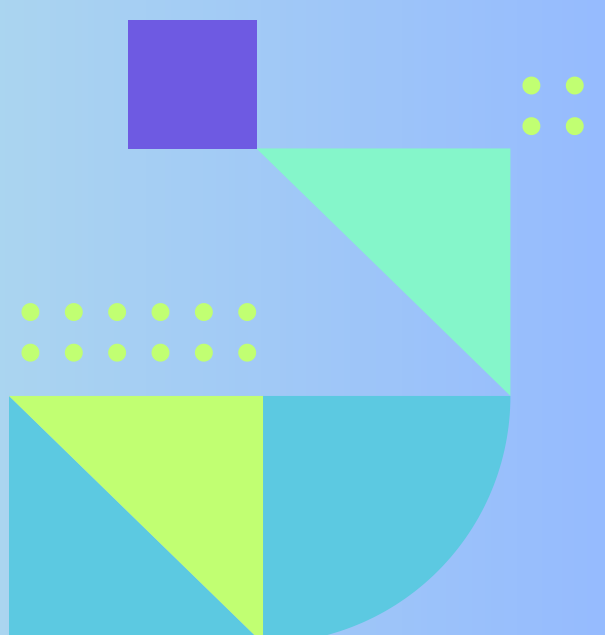




# ***Southeast School of Dance***

## **Detailed Showcase Information Handbook**

This handbook is current as of the date it was distributed. The Program Owner may change guidelines and procedures at any time.





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Our annual Spring Showcase is always an exciting event! Following these guidelines have proven successful in the past, so let's continue to have many more successful shows!

Some rules come directly from our venue, so please be sure to read them closely. Meetings will be held in the Spring to review all details and answer questions to ensure the best experience for you and your dancer!

# Performer Eligibility & Attendance

## Eligibility:

- The final month's tuition and any other outstanding fees should be paid in full no later than 5 business days prior to the show date in order for dancers to remain eligible to participate in the Showcase.
- Picture day, full cast rehearsals, and dress rehearsals are mandatory for all levels/classes. Dancers who are absent from or arrive late/leave early to any full cast or dress rehearsal are not permitted to perform in the show. If you experience an emergency the day of a rehearsal, contact SESD ASAP.

## Attendance Policy:

- Ages 2.5 through Level 1 dancers are expected to attend regularly all season to remain eligible to perform in the Showcase, but there is no set number of absences for these levels. Parents will be contacted if attendance becomes a concern for younger students.
- Levels 2-6: Dancers in Levels 2-6 are allowed 10 absences all season, no more than 3 after March 1st. Extra absences could affect a dancer's eligibility to remain in our program and/or perform in the Show. Attending a lower level for an extended period of time isn't permitted.
- The three weeks\* prior to the show are absolutely mandatory except in the event of contagious condition (according to our Illness Policy), emergency, or graded school event. Dancers who are absent the three weeks prior to the show may be pulled from their class dance if the instructor deems it more beneficial for the class as a whole. We thank you for realizing the importance of regular attendance!
  - \*This means weeks of class that we are actually dancing. Picture week and spring break are excluded. For example:
  - First week of April: Evaluations + regular dance class (Week 1)
  - Second week of April: Spring Break (does NOT count as Week 2)
  - Third week of April: Regular dance class (Week 2)
  - Fourth week of April: Regular dance class (Week 3)
  - First week of May: Picture Week / Showcase that weekend (does NOT count as Week 3)
- If dancers "miss" new choreography, it is their responsibility to learn what they've missed.



# Costume & Showcase Fees

- **Current Showcase Fee & Costume Fees** are listed in the “SESD Student/Parent Handbook”
- **Costumes begin arriving** as early as February and are tried on, then sent home!
- **Be sure to keep costumes** in a SAFE place, with all accessories attached, and do not wear or play in them until after the show.
- **If your costume looks wrinkled**, carefully steam or hang in the bathroom during a hot shower. DO NOT iron or put in the washing machine/dryer.
- **Tights & Shoes** are not included in costume fees.
- **Please remember: In the case of early dismissal or withdrawal**, student forfeits all Showcase and Costume fees. If student’s costume balance has been fully paid, we will only order costumes IF parent/guardian provides a written request to do so AND all other outstanding fees have been paid. A \$50 Withdrawal Fee will still be due; Showcase and Costume fees do NOT cover the Withdrawal Fee.



## Parent Preparedness

### Showcase FAQ Meetings

- **Being a dance parent can feel overwhelming**, but we hope to simplify the Showcase process by supplying this Handbook. In the Spring semester, this (updated) Handbook will be sent via email, and we will then host an “FAQ” video call for anyone who has questions!
- **Please ask all questions prior to the show date.** We want this experience to be as smooth and pleasant as possible, but there is no guarantee SEDS staff will be able to answer phone calls, texts, or emails at any time during the event. Showcase meetings will eliminate most of the stress and confusion!
- **Please remember that volunteers and staff** are following studio director’s instructions and are dedicated to making this show as wonderful as possible for all participants. Please contact SEDS after the show if you have any conflicts or concerns; we want everyone to feel important and respected—but in the middle of shows is not the best time to have important conversations.



# Performer Organization

## ALL Performers:

### Personal Belongings:

- \*Label ALL PERSONAL ITEMS with dancers initials or first/last name.
- \*Label the INSIDE of your dancer's shoes with her initials or first/last name.
- Do not bring anything of value that cannot be replaced. SESD and the Showcase venue cannot be held responsible for any items that are lost during showcase events.

### Hair & Nails:

- Clean nails, no colored nail polish. Nude polish and "French tips" are acceptable. This includes toenail polish if your dancer will be barefoot.
- Hair should be slicked back with gel and hair spray, no bangs or "fly-aways."
- Dancers with hair in a bun should use a hair net over the bun and plenty of bobby pins.
- Hair styles are posted on the "Costume Boards."

### Jewelry:

- No earrings, bracelets, necklaces, etc.

### Tights & Shoes:

- Tights and shoes are generally the same as required by our Class Attire Policy; if different styles/colors are required, they will be posted on the costume boards. Tights should not have holes—we recommend purchasing a new pair before the show and using them in class next season.

## Performers with multiple costumes:

### Nude Leotard/Appropriate Undergarments:

- Nude leotards can be purchased at Carolina Dancewear or online retailers. Dancers do not need to wear underwear under costumes.
- Dancers in Fancy Flippers or Tiny Tumblers AND one other class: We will announce which costume/tights to wear first as the Showcase approaches. We recommend a nude leotard instead of underwear as undergarments can be seen under costumes.

### Costume Accessory Organization (Dancers in two or more dances):

- Place each costumes accessories in a clear Ziploc bag labelled with which costume it's worn with. For example, Ballet 2 (Dolls) should place arm puffs, choker, and ribbons/headpiece in a plastic baggie labelled "ballet/dolls." Costume accessories are generally irreplaceable.
- Costumes should remain in storage until Picture Week, Dress Rehearsal, and Showcase.

### Costume Box: No dance bags are permitted backstage

- Dancers who are enrolled in multiple classes or with multiple costumes/tights/shoes are required to have a "Costume Box" which is large enough to hold all costumes, shoes, make up, etc. No dance bags permitted backstage.
- Ballet/ Tap 1 needs a shoe box-sized box to hold tap and ballet shoes. Other dancers ages 2.5-Level 1 in two classes need a small/medium box for costume/tights/shoe changes.

### What goes in a "Costume Box"?

- Costumes and hair pieces/accessories, dance shoes, tights, red lipstick and other make up necessities, brush/comb, hair spray, hair gel, extra hair ties and bobby pins, band aids, water bottles, sealed snacks, and anything else your dancer may need backstage!

### Show Line Up:

- For dancers in Levels 2+ in multiple dances: Please print and tape the show line up to your costume box. Highlight your dancer's dances. This helps dancers feel prepared and eliminates stress backstage.



# Make Up Tips

## Make Up & Other Products:

- Please do not bring spray glitter (or anything in a spray can) to the venue. Roll-on glitter or glitter that is applied with a brush/make up applicator is acceptable, if desired.
- Scented lotions/sprays/etc. are prohibited as they are unsafe for students with allergies, asthma, etc. Products that do not contain “fragrance” are fine.
- Ages 2.5-Level 1 should have red lipstick (brands/shades below). Other make up as desired by parent. We recommend light, natural blush and mascara.
- Levels 2-6 and Beginner/Intermediate/Advanced Acro & Hip Hop: Full stage make-up (foundation if needed, blush, eye shadow, eyeliner, and mascara)

Lipstick: ALL PERFORMERS NEED RED LIPSTICK. Bright lights wash out dancer’s faces. The acceptable brands and shades are as follows:

- Milani 07 “Best Red”
- Tarte Maracuja Juicy Lipstick “Cherry”
- Urban Decay Vice Lipstick “Bad Blood”
- Burt’s Bees 100% Natural Moisturizing Lipstick “Scarlet Soaked”

## Make Up Tips:

- **Eyes:** Traditional “smoky eye” make up does not always look best on stage. We recommend the same technique but with neutral colors. Eye shadow palettes are a great way to achieve this look and usually have instructions on the back of the package.
- **Choose a color theme:** We recommend neutrals like gold/tans/nudes.
- **If in doubt,** start light and add more color/shadow if needed.
- **Add some shimmer** in the inner corner and inner-mid portion of the eyelid.
- **Blush:** Follow the cheekbone instead of making a “circle” on the cheek. When in doubt, “less is more.” Start with a little, check it, then add more if desired. Soft pink tones usually look best for littles and fair complexions; while peach tones tend to look more “natural” with olive/darker complexions.



# Picture Week Information

## General Information



- All dancers participate in the Group photos & Individual photos.
- We can only take “individual photos” with siblings.
- Dancers should arrive in costume, hair and makeup ready (as described on pages 06-07 “Performer Preparedness.”
  - No nail polish, jewelry, etc. as detailed on pages 06-07. All information found there applies to Picture Week.
- Please wear a cover up over your costume and never eat in costume!
- Schedules are posted on “By Class” Canvas (emailed & posted on our website in the Spring semester). The studio will be open 30 minutes prior to the first picture slot.
- This is a good time to test your “costume box!” Dance bags can get messy, please bring your costume box instead.
- One room is used as the “picture studio, and the other is reserved for dancers who need to change. Students, siblings, and parents who are not assisting a dancer change should wait in the lobby. Dancers should get changed/ready as quickly as possible and act professionally while waiting. There should be no acrobatics, dancing, or activities that could cause injury to oneself or another dancer, please!



## Packages

- We are excited to have Studio 601 take our photos this year!
- They will also be photographing our Dress Rehearsal!
- You will be able to purchase images from Picture Week & Dress Rehearsal at the same time.
- Package: \$175
- Includes: (1) 8×10 printed image, (5) 4×6 printed images, and access to all your dancer’s digital files.
- You can mix and match images from pic week & rehearsal!



# Full Cast, Dress Rehearsal, Show Day

## Full Cast (Show 1)

- Only required for dancers performing in the Ballet Show (Creative Movement, First Steps, Foundations, Ballet/Tap 1, Fancy Flippers, and Ballet 2-6). Schedules available on “Current Season” page.
- Full Cast rehearsals are at SESD, not the Showcase venue.
- Full Cast Rehearsals are mandatory. Dancers who are absent may not be permitted to perform in the Show.
- Full Casts are CLOSED rehearsals; meaning only SESD staff and dancers are permitted in the studio during rehearsal. Exception: Parents of younger dancers should wait in the lobby in case your dancer needs help in the bathroom.
- Intermediate/Advanced and pointe dancers should begin quietly warming up before rehearsal.
- Typically, we do not wear costumes—please wear regular ballet class attire unless instructed otherwise. Hair should be slicked back in a bun.



## Dress Rehearsal (Show 1 & Show 2)

- Dress Rehearsal is for all dancers/classes. Detailed Call times and dismissals are posted on the “Current Season” page.
- Dress Rehearsal is held at the Showcase venue. Show 1 rehearsal first, then Show 2.
- Dancers should arrive during their Call time with hair and make-up ready, in their first costume with a cover up.
- Where to “Check In” & pick up your dancer:
  - Ages 2.5-Level 1: Check in at call time at the backstage door located in the adjacent parking lot. ONE parent please wait in the lobby during rehearsal. Will be dismissed after class dance. Please use the bathroom as soon as you arrive then find your class seated in the audience.
  - Dancers in Show 1 (Levels 2-6 Ballet): Check in at call time at the backstage door located in the adjacent parking lot. These dancers may be picked up from the backstage door at their dismissal time.
  - Dancers in Show 2 (Variety) Check in at call time at the backstage door located in the adjacent parking lot. These dancers may be picked up from the backstage door at their dismissal time.
- During Dress Rehearsal, dancers should stay in their dressing room or seats in the auditorium until they are called by the director or a backstage runner.
- Dancers will not be permitted to leave their dressing rooms and you will not be able to bring dinner to your dancer during Dinner Break. If your dancer is in both shows, please send a healthy dinner with your dancer at her first Call Time. Please bring water bottles. Please do not send food/drinks that could soil costumes. (NO dark or red-colored drinks!) Dancers should bring a cover up/other clothes to wear while eating.

## Show Day

- Levels 2-6: Check in at call time at the backstage door located in the adjacent parking lot.
- Creative Movement, First Steps, Foundations, Ballet/Tap 1, & Fancy Flippers: Will enter the auditorium with you at “Doors Open.” Later, 15 minutes prior to Showtime, please bring your dancer to the stage door located on the RIGHT side of the auditorium, about mid-way down the theatre, to drop off with SESD staff. Please use the bathroom BEFORE drop off. We will make an announcement when it’s time to bring your dancer to us!
- Parents and guests should not go backstage or to any dressing room area.
- Pick Up after Showcases: Instructions will be given after the show.
- Please do NOT crowd the auditorium doors after the show! This creates a massive traffic jam and prevents dancers from finding their parents/group. Please spread out throughout the lobby and entry way—there is plenty of room!



# Current Season

## Showcase Information

\*This page is updated each season

# 2025 Spring

## Showcase



### General Info:

- Venue: Carolina Theatre
- Address: [310 S Greene St, Greensboro, NC 27401](#)
- Spring Ballet Full Cast Rehearsals (held at SESD): April 6 & 27
- Show 1 & 2 Dress Rehearsal at Carolina Theatre (All Classes): May 2, 2025
- Showcase Date: May 3, 2025

### Ballet Full Cast Rehearsals

- Full Casts 1 & 2: Sunday, April 6 & April 27 at SESD
- ALL CLASSES: 3:15-4:15; then the following classes are dismissed: Creative Movement, First Steps, Foundations, Tiny Tumblers, Ballet/Tap 1, Fancy Flippers, & Ballet 2/3
- Break for Ballet 4-6: 4:15-4:30
- Ballet 4-6 Rehearsal Resumes: 4:30-5:30
- Please note: We will start PROMPTLY at 3:15. Please arrive by 3:00 to prepare for rehearsal. Doors will be unlocked at 2:45pm for Levels 2-6, younger students may arrive at 3:00pm.

### Dress Rehearsal

- May 2nd at the Carolina Theatre.
- Dress Rehearsal Schedule:
  - 4:45-4:55 Call Time Show 1 Levels 2-6 (backstage door)
  - 5:00-5:05 Call Time Show 1 Ages 2.5-Level 1 (backstage door) \*ONE parent stays with dancer, dismissed after class dance
  - 5:15-6:40 Show 1 "Arendelle" rehearsal
  - 6:45-7:15 Dinner for Staff & Dancers in both shows
  - 7:15 Call Time for Show 2 dancers who are not already at the theatre
  - 7:30-9:00 Show 2 "Rhinestone Cowgirl" Rehearsal

### Show Day

- May 3rd at the Carolina Theatre.
  - 2:20-2:30 Call Time Show 1 Levels 2-6 (backstage door)
  - 2:30 Doors for guests
  - 2:45 ONE parent bring ages 2.5-Level 1 to side door in auditorium for check in
  - 3:00-4:15 Show 1; 4:45 clear theatre so staff can clean
  - 6:20-6:30 Show 2 Call Time all dancers
  - 7:00-8:15 Show 2
  - 8:30 Clear theatre, doors locked at 8:45



# ***Ticket Information***

*\*All ticket sales will be handled through the Theatre box office!\**

If you experience any issues during checkout, please contact the theatre Box Office at (336) 333-2605

- **Links:** (will work starting 3/24 at 10am)
  - <https://carolinatheatre.com/event/southeast-school-of-dance-tale-of-arendelle/242201/>
  - <https://carolinatheatre.com/event/southeast-school-of-dance-rhinestone-cowgirl/242401/>
- **All tickets are \$18.50**
- **Presale for Ballet Soloists & Competition dancers opens 3/24 at Noon.**
  - For presales, the patrons will need to click the presale block image on the show of their choice. This will take them to a log in page. They either login to an existing account or create a new one. Once they are set up, they enter the promo code you supply and that opens the event for sales.
  - Ballet Soloists in Show 1 & Competition dancers in Show 2 will receive a presale code (to be sent via email at the conclusion of Showcase Meetings) you can use from 3/24 at noon until 3/30 to reserve & purchase up to 10 tickets.
- **Tickets go on sale to All SESD families and the public Mon 3/31 at Noon.**
  - Dancers in Show 1 enter the following code to redeem 4 complimentary tickets: 1SESD25
  - Dancers in Show 2 enter the following code to redeem 4 complimentary tickets: 2SESD25
  - These codes can only be used once per dance family and are ONLY for SESD families.
- **If you need to use multiple codes, you will need to place separate orders for each code.**

# ***Theatre Etiquette***

- **Absolutely no recording or photography is permitted.** This includes cameras, cell phones, iPads, or any other devices. This is a safety hazard and privacy issue for our dancers. Additionally, choreography is property of SESD. DVDs will be professionally recorded and available for purchase. and a professional photographer will be on site taking photos also available for purchase.
- **DVDs and Show-themed shirts** will be available for pre-order in the spring.
- **If your dancer is in show 1 and show 2,** do not leave personal items in the auditorium before or after shows. Any personal items left in the seats in the auditorium prior to “Doors Open” will be removed by SESD or Venue Staff/Security.
- **Guests should remain seated during all dances.** If you must leave the auditorium, please do so in between dances. **Guests should plan to stay for the entire show.**
- **All dancers are required to stay for the entire show** and can be picked up after Curtain Call (bows) at the end of the show. This policy is not only polite theatre etiquette but also allows SESD to ensure each dancer is picked up by their parent/guardian.
- **Only dancers, instructors, SESD Staff are permitted backstage at all times.** This is a safety issue.
- **Please clean up after yourself,** do not leave trash or food/drinks inside the theatre.



***Thank you!***



We're looking forward to a great show!



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