



School Performance Handbook

**Elementary Ballet, Boys' Class,
Dance Abilities, Levels 1 - 4**

Saturday, May 13, 2023
1:00 pm

Buddy Holly Hall Helen DeVitt Jones Theater

QUESTIONS:

Volunteering:

- Jessica Reynolds	<i>jessica.reynolds@lubbockisd.org</i>	806-787-5964 – text
- Buddy Nguyen	<i>buddy.nguyen@hotmail.com</i>	806-535-3991 – text

General information, illness during School Performance:

- Micah Gonzales	<i>production@balletlubbock.org</i>	806-790-5401 – text
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Ballet Lubbock School Performance

Saturday, May 13, 2023 1:00 pm

- The School Performance is Ballet Lubbock's year-end presentation. The purpose is to demonstrate student skill and progression through the school's curriculum.
- Both rehearsal and performance occur Saturday, May 13th and are held at **Buddy Holly Hall Helen DeVitt Jones Theatre, 1300 Mac Davis Lane** (*see attached map*).
- Rehearsals begin at various times depending on student's level (*see chart below*).
- Performance begins at 1:00 pm. **All students must check in by 12:15 pm for the performance.**

1. STUDENT CHECK-IN

- **Carefully review the chart below for student check-in times and locations.** If student is enrolled in more than one class, they must attend both rehearsals. In order to participate in the performance, students MUST attend their rehearsal. If your student has multiple call times, they should come at their earliest call time and stay until after their last rehearsal.
- Each rehearsal will last 1 hour. Please wait in the parking lot or nearby for timely pick-up at drop-off location.
- Volunteers should arrive 15 minutes prior to the check-in times.

Class	Check-In Location	Check-In Time <u>REHEARSAL</u>	Check-In Time <u>PERFORMANCE</u>
Level 1 Ballet	Ballet Lubbock North Entrance	9:00 am	12:15 pm
Level 2 Ballet	Ballet Lubbock North Entrance	9:20 am	12:15 pm
Boy's Class	Ballet Lubbock North Entrance	9:50 am	12:15 pm
Level 3 Ballet	Ballet Lubbock North Entrance	10:00 am	12:15 pm
Level 4 Ballet	Ballet Lubbock North Entrance	10:20 am	12:15 pm
Elementary Ballet	Ballet Lubbock North Entrance	10:30 am	12:15 pm
Level 4 Jazz	Ballet Lubbock North Entrance	10:40 am	12:15 pm
Dance Abilities I & II	Ballet Lubbock North Entrance	11:00 am	Does not leave

1. STUDENT CHECK IN, *continued*

- All students will check in at the Ballet Lubbock Main Entrance located by the yellow ballerina sculpture (see attached map).
- Secure Check-In: Buddy Holly Hall is a publicly accessible venue. Ballet Lubbock is cautious and vigilant about the security of students. Therefore, a parent/guardian must accompany students to the designated check-in areas (see chart on page 1).
- Parents/guardians of all students will receive a numbered security card upon check-in. The security card must be returned when picking up students. Parents/guardians should not leave or return without a security card.
- If a different adult will be picking up the student, please complete the necessary form upon arrival. The alternate adult picking up the student will be required to show a photo I.D.
- Once students have been checked in, volunteers will supervise them at all times during rehearsal and performance. Only approved and scheduled volunteers are allowed in the dressing room areas. (See *Volunteer Needs*). Parents/guardians not volunteering must drop their student off at the designated drop off location, and wait in the parking lot or a nearby location.
- Following rehearsal, Elementary Ballet, Boys' Class, and Levels 1-4 are to be checked out by parents/guardians and will return at 12:15 pm. Please leave the Buddy Holly Hall to have lunch or rest at home. Dance Abilities may either choose to stay and eat lunch, or leave for lunch and come back. Please decide whatever is best for you and your student. If you stay, bring a packed lunch. **ALERT: Students should not consume peanut products at The Buddy Holly Hall/Ballet Lubbock due to the severe, life-threatening allergies of some students.**
- Dance Abilities students are free to be picked up following their piece, if desired.

2. COSTUMES/HAIR/MAKEUP

- Students should arrive in normal class attire for both rehearsal AND performance, having completed both hair and makeup.
- Personal belongings brought to the facility are the responsibility of the student.
- Ballet Lubbock and Buddy Holly Hall are not responsible for personal items.
- Students' hair must be in a neat, smooth, classical ballet bun, or other protective style, completely off the face and neck. No bangs, please. Students are asked to provide their own hair pins. Students must arrive with hair complete.
- A light amount of blush and lipstick are acceptable for Elementary Ballet, Dance Abilities, Levels 1 – 4 and, Level 4 Jazz. Students should arrive with both **hair** and **makeup** complete. Students do not need makeup, but may wear it if preferred.

BALLET

- **Boys' Class:** Black leggings or tights, a Ballet Lubbock white form-fitted t-shirt, white socks, and black ballet slippers.
- **Elementary Ballet: Female:** A Ballet Lubbock black camisole leotard, dance skirt (*provided by Ballet Lubbock*), pink footed tights, and pink full-soled ballet slippers. Dancers of color may wear skin tone tights

and ballet slippers.

Male: Black leggings or tights, a Ballet Lubbock white form-fitted t-shirt, white socks, black ballet slippers.

- **Levels 1 and 2: Female:** A Ballet Lubbock white camisole leotard, dance skirt (*provided by Ballet Lubbock*), pink footed tights, and pink full-sole ballet slippers. Dancers of color may wear skin tone tights and ballet slippers.

Male: Black leggings or tights, a Ballet Lubbock white form-fitted t-shirt, white socks, black ballet slippers.

- **Level 3 & 4: Female:** A Ballet Lubbock black camisole leotard, dance skirt (*provided by Ballet Lubbock*), pink footed tights, pink full-sole ballet slippers. Dancers of color may wear skin tone tights and ballet slippers.

Male: Black leggings or tights, a Ballet Lubbock white form-fitted t-shirt, white socks, black ballet slippers.

- **Dance Abilities 1: Female:** Pink Ballet Lubbock ballet dress, pink tights, and ballet slippers, rainbow tutu (*provided by Ballet Lubbock*).

Male: White Ballet Lubbock form-fitted shirt, black pants, black shoes

- **Dance Abilities 2: Female:** Black Ballet Lubbock camisole leotard, rainbow tutu (*provided by Ballet Lubbock*), pink or black tights or leggings, dance shoes of your choice.

Male: White Ballet Lubbock form-fitted shirt, black pants, black shoes.

- **Level 4 Jazz:** Black Ballet Lubbock camisole leotard, black tights, black Jazz shoes; Tank dress (*provided by Ballet Lubbock*)

Male: White Ballet Lubbock form-fitted shirt, black pants, black Jazz shoes

3. AUDIENCE INFORMATION

A. GENERAL ADMISSION

- The school performance is General Admission.
- The doors to the Buddy Holly Hall will open at 12:00 pm. The doors to the theatre will open at 12:30 pm.
- There are no tickets required.

B. BUDDY HOLLY HALL INFORMATION

- Please review the following to familiarize your family with the policies and protocols of Buddy Holly Hall:
<https://www.buddyhollyhall.com/guest-safety/>
<https://www.buddyhollyhall.com/know-before-you-go/>
<https://www.buddyhollyhall.com/facility-cleanliness-and-guest-health/>

4. VOLUNTEER NEEDS

- Female parents/guardians are needed as volunteers in the Elementary Ballet, Boys' Class, Levels 1-4, and Level 4 Jazz dressing rooms. Parents may choose to volunteer during both the rehearsal and the performance if they so desire.
- Volunteer sign-ups will be handled online via *SignUpGenius.com*. An email containing a link to sign up will be sent. Parents must ensure that Ballet Lubbock has their preferred and correct email address in the parent portal.
- All volunteers must undergo a background check. Forms are available from the Ballet Lubbock office and will be emailed to all volunteers.

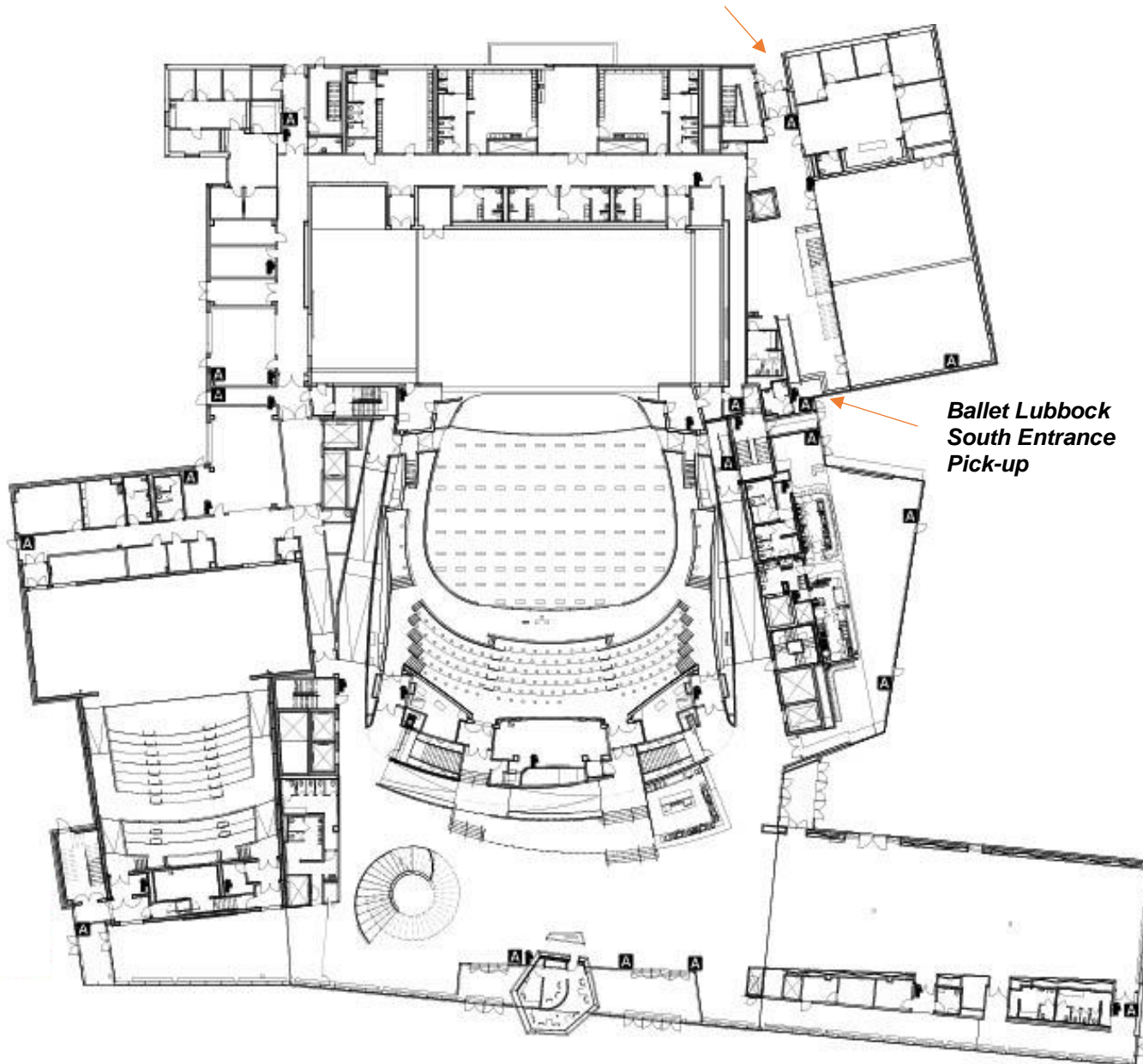
5. PHOTOGRAPHS/VIDEO

- Students will have an individual photo taken by **DRAKE DESIGN PHOTOGRAPHY** following their rehearsal. There is no obligation to purchase the photo package.
- **DRAKE DESIGN PHOTOGRAPHY** will provide an online gallery of all images. They will also provide a QR Code or a link to their website to view all images.
- The link and site will be live on Monday, May 15th.
- A text message and an email with ordering information will be sent to you. You may view and order at that time.
- For other questions, email: drakedesign@gmail.com or call 806-797-9767.

6. PERFORMANCE NOTES

- Students do not sit with parents/guests during the performance. Check-out will NOT occur during the performance, with the exception of Dance Abilities students. Guests should remain seated until formally dismissed.
- At the end of the performance, there will be award presentations and announcements. **ALL** guests are to remain seated during this portion of the program.
- Following the presentations and announcements, volunteers will return students to the dressing rooms for check out.
- Upon instruction, parents/guardians can proceed to the Ballet Lubbock South Entrance next to Rave On (see attached map) for check-out. To reduce congestion, avoid delays, and maintain security, it is preferable for only one parent/guardian to go to the check-out area to retrieve students. Once students are picked up, they may return with you to BHH lobby to greet family and friends.
- Please bring warm clothing to wear over leotard and tights. The Buddy Holly Hall is cold.
- Bring a water bottle. Water is allowed in the dressing rooms.
- Students should eat before arriving at The Buddy Holly Hall. Food of any kind is not allowed in the dressing rooms, and students will be present for extended periods during rehearsals and performances. **ALERT: Students should not consume peanut products just prior to arrival at The Buddy Holly Hall due to the severe, life-threatening allergies of some students.** Even the slightest transfer of peanut residue can trigger an allergic reaction in some students.
- Label all belongings: shoes, bags, jackets, leotards, etc.

**Ballet Lubbock
North Entrance
Check-in**



**CHECK-IN/
DRESSING ROOMS:**

*Please enter through the Ballet
Lubbock Main Entrance.*

- Level 1
Underwood Studio
- Level 2
Griffin Studio
- Level 3
Johnson Studio
- Level 4
Schmidt Studio
- Boys' Class
Men's Dressing Room BL
- Elementary Ballet
Covenant Studio North
- Dance Abilities
Covenant Studio South