in the office to ensure you don't miss out on this great keepsake (forms are at the end of this document). If you would like an extra dvd please advise which show. If you're happy for one please advise which show if in more than one concert to ensure we have the correct order in place. **Dvd's are priced at \$45.00.** If you are interested in a **Blu Ray copy** these are also available at an extra cost of **\$5.00 per DVD.** Adults classes are not charged a performance pack fee therefore, must order a DVD if required.

16/Volunteers

Ushers x 4 per show. This job is to make sure all ticket holders get to their designated seats without a problem. You are on call at all times through the show and need to be present before and after until the theatre is clear. Bonus is you get to watch most of the show for free. You must be presentable and wear a staff T Shirt provided and be willing to have a lesson before hand and be at the rehearsal.

Kitchen Staff x 3 per show. We supply drinks and nibbles as they do not have a catered area. To make it simple we will not be providing hot drinks due to safety but cold drinks and snacks so if you're up for simple arithmetic and being nice to our fantastic patrons this volunteer job may be for you. It will require setting up before show, being there 30 mins before for sales, leaving the show 10 mins prior to Interval and prepare and then packing up or setting up for the second show. Free tickets in between will be provided. You must be presentable and wear a staff T Shirt provided and be willing to have a lesson before hand and be at rehearsal.

Raffle Ticket Sellers / Programs at the Door x 4

Pre show and during interval and after show x 4. We would love your assistance in selling our great Xmas raffles we will be organising for everyone. As staff are always tied up with your children which is our main priority we always struggle to sell enough tickets compared to our prizes. We also have programs to be handed out at the door and in waiting area.

Graphic Artist/Designer

If none of the above jobs interested you maybe you can help by designing something special for our concerts with your artwork. We are looking for a great concert program

If you are interested in any of those volunteer positions please send an email or contact the office to advise what role and you're skills. Please make sure you are available for both rehearsal and concert days.

27/ Forms

[Volunteer Form](#)

[DVD Order Form](#)

[Flower Order Form](#)

[Costume Bag Order Form](#)

Once you have read this entire emailed handbook - pop your name and phone number on a piece of paper with what concert your child is in and hand into the office by Friday 30 August. We will put your name into the draw to win a \$30.00 voucher towards uniform.