



# School Performance Handbook

Community Youth Ballet I, Ballet Essentials, Dance Abilities,  
Levels 1 – 4 Ballet, Level 4 Jazz

Saturday, May 10th, 2024

Performance - 1:00 pm

Buddy Holly Hall Helen DeVitt Jones Theater

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## QUESTIONS:

Questions about Volunteering:

Claire Newey [claire@balletlubbock.org](mailto:claire@balletlubbock.org)

1 (806) 589 - 4657 – text

General Information, Illness During Theatre Week:

Lauren Bassett [production@balletlubbock.org](mailto:production@balletlubbock.org)

1 (806) 772 - 0204 – text

# Ballet Lubbock School Performance

## Saturday, May 10, 2025 1:00 pm

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- 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 10<sup>th</sup> 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 the following chart).
- Performance begins at 1:00 pm. **All students must check in by 12:15 pm for the performance.**

### 1. STUDENT CHECK-IN AND CHECK-OUT (See page for detailed parking maps)

#### PARKING & DROP-OFF

- **May 10th – Performance Day:**
  - **Level 1 and Level 2** will use **BOTH** the drop-off and pick-up lines, as they will leave in between rehearsal and performance.
  - **All Performers** will use the **drop-off line via the Restaurant jug handle.**
- **At drop-off, pick-up cards will be issued.** Parents **must return the card** in order to pick up their student after the show.

#### PICK UP AFTER SHOW

- Since there is only *one performance*, pick-up will look a little different:
  - **All parents must walk up to pick up their students**—no drive-thru pick-up.
  - Students will be picked up at two locations:
- **Ballet Lubbock Side Door by Restaurant:**
  - Level 1
  - Level 2
  - Level 3
  - DAB
- **Ballet Lubbock Main Door:**
  - Level 4
  - Ballet Essentials
  - CYB 1
- While we’ll still follow similar steps to drive-thru pick-up, it will be done **on foot.**
- **NO PARENTS WILL BE PERMITTED INSIDE THE BUILDING**
- Staff members will be at each door with walkie talkies to facilitate pick-up. Students will be sent out to their parents.
- Again, **pick-up cards must be presented** at pick-up for student release.

*(see student drop-off/rehearsal schedule chart on the next page)*

**School Performance**  
**May 10, 2024**  
**Rehearsal and 1:00 Performance**

**ALL STUDENTS WILL BE RELEASED AFTER THE CONCLUSION OF THE PERFORMANCE**

| <u>LEVEL/CLASS</u>                                    | <u>REHEARSAL<br/>DROP OFF BEGINS</u> | <u>REHEARSAL<br/>CHECK-IN TIME</u> | <u>REHEARSAL<br/>TIME</u>        | <u>REHEARSAL<br/>CHECK-OUT<br/>TIME</u> | <u>PERFORMANCE<br/>DROP OFF BEGINS</u> | <u>PERFORMANCE<br/>CHECK-IN TIME</u> |
|---|--------------------------------------|------------------------------------|----------------------------------|---|--|--------------------------------------|
| Level 1 Ballet<br>Section 1<br>Section 2<br>Section 3 | 8:30 am                              | 9:00 am                            | 9:30 am<br>9:35 am<br>9:40 am    | 10:10 am                                | 11:45 am                               | 12:15 pm                             |
| Level 2 Ballet<br>Section 1<br>Section 2<br>Section 3 | 8:45 am                              | 9:15 am                            | 9:45 am<br>9:50 am<br>9:55 am    | 10:25 am                                | 11:45 am                               | 12:15 pm                             |
| TVMS  | 9:10 am                              | 9:40 am                            | 10:10 am                         | --                                      | --                                     | Does not leave                       |
| Ballet Essentials                                     | 9:20 am                              | 9:50 am                            | 10:20 am                         | --                                      | --                                     | Does not leave                       |
| Level 4 Ballet<br>Section 1<br>Section 2              | 9:30 am                              | 10:00 am                           | 10:30 am<br>10:40 am             | --                                      | --                                     | Does not leave                       |
| CYB 1   | 9:50 am                              | 10:20 am                           | 10:50 am                         | --                                      | --                                     | Does not leave                       |
| Level 3<br>Section 1<br>Section 2<br>Section 3        | 10:10 am                             | 10:40 am                           | 11:00 am<br>11:10 am<br>11:20 am | --                                      | --                                     | Does not leave                       |
| Level 4 Jazz  | 10:30 am<br>(if not in Ballet)       | 11:00 am                           | 11:30 am                         | --                                      | --                                     | Does not leave                       |
| DAB Kids<br>DAB Teens                                 | -                                    | 11:10 am                           | 11:40 am<br>11:50 am             | --                                      | --                                     | Does not leave                       |

**\*Schedule is Subject to Change\***

## 2. END OF YEAR GIFTS

- There will not be gift bags left out for students this year, like there are during Nutcracker. You are not required to give a gift to every student in your child's level, but you are encouraged to give a gift to your dancer's teacher!
- We have included a [link](#) to a spreadsheet where you can access your student's teacher's favorite things.

## 3. 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 Ballet Essentials, Community Youth Ballet, 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 & JAZZ

- **Ballet Essentials:**
  - Female: A black leotard, pink or skin toned ballet tights, and pink or skin toned ballet slippers. Students may wear skin tone tights and ballet slippers.
  - Male: Black leggings or tights, a white form-fitted t-shirt, white socks, black ballet slippers.
- **Community Youth Ballet:**
  - Female: A black leotard, pink or skin toned ballet tights, and pink or skin toned ballet slippers. Students may wear skin tone tights and ballet slippers.
  - Male: Black leggings or tights, a white form-fitted t-shirt, white socks, black ballet slippers.
- **Dance Abilities Kids and Teens:** Black leggings, DAB t-shirt, ballet slippers
- **Levels 1 & 2:**
  - Female: A Ballet Lubbock white camisole leotard, dance skirt (*provided by Ballet Lubbock*), pink footed tights, and pink ballet slippers. Dancers 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 3 & 4:**
  - Female: A Ballet Lubbock black camisole leotard, dance skirt (*provided by Ballet Lubbock*), pink footed tights, pink ballet slippers. Dancers 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 4 Jazz:**
  - Female: Black Ballet Lubbock camisole leotard, black leotard or black tank top (only if you do not own a leotard), black leggings, black Jazz shoes; tie (*provided by Ballet Lubbock*)
  - Male: Black tank (*provided by Ballet Lubbock*), black leggings, tie (*provided by Ballet Lubbock*), black Jazz shoes

#### 4. AUDIENCE INFORMATION

##### 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.

#### 5. VOLUNTEER NEEDS

- Parents/guardians are needed as volunteers in the 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](http://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.

#### 6. PHOTOGRAPHS/VIDEO

##### DRAKE PHOTOGRAPHY PHOTOS

- 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.
- 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](mailto:drakedesign@gmail.com) or call 806-797-9767.

##### PHOTOS AFTER THE SHOW

- Parents who wish to go back inside BHH after pick-up to take pictures must ask a staff member for a **wristband at drop off.**

## 7. PERFORMANCE NOTES

- Students do not sit with parents/guests during the performance. Check-out will NOT occur during the performance. 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.
- Please bring warm clothing to wear over leotard and tights. **Students must wear clothes over their leotards and tights upon entering and exiting the building.**
- 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.

## 8. DRESSING ROOM CONDUCT

- The dressing room is a shared space. Please be mindful of others.
  - Keep noise levels low to maintain a calm and focused atmosphere.
  - Respect others' personal space and belongings. Do not touch or move items that are not yours.
  - No roughhousing, loud conversations, or disruptive behavior.
- **CLEANLINESS AND ORGANIZATION**
  - Keep all personal belongings in designated areas. Use hooks, cubbies, or storage bins if provided.
  - Dispose of trash properly—no food, wrappers, or used dancewear should be left behind.
  - At the end of your session, check your area for any forgotten items and ensure it is tidy.
  - Do not leave dance bags, costumes, or shoes in the middle of the floor where they can become a tripping hazard.
- **PHOTOGRAPHY**
  - For privacy purposes, performers, volunteers, and all other participants are strictly prohibited from taking any kind of photography or videography in the dressing rooms. Devices can be confiscated if this guideline is not followed.
- **PHONES**
  - Phones will be put away once you are checked into the theater. Phones are not allowed to be used until after you are done rehearsing/performing and out of costume.

## 9. FRAGRANCE FREE POLICY

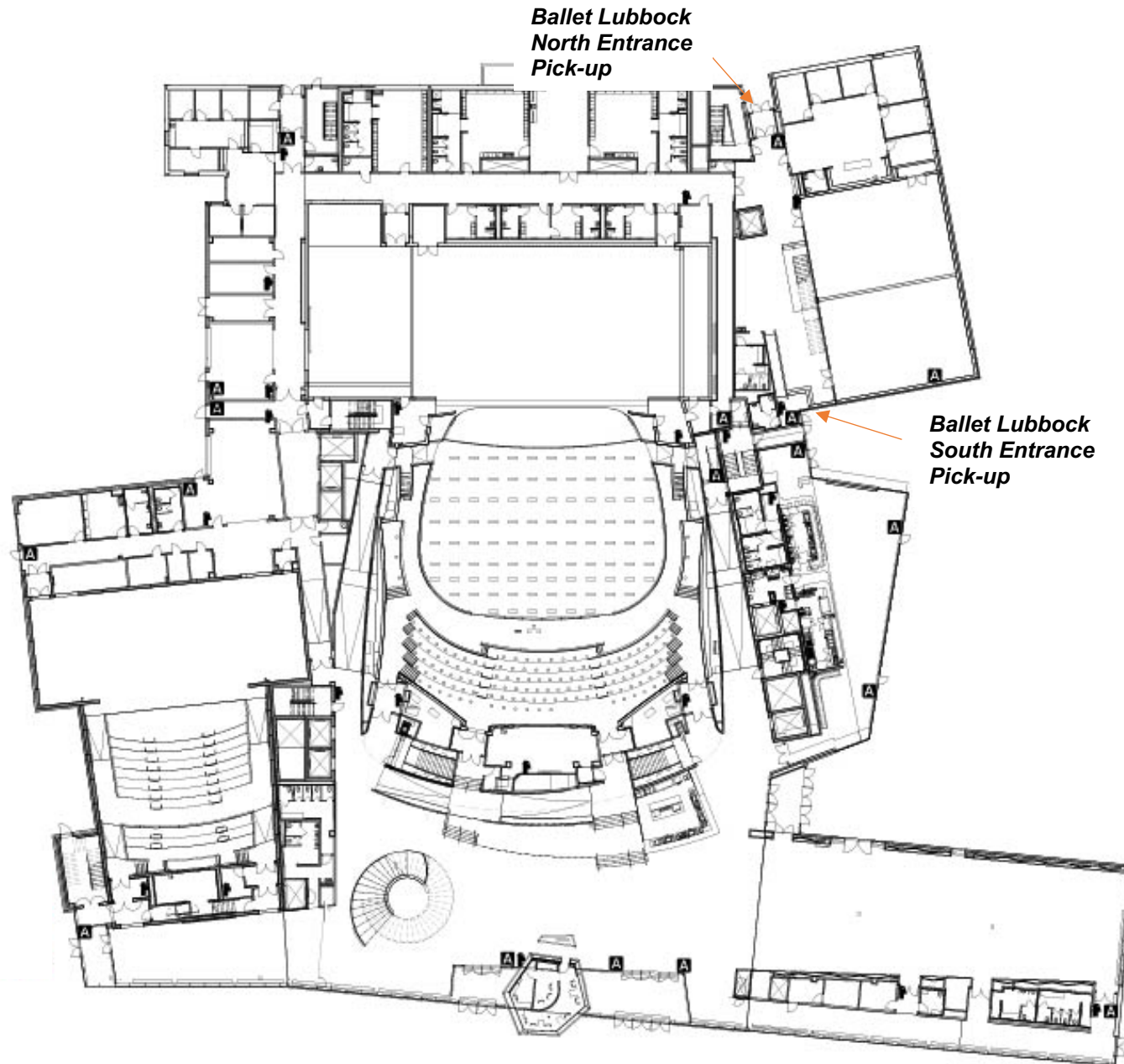
- To ensure a comfortable and safe environment for all, **no perfumes, colognes, body sprays, or strongly scented products** may be worn by performers, volunteers, staff, or backstage helpers.
  - **Allowed:** Unscented or lightly scented products, deodorant (fragrance-free preferred).
  - **Not Allowed:** Perfume, cologne, body spray, scented lotions, or strong-smelling hair products.
- This policy helps protect those sensitive to scents. Thank you for your cooperation!

## 10. CODE OF CONDUCT

- As part of our commitment to fostering a positive and inclusive environment, this production will adhere to the same code of conduct expected at Ballet Lubbock. We believe that mutual respect, communication, and dedication to excellence are essential values that guide our work both in the studio and on stage. Dancers, teachers, staff, and families are all expected to contribute to a welcoming and respectful community. All participants must review and uphold the principles outlined in the Ballet Lubbock Dancer Code of Conduct.
- We also ask that all dancers respect the rules, including the dress code and classroom etiquette, as these are integral to the learning process. Finally, we are committed to creating an environment free from discrimination where every dancer, regardless of background, is treated with dignity and respect.

For more information, please review the full [Dancer Code of Conduct](#).

# BALLET LUBBOCK ENTRANCES MAP



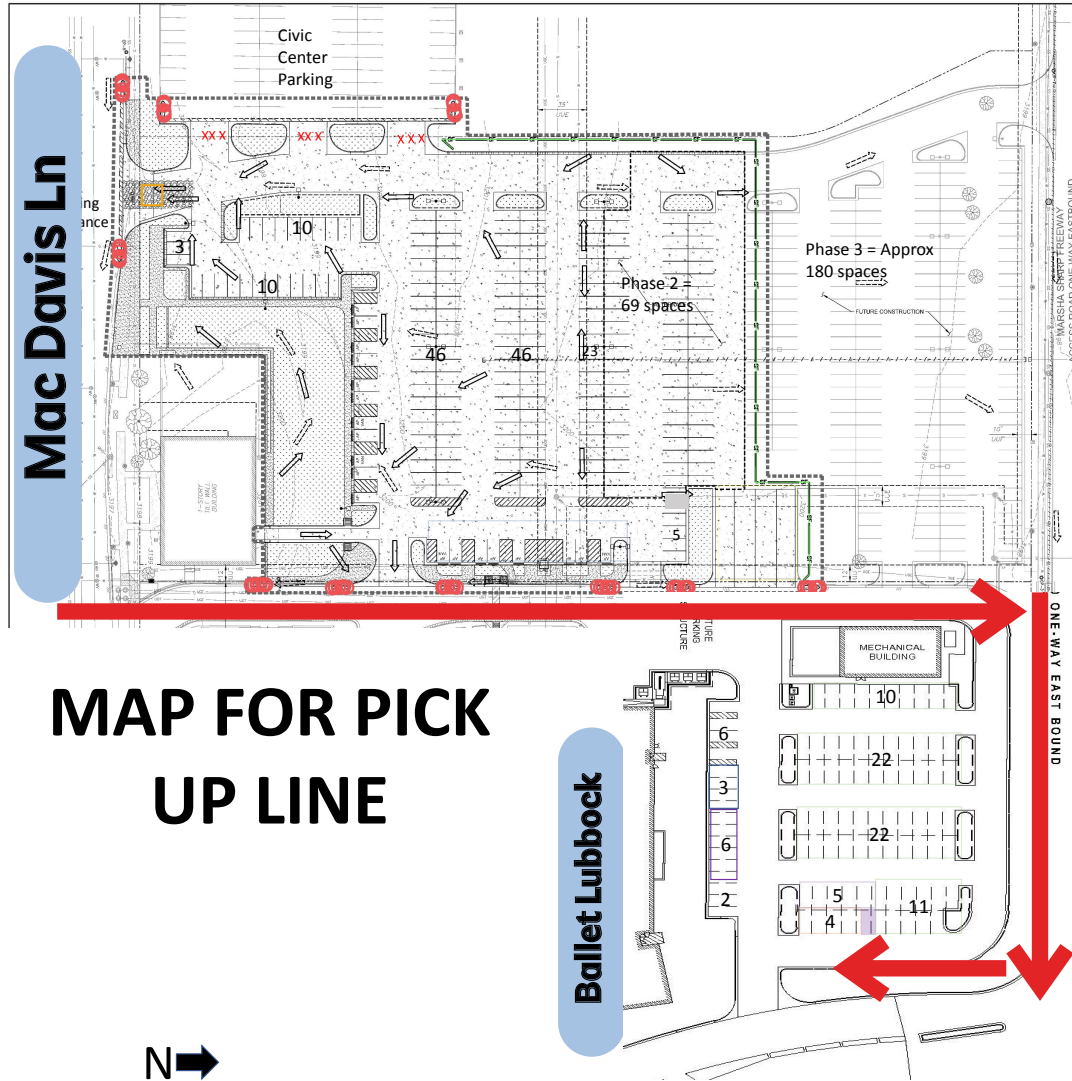
## CHECK-IN/ DRESSING ROOMS:

*Please enter through the Ballet Lubbock Main Entrance.*

- Level 1  
*Kinley Schmidt Studio*
- Level 2  
*Covenant Studio North*
- Level 3  
*Griffin Studio*
- Level 4 Jazz Only  
*A14 Dressing Room*
- Level 4 Section 1  
*A16 Dressing Room*
- Level 4 Section 2  
*B16 Dressing Room*
- Dance Abilities & Ballet Essentials  
*Natalia Johnson Studio*
- Community Youth Ballet 1  
*Underwood Studio*
- TVMS  
*Performers Lounge*



# MAP FOR PICK-UP LINE



## MAP FOR PICK UP LINE

# MAP FOR DROP-OFF LINE

Marsha Sharp Fwy

