

***2023***  
***CONCERT***  
***HANDBOOK***



**RJ PERFORMING ARTS**  
GIVING STUDENTS THE SPACE AND STRUCTURE TO THRIVE

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### QUICK REFERENCE CONCERT INFORMATION

**Phone Number:** 0404 846 964

**Email:** [info@rjperformingarts.com.au](mailto:info@rjperformingarts.com.au)

**Website:** [www.rjperformingarts.com.au](http://www.rjperformingarts.com.au)

**Principal:** Rohanna Jones

**Concert Address:** 409 Victoria Ave, Chatswood NSW 2067

**Concert Date:** Friday 1<sup>st</sup> of December 2023

**Concert Time:** Show commences: 6:00 pm

## GENERAL CONCERT INFORMATION

The opportunity to perform in a concert is an exciting, empowering and a confidence-building part of learning to dance. 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 for any reason your child will miss any of their regular classes in Term 3 and 4, we ask that you contact Miss Rohanna on 0404 846 964 to let us know in advance. Please note that unfortunately any families with unpaid dance or costume fees will not be allowed to participate in our concert.

This is without doubt the highlight of our year and we are extremely excited to show you how hard our dancers have been working.

## TROPHY PRESENTATIONS

At the conclusion of our concert, all students will be invited back to the stage for our perpetual trophy presentation. For courtesy and safety reasons, children will not be permitted to leave the theatre until the presentations are complete. The presentation will be filmed by our professional crew as personal photography is prohibited under NSW law.

There will be individual class trophies handed out at the end of each day of classes in week 10 of term 4.

Parents are welcome to attend these trophy presentations at the below times:

### **Willoughby**

Tuesday 12/12/23 6:00 – 6:30 pm

Wednesday 13/12/23 6:00 – 6:30 pm

Thursday 14/12/23 6:00 – 6:15 pm

### **West Pennant Hills**

Monday 11/12/23 6:00 – 6:30 pm

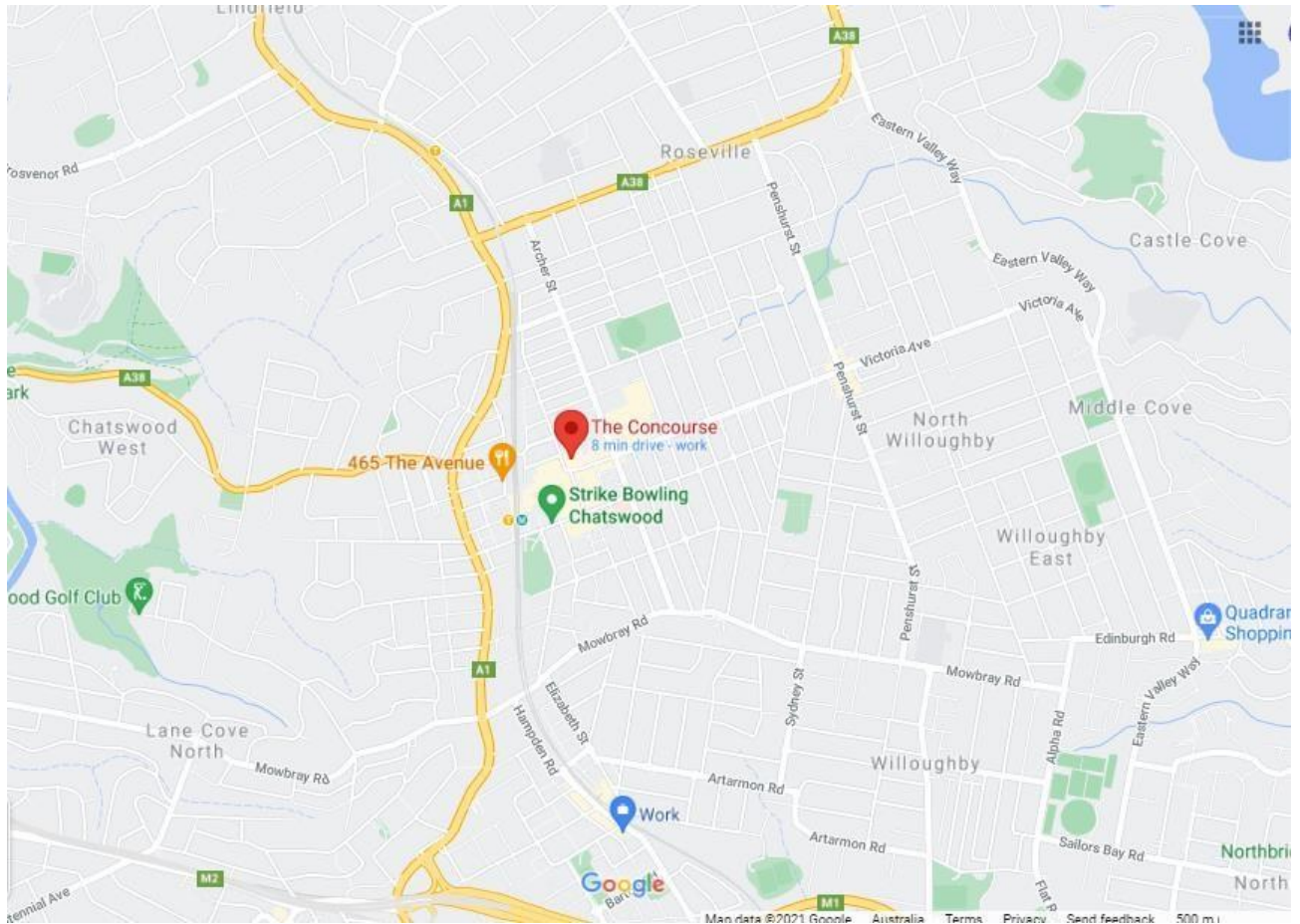
Tuesday 12/12/23 6:00 – 6:30 pm

Wednesday 13/12/23 6:00 – 6:30 pm

Saturday 16/12/23 2:00 – 3:00 pm

## CONCERT TIMES AND LOCATION

This year our concert will be held at the Concourse Theatre, Chatswood.



The show will start at 6:00 pm and conclude at approximately 8:30 pm.

Doors will open 30 minutes prior to the show commencing.

- All Performers are required to arrive at 1:30 pm with their hair and makeup done, ready for the technical run through.
- Kindy and Pre-school level students will not be required to arrive until 5:00 pm

A detailed email regarding arrival times, running orders, hair and makeup will be sent out prior to the dress rehearsal.

## REHEARSALS

The dress rehearsal and technical run through are such important parts of preparing for our concert. This is where we get to see the costumes working on stage in a group and 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.

### DRESS REHEARSAL

#### **Dress Rehearsal Saturday 11/11/23 COMPULSORY**

Dress rehearsal will be held at the Pennant Hills Community Centre, in the Main Hall – library level.

**Preschool and kindy level:** 11:30 – 1:00 pm

**Junior, intermediate, pre-senior and senior level:** 1:00 – 4:30 pm

All students must attend the dress rehearsal and bring along all their costumes and accessories needed for the concert, this includes:

- Costume/s
- Dance stockings (flesh for ballet, tan for all other styles)
- Dance shoes
- Costume accessories (majority of these will be handed out at photo day)
- Hair needs: Hairspray, bobby pins, bun pins, hairnets, hair ties
- Safety pins
- Water
- A light snack if staying for both acts only
- Makeup is not required for the dress rehearsal.
- All costume and clothing items must be clearly labelled.

Upon arrival:

- Students will be signed into the venue upon arrival by their parent or guardian and will be supervised through the duration of rehearsal.
- There are outside toilets located by the lifts for parents or students not yet signed into the venue.
- Private toilets are located inside the hall, and they are strictly for RJPA students only, this is to ensure we can keep all our students safe and always accounted for.
- Once signed in students are not permitted to use the 'outside toilet' facilities.
- Students cannot leave the premises without being collected by a parent or guardian.

Again, in the interest of student safety, the main hall doors will be shut 10 minutes after the act's commencement time.

When Leaving:

- Doors will be re-opened at the expected finish time.
- Please note we make every effort to start and finish on time. However, this is just not always possible, please be patient as we work through the routines as quickly as possible; we appreciate you are busy and have other places to be however rudeness to our dedicated teaching staff is unwarranted and unnecessary.
- RJPA will not take responsibility for lost or unlabelled items.

## TECHNICAL RUN THROUGH

Our tech run is done just prior to the concert in the theatre on the same day as the concert.

Tech runs are arguably the most important step in preparing and putting on a show, all those transitions between scenes and quick costume changes you see at the concert are practiced at the tech run.

Something as simple as being able to time the students as they move from the dressing room to the stage so we can ensure we are not going to run over or be waiting between acts can only be done at a tech run in the theatre. When this happens during the show it really presses pause on EVERYTHING.

We as teachers know what needs to be done and where to go, but the students do not; they need this rehearsal to understand how the concert will run.

For safety reasons, anyone not at the tech run will not be involved in the concert finale.

### **Concert Day Breakdown**

As you can see from the brief outline below, concert day is a massive effort from our staff, teachers, and students. Many different professions are coming together including venue staff, lighting techs, videographers to create the show you will get to sit and enjoy. Whilst we wish we could cater to reach individual need, unfortunately we cannot. The stage door is locked between arrival windows, and it is not possible to accommodate individual timetables on the day.

- Bump in 12:00 pm
- Students' arrival 1:30 pm
- Technical run through 2:00 – 5:00 pm
- Reset and kindy students' arrival 5:00 pm
- Doors open 5:30 pm
- Showtime
- End of concert 8:30 pm (estimate)
- Bump out 9:30 pm

## PROFESSIONAL PHOTOS

This year we will be holding a photo day on **Sunday 12/11/23** held at the **West Pennant Hills Scout Hall**.

- Please arrived dressed and ready
- Make up is optional for photo day, however we suggest a light face make up for our older students.
- There will be changing facilities for children in more than one timeslot.
- If you cannot make your below group time, please send us an email and we can try and accommodate you.

Age Group	Time
<b>Pre-school and Kindy</b> - Order of items <ul style="list-style-type: none"> <li>• Ballet</li> <li>• Hip Hop</li> </ul>	09:30 – 10:30 am
<b>Junior</b> - Order of items <ul style="list-style-type: none"> <li>• Ballet</li> <li>• Jazz</li> <li>• Hip Hop</li> <li>• Acro</li> </ul>	10:30 – 11:30 am
<b>Intermediate</b> - Order of items <ul style="list-style-type: none"> <li>• Ballet</li> <li>• Lyrical</li> <li>• Jazz</li> <li>• Hip Hop</li> <li>• Acro</li> </ul>	11:30 – 1:00 pm
<b>Pre-Senior</b> - Order of items <ul style="list-style-type: none"> <li>• Ballet</li> <li>• Contemporary</li> <li>• Jazz</li> <li>• Hip Hop</li> <li>• Acro</li> </ul>	01:00 – 02:00 pm
<b>Senior</b> - Order of items <ul style="list-style-type: none"> <li>• Ballet</li> <li>• Contemporary</li> <li>• Jazz</li> <li>• Musical Theatre</li> <li>• Hip Hop</li> </ul>	02:00 – 03:00 pm

### Vision house creative price list 2023

#### Printed Photos

6x4" Photo Print \$7  
 5x7" Photo Print \$9  
 6x8" Photo Print \$12  
 8x10" Photo Print \$19  
 8x12" Photo Print \$19

#### Package A: \$39

3x (6x4 prints)  
 3x (5x7 prints)

#### Package B: \$49

3x (6x4 prints)  
 2x (5x7 prints)  
 1x (8x12 print)

#### Digital Download

1 image \$20  
 3 image pack \$50

## TICKETS

Tickets for our concert will go on sale to the public on Sunday 29<sup>th</sup> of October at 8:00 am

Ticket purchase link: TBC

### **Cost – TBC**

Ticket prices are inclusive of GST.

- We do not charge for children under 3 years old to attend the concert, unless they will be occupying their own seat. We also ask that you consider our dancers and other audience members when bringing young children to watch, and if they become loud, distressed, or disturb any other audience members to please take them outside to let off a bit of steam before returning to enjoy the rest of the show.
- Refunds are only available when an event has been cancelled or rescheduled, or where required by Australian consumer law.
- Refunds will not be issued for change of mind, incorrect ticket purchases or students who can no longer attend the concert.
- Often our concerts sell out in advance, so if you have tickets that you no longer require, send us an email and we will most likely be able to transfer them to another RJ family.



## CONCERT LEVY AND CONFIRMATION

Our concerts are so much fun and such an integral part of the children's creative learning scope, there is no better way to finish off the wonderful year of dance the children have experienced.

If you will not be participating in our end of year events notice must be given in writing no later than the 30<sup>th</sup> of June 2023.

\*Please note new students enrolling after this date will need to be confirmed and approved on a case-by-case basis due to costume availability.

Unfortunately, if notice is not given in writing by the 30<sup>th</sup> of June, you may be required to pay for costumes if they have already been purchased.

There is a concert levy of \$75.00 +GST per family which includes:

- Staff wages
- Music licenses
- Dress rehearsal and photo day rent
- 2023 concert digital download link

Your concert levy will be added to your term 3 invoice.

There is a \$40.00 rehearsal levy that is non-refundable, this cost relates to staff wages, music licenses and rehearsal rent.

The following item will be refunded to you should you wish to withdraw from the concert providing notice is received in writing 1 week prior to the performance date: \$35.00 concert digital link.

Costume payments will be included in your term 3 invoice.

We are happy to add costume invoices to a payment plan, payment plans must be paid in full no later than 1st of October. If you would like to organise a payment plan, please email Miss Rohanna.

## COSTUMES

Our costumes have a flat rate for each class, unless specified otherwise each dance genre will require a separate costume.

Preschool – junior level: \$55 +GST

Intermediate – senior level: \$65.00 +GST

Costumes will not be refunded unless required by consumer law.

Should you wish to withdraw from RJ Performing Arts in the lead up to the concert, any outstanding costume fees must be paid. Once costumes are ready for collection, they can be either posted to you at the customers expense or picked up from our studios when convenient for you.

In the unlikely event that the concert is postponed or cancelled we will reschedule the event to a later date, ensuring enough notice is given to our families so everyone can attend. The same costumes and concert levy will apply to the new concert date and no new costume fees will be charged.

## CARING FOR YOUR COSTUMES

Your concert costumes are given to you brand new. They will not require washing prior to the dress rehearsal or concert.

Some tutus may require a 'fluff' if the tulle or netting is looking squashed, all tutus should be hung on a coat hanger. If your tutu is looking a little droopy you can hang it upside by the crotch of the leotard a few days before the performance; pancaked tutus should remain folded in on themselves or stored flat in a tutu storage bag.

Dresses can sometimes arrive in packaging looking a little creased, please do not iron your costumes. Often the fabric is extremely delicate or embellished with sequins which cannot be ironed.

Anything requiring steaming will be done at the dress rehearsal, and again at concert if needed.

After the concert, your dancer may wish to get a bit of dress up wear out of their costume, when washing your costume please ensure they are hand washed in cold water only. Costumes should not be tumble-dried and take care not to over-expose them to direct sunlight, this will ensure they last, and you can get the most use out of your beautiful item.

## CONCERT 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.

No additional costume will be required this year as students can simply wear their class costume, for students in more than one item please speak to your teacher on dress rehearsal so we can decide which costume looks the best.

The finale will be practiced in class, and then put together onstage at the dress rehearsal. Combining over 100 children onstage for a finale will be tricky and unfortunately any students who miss the compulsory dress rehearsal or tech run, will not be in the finale.

## GROOMING

### SHOES AND STOCKINGS

- Ballet students will require canvas ballet shoes with elastic and salmon pink ballet tights.
- Senior ballet students who are performing in pointe shoes must have ribbons.
- Jazz students will require black jazz shoes and tan jazz tights.
- Contemporary students will require tan convertible tights and contemporary dance shoes.
- Underwear must be skin-coloured and must not be visible beneath your child's costume.
- Please have your child wear concert underwear to the dress rehearsal so we can ensure it is appropriate.

### HAIR AND MAKEUP

#### MAKE UP

##### **Preschool and kindy levels**

Make up for this group is:

- foundation
- pink blush
- brown eyeshadow
- mascara (if they will let you!)
- pink lipstick



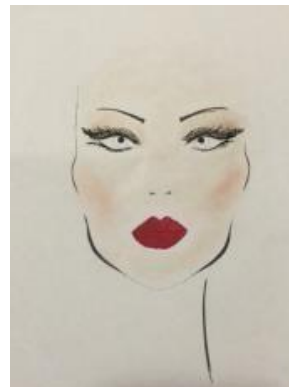
We do not mind how much, or little make up our preschool and kindy students wear, the only reason we suggest any makeup at all on any student is, so their features are visible from the audience.

If you have any concerns regarding makeup for your child, please speak to Miss Rohanna.

##### **Junior, intermediate and pre-senior levels**

Make up for this group is:

- foundation
- blush
- brown eyeshadow
- mascara
- black eyeliner
- red lipstick



The only reason we suggest any makeup at all on any student is, so their features are visible from the audience.

If you have any concerns regarding makeup for your child, please speak to Miss Rohanna.

## Senior levels

Make up for this group is:

- foundation
- blush
- brown eyeshadow
- filled in brows
- mascara
- black eyeliner
- white eyeliner (inner eye)
- false lashes
- red lipstick



## HAIR

### Preschool, kindy, junior, and intermediate level

#### Ballet and contemporary

- Students will require a bun just in line with the top of the ear, all hair should be slicked back off the face and neck.
- A good ballet bun is firm and flat and should not attract any attention, it should merely extend the line of the head when looking at it in profile.
- Please do not use hair donuts in your child's hair, trust us when they start dancing, they always fall out.
- There are many great videos on YouTube showing how to do a proper ballet bun the below link is just one of many, and remember practise makes perfect!
- [Bun tutorial](#)



#### Jazz, acro and hip hop

- Unless specified otherwise via email, all variety style dancers will require a ponytail in line with the top of the ear, with all hair slicked back off the face and neck.

### Pre-senior and senior level

#### Ballet and contemporary

- Students will require a low bun with a centre part, all hair should be slicked back off the face and neck.
- A good ballet bun is firm and flat and should not attract any attention, it should merely extend the line of the head when looking at it in profile.
- Please do not use hair donuts in your child's hair, trust us when they start dancing, they always fall out.
- There are many great videos on YouTube showing how to do a proper ballet bun the below link is just one of many, and remember practise makes perfect!
- [Bun tutorial](#)

#### Jazz, acro and hip hop

- Unless specified otherwise via email, all variety style dancers will require a low ponytail with a centre part, with all hair slicked back off the face and neck.

## CONCERT PROCEDURES

- As always, the safety of our dance family is our number 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.
- Students are not permitted to leave the venue while the rehearsal/concert is running. No student is to leave the backstage area during interval, no exceptions.
- We have over 130 dancers performing in our concert, we are unable to retrieve individual students from their dressing rooms to come and speak to you. Please do not congregate by the stage door or try to enter our backstage premises. The RJ concert helpers will not know you are a parent, and in line with our safety procedures will be required to call security for anyone backstage who does not hold an official RJ or Concourse badge.
- In the event of an emergency, please text 0404 846 964. Stating your name, child's name, and the reason for removing them from the backstage area, you will then be called directly when your child is ready to be collected from the stage door. Please note, once a child has left, we may not be able to sign them back in, as the saying goes 'the show must go on'.
- Only RJ Performing Arts staff and registered parent helpers are permitted backstage. We are unable to run messages or food to students, so please make sure they have everything they will need before they come backstage for rehearsal and the concert.
- 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 are strictly prohibited as we will have professionals attending on the day to provide these services for us 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
- Smoking is not permitted.
- 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. It is best to arrive with hair and makeup done and ready to get dressed in costume.
- When being picked up, all children need to be signed out of the venue by their parent/ guardian. Please avoid asking your child to meet you outside the venue or in the car park as all students need to be signed out regardless of age. If someone else is picking your child up, they need to have a permission note to show who will be supervising them.

## WHAT TO BRING

All children must bring:

- Costumes clearly labelled and accessible for your child on the day
- Costume accessories
- Dance shoes
- Dance tights
- Appropriate underwear for each costume
- A container with makeup including blush, lipstick, eyeshadow etc
- Hair spray
- Hair elastics, bobby pins, and safety pins.
- Please ensure any medication required is packed and clearly labelled with instructions.
- Do not forget your costumes.

## FOOD AND DRINK

RJ Performing Arts is a nut aware school.

To keep all our students safe dressing rooms helpers will be supervising all snacks and disposing of anything that contains nuts.

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 will not stain – this means NO fast food, cheesy chips (we're looking at you Doritos), or dark fruit (we love our berries, but they are not suitable for concerts).

No nuts or nut products.

They also need to bring A LOT of water – NO soft drink, cordial, poppers, or juice as it stains the costumes.

This is for both the rehearsal and concert.

Children are discouraged from bringing any valuables including phones, iPods, iPads and laptops as the venue and RJ Performing Arts will not take responsibility for any items lost, damaged or stolen.

## DVDS AND PROFESSIONAL PHOTOS

### DVDS

In conjunction with copyright and NSW child safety laws, personal photography or video recording is strictly prohibited. We have employed professional videographers *ITS Productions* to capture these memories for you and we can 100% guarantee they will be better quality than a zoomed in video from the side of the auditorium.

Every family participating in the concert will receive a link to watch the concert via email. Unless otherwise specified by you, the email supplied to us at RJ Performing Arts is the one that will be sent to ITS Productions.

All concerts are available to download and save to your personal devices if you would then prefer to make a hard copy.

For existing families, you will now start to see our concert library on your account, and once logged in you will be able to watch concerts from 2018, to now.

Please note, if you would like to view the concert under multiple email address this will mean a separate 'DVD' order for each additional email.

For 2023 our concert link is \$35.00 per family.



### PHOTOS

Our photo day will be run by *Vision House Creative*; a snapshot of Fletchers work can be found on our website and social media accounts.

#### Vision house creative price list 2023

##### Printed Photos

6x4" Photo Print \$7

5x7" Photo Print \$9

6x8" Photo Print \$12

8x10" Photo Print \$19

8x12" Photo Print \$19

##### Package A: \$39

3x (6x4 prints)

3x (5x7 prints)

##### Package B: \$49

3x (6x4 prints)

2x (5x7 prints)

1x (8x12 print)

##### Digital Download

1 image \$20

3 image pack \$50

Please head to our photo day info [here](#).

