



## **2024 Performance Policies Handbook**

### **Pre-Ballet and Primary Divisions**

#### **(Pre-Ballet 1, 2, 3, and Ballet 1 and Ballet 2)**

Ballet 3 dancers please use the Intermediate Policies Handbook

#### **Performance Philosophy**

Littleton Ballet Academy (LBA) and Littleton Youth Ballet (LYB) work hard to create a performance that is not just a “recital.” By that we mean to facilitate a professional style environment where our students learn theater etiquette and terminology as well as proper performance technique. Our audience is also expected to behave in a manner expected of a professional performance.

Each show for the School Performance is 45 minutes to an hour long and is a sampling of what LBA has to offer from pre-ballet classes to our advanced dancers in classical and contemporary choreography.

#### **Picture Location**

Littleton Ballet Academy

1169 W. Littleton Blvd Littleton, CO 80120

#### **Picture Dates**

Wednesday, May 29th and Thursday, May 30th

#### **Performance Location**

Colorado Academy

Leach Center for Performing Arts

3800 S. Pierce St Denver, CO 80235

#### **School Performance Dates and Times**

- Friday, May 31st at 5:15 pm Show #1
- Friday, May 31st at 7:15 pm Show #2
- Saturday, June 1st at 11:00 am Show #3
- Saturday, June 1st at 1:00 pm Show #4
- Saturday, June 1st at 4:00 pm Show #5

## Communication and Reminders

Communication regarding the performance will be done via email and the BAND app. All emails are also posted on the Family Portal. Please make sure your email doesn't send our newsletters/communications to your junk mail. This information is key to knowing where your dancer needs to be, what they will need, and other crucial information for the show's success. Encouraging your child to practice at home is key to helping them feel comfortable on the stage.

## Ticket Information

Tickets are available by going to [www.littletonballetacademy.org](http://www.littletonballetacademy.org), beginning Monday, May 13th at 10 am. Tickets are \$10 for adults and \$6 for children (3-12) and seniors.

## Performance Requirements

### Shoes

- All female dancers need clean pink ballet shoes.
- All male dancers will need black ballet shoes
- Drawstrings **MUST** be tucked in.

### Tights

- All girls will need clean light pink or ballet pink nylon footed (with the feet) **dance** tights with no holes or runs.
- We will be selling tights at LBA, or you can get them at Penny-Robin Dancewear.
- Girls: please do not wear panties (underwear) underneath tights. It is not necessary and creates excess lines.
- All boys need clean black nylon footed dance tights.

### Additional Costume Requirements

- Jazz dancers need black jazz pants and black socks
- Tap dancers need black tap shoes and pink tights

## Makeup

Stage lights can be quite bright and will wash out the dancers' features on stage. In order to see all the smiles and eyes, we ask that dancers wear makeup. This is not to change or cover, but rather to see what is already there. To best see the dancer's face, they should wear

- brown eyeshadow
- mascara
- blush
- red lipstick (please do not send your child already wearing lipstick, it will be applied after they get into costume) Boys should have a darker red lipstick.

**You are responsible for putting on your child's makeup BEFORE they enter the dressing room except lipstick.**

Recommended lipsticks for girls (bright red without purple in it). These are just examples

- Revlon True Red 090
- Revlon Really Red 006
- Maybelline Are You Red-dy 625
- L'Oreal British Red 350
- Wet N' Wild Cherry Frost 514A
- Revlon Fire and Ice 720
- MAC Viva Glam

Please label each student's lipstick with masking tape with their name on it. It will be put in a container when the student is checked in.

**We are also selling lipstick "samples" at LBA.**

**Please purchase these during picture week (the week of May 28th)**

**AGAIN: DO NOT SEND THEM IN THE DRESSING ROOM WEARING THE LIPSTICK. IT WILL BE APPLIED AFTER THEY ARE ALREADY IN COSTUME.**

### Hair for girls

A classical bun is also a requirement for all female dancers. The bun should be at the middle of the head.

- Use a spray bottle of water if needed to wet down hair.
- Pull hair straight back to put into a ponytail at the crown of the head-no parts.
- Coil hair into a bun shape.
- Use a **hair net** (the same color as hair) to hold all hair together. (NOT a bun cover)
- Pin around the bun using lots of bobby pins so that bun is flat to the head.
- Hair spray the finished product so there are no wispsies.
- Bangs for all dancers must be pinned and sprayed back.
- No colored or shiny clips, barrettes, or bun covers are allowed.
- All headpieces (flowers, ribbons, hats, etc.) **MUST** be pinned in a crisscross fashion. Give it a little tug to make sure it is secure.
- Please pick up a sheet on how to make a classical bun if you are uncertain how to do this or attend a bun making class.
- We are selling hair kits at LBA. These include a hair net, 2 hair elastics, and 30 bobby pins.
- Most hair supplies can be purchased at Walgreens, Rite-Aid, Walmart, Penny Robin Dancewear etc. (Remember we can't personally guarantee which store has what items-we suggest you shop early!)
- Each child needs to have her own brush. **PLEASE** do NOT share brushes or other hair supplies.
- **NO bun makers (the hair donut things) allowed.**
- There are hair and makeup tutorials on Littleton Ballet Academy's You Tube page.  
<https://www.youtube.com/watch?v=Jwm6lDRrBck>

### Nails and Jewelry

- No nail polish or French tips allowed.
- Please do not put on temporary tattoos or write all over your arms and legs during the week of the show.
- Please do not apply any spray or artificial tanners the week of the show.
- No jewelry allowed except small rhinestone earrings

### Dressing Room Etiquette

Dancers are reminded to respect other students' space and property in the dressing rooms. If it is not yours, do not touch it. The students will spend more time in the dressing rooms than onstage, so keeping these areas organized and clean is important. Water and non-messy snacks such as fruit snacks are recommended. Dancers are reminded not to go into the theater or lobby areas in costume before, during or after the shows.

Parents are reminded that this is a dressing room where dancers are most often not fully dressed. There is no photography or videography allowed in the dressing room. We also will not allow parents/guardians/friends etc. in the dressing rooms.

- Children will be taken care of by our backstage volunteers (all are background checked and some are LBA alumni)
- Please arrive **ON TIME** already wearing dress code leotard and tights with regular clothes pulled over

- Please come already wearing blush, eye shadow, and mascara **BUT NO LIPSTICK**
- **No students will be released in the middle of the show-NO EXCEPTIONS!**
- All students are expected to be on their best behavior while at the theatre.
- No children are allowed to leave the dressing room while still in costume.
- Please remember that we are not your personal maids so clean up after yourselves. This means all Band-Aid wrappers, food wrappers, bottles, etc. should be either thrown in the garbage or recycled.

## What to Wear to the Performance

- Dress code leotard (girls) or white t-shirt (boys)
- Clean pink tights (girls) or black tights (boys)
- Something to wear over the leotard and tights such as a sundress or shirt and shorts

## What to Bring

- **Dance bag packed with**
  - Ballet shoes
  - Tap shoes with ties (Pre-Ballet 2 dancers and Primary students in tap classes)
  - Jazz shoes, black socks, and black jazz pants (for dancers in Jazz B)
  - 1 extra pair of tights (for emergencies)
  - A hair kit packed with lots of bobby pins, a hair net, and thick hair elastics
  - A brush
  - Hair spray
- Water bottle filled with water (carry separately)
- Red lipstick with child's name on it

**PLEASE write your name on all belongings!**

**The lipstick will be returned to your child's dance bag so please make sure you send your child with their dance bag.**

## What NOT to Bring

- **Valuables**
- **Jewelry**
- **CASH**
- Markers
- Fast food
- Messy snacks such as Cheetos, Oreos, or blueberries
- Snacks with peanuts

**For those of you using Stanley cups, PLEASE make sure you have a cap on the straw.**

## Costumes

We are unique in the fact that we don't have dancers purchase all their costumes. We have an extensive wardrobe that we add to every year. This keeps costumes costs more affordable for families. Many schools charge \$100 per costume and if a dancer is in more than one dance, this adds up quickly.

- Dancers are not allowed to keep any costume.
- Please make sure that you treat every costume with respect. All dancers will be taught how to and then be expected to hang up their own costumes if needed. If a dancer is caught be careless with a costume, he or she will be responsible for the dry cleaning and/or repair costs of the costume.
- Older dancers who need it **MUST** wear deodorant.

- NO ONE IS ALLOWED TO EAT OR DRINK ANYTHING EXCEPT WATER WHILE IN COSTUME.

## Awards

- All students will be receiving a medal during the medal ceremony toward the end of the performance. Students who have been here consecutively for five FULL seasons will also be receiving a 5-year trophy and students who have been here consecutively for ten FULL seasons will receive a personalized LBA jacket.

## Photography

- NO PHOTOGRAPHY IS ALLOWED IN THE AUDIENCE. This will be strictly enforced.
- Imagetek Photography will be taking pictures of all dancers in costume. The photos will be available in a variety of packages. They will take group pictures and have the option of solo pictures.
- There is a discount for photos that are **pre-ordered**. Order forms are available through an online link that will be sent out 7-10 days before the performance. We highly suggest you take advantage of this because it may be your only chance to have a picture of your child in costume.
- Imagetek Photography will bring the pictures to us approximately four weeks after the School Performance. We will notify everyone via email when they come in and you will be able to pick them up during our summer hours. We will keep the pictures at Littleton Ballet Academy until September 1st. After that, pictures will be given back to Imagetek, and you will have to contact them directly and pick them up there.

## Videos

- All performances are professionally recorded on a digital camera through Candidly Created.
- The show will be available via a streaming link. More information will follow soon.
- We repeat a lot of dances, so it is a smart idea to purchase the recordings for your children to use as a reference over the years.
- Videos and performance pictures will be available through Candidly Created. More details will be sent out soon.
- **Therefore, we respectfully ask you NOT to record the performance or take pictures. Ushers will be enforcing this rule.**

## Volunteering

We have many volunteering opportunities available the weekend of the show. We have enough backstage helpers, but we can use volunteers to hand out programs, possibly sell flowers, and sell concessions. If you have time to donate, we would appreciate the help. A sign-up genius will be sent via email, and you can sign up there. We also need volunteers on Sunday, June 2nd to help clean costumes. We would love your help!

## Parking

Parking is free. Park in the lot on the south side of the Leach Performing Arts Center. There is also parking available directly east as well.

## Summer Breaks

Our summer break will be the week of **June 3rd to June 8th**. NO LBA classes OR office hours will be held. There is also a break after the summer intensive **July 22 to July 27th**. The school will be closed this week as well.

## Summer Schedule

- Our summer schedule begins June 10th and goes to August 10th (closing July 22nd to July 27th)
- Summer registration is now available. Your level is listed in the portal. Fall registration is not available yet.
- Reminder: if you want to be considered for an invitation for participation in The Nutcracker (ages 5 and up) you MUST come to classes eight of the twelve weeks of summer (counted from June 1st to August 31st).
- If you believe you have a special circumstance, PLEASE let us know ASAP.

## Emergency Numbers

- LBA (303) 794-6694 (phone will be forwarded to Anna's and Ali's cell phones)

Lastly, please remember that if everyone follows the schedule and guidelines and we all work together we will have a very smooth experience. We do have you and your child's best interests at heart. Every year we have done performances we have learned more and the rules we have set up are based on performances we have done. Please trust that we are working very hard to give your child an enriching experience that will last a lifetime. If you have read this packet, please give Ali, Anna, Erin D, or Carrie K the secret password the next time you see them. (The secret password is palm trees).

