

# BALLET LUBBOCK

## School Performance Handbook

Community Youth Ballet II,  
Level 5 – Company (Ballet, Modern & Jazz), Boy’s Class  
Rehearsal - Friday, May 9<sup>th</sup>, 2025 – 7:00 pm  
Performance - Saturday, May 10<sup>th</sup>, 2025 - 5:00 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 5:00 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.
- **Rehearsal will occur Friday, May 9<sup>th</sup>** 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).
- **The performance will occur Saturday, May 10** held at **Buddy Holly Hall Helen DeVitt Jones Theatre, 1300 Mac Davis Lane** (see attached map).
  - Performance begins at 5:00 pm.

### 1. STUDENT CHECK-IN/CHECK OUT

#### PARKING & DROP-OFF

- **May 9th – Rehearsal Day:** Drop-off and pick-up will run *as usual* for all levels. We will be utilizing the Restaurant jug handle and pick up will be along the perimeter of the parking lot.
- **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 Levels and Company** 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:**
  - CYB 2
  - Level 5
  - Level 6
- **Ballet Lubbock Main Door:**
  - Level 7
  - Level 8
  - Company
- 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 9 & 10, 2025**  
**Rehearsal and 5:00 Performance**

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

<u>LEVEL/CLASS</u>	<u>REHEARSAL DROP OFF BEGINS</u>	<u>REHEARSAL CHECK-IN TIME</u>	<u>REHEARSAL TIME</u>	<u>REHEARSAL CHECK-OUT TIME</u>	<u>PERFORMANCE DROP OFF BEGINS</u>	<u>PERFORMANCE CHECK-IN TIME</u>
CYB 2	Stays after class	6:30 pm	7:00 pm	8:00 pm	3:30 pm	4:00 pm
Level 5 Jazz	6:00 pm	6:40 pm	7:10 pm	8:30 pm	3:30 pm	4:00 pm
Level 7 Ballet	6:10 pm	6:50 pm	7:20 pm	8:30 pm	3:30 pm	4:00 pm
Boys Ballet (4 - Company)	7:00 pm	7:00 pm	7:30 pm	8:30 pm	3:30 pm	4:00 pm
Level 5 Ballet	6:00 pm	7:10 pm	7:40 pm	8:30 pm	3:30 pm	4:00 pm
Level 7 Jazz	6:10 pm	7:20 pm	7:50 pm	8:30 pm	3:30 pm	4:00 pm
Level 6 Ballet	6:50 pm	7:30 pm	8:00 pm	10:00 pm	3:30 pm	4:00 pm
Level 8/Company Warmup	-	7:15 pm	-	-	3:30 pm	-
Level 8 Ballet	-	7:45 pm	8:15 pm	10:00 pm		4:00 pm
Company Ballet	-	8:00 pm	8:30 pm	10:00 pm		4:00 pm
Level 6 Modern	6:50 pm	7:20 pm	8:45 pm	10:00 pm		4:00 pm
Level 8/Company Modern	-	-	9:00 pm	10:00 pm		4:00 pm

**\*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/MAKE-UP

- 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 Level 5. Students should arrive with both hair and makeup complete. Students in Level 6 through Company should wear regular ballet stage makeup.

## BALLET

- **Community Youth Ballet II:**
  - Female: A black leotard, pink or skin toned tights, and pink or skin toned ballet slippers.
  - Male: Black leggings or tights, a white form-fitted t-shirt, white socks, black ballet slippers.
- **Levels 5 & 6:**
  - Female: A Ballet Lubbock black camisole leotard, skirt (*provided by Ballet Lubbock*), pink tights, pink 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.
- **Level 7:**
  - Female: A Ballet Lubbock camisole leotard, skirt (*provided by Ballet Lubbock*) pink tights, Pointe shoes. Students may wear skin tone tights and shoes.
- **Level 8:**
  - Female: A Ballet Lubbock black camisole leotard, skirt (*provided by Ballet Lubbock*) pink tights, pink pointe shoes. Students of color may wear skin tone tights and pointe shoes.
  - Male: Black leggings or tights, a white form-fitted t-shirt, white socks, black ballet slippers.
- **Company:**
  - Female: Nude leotard, black Ballet Lubbock camisole leotard, skirt (*provided by Ballet Lubbock*) pink pointe shoes. Students of color may wear skin tone tights and pointe shoes.
  - Male: Black leggings or tights, a white form-fitted t-shirt, white socks, black ballet slippers.
- **Boys Ballet:** White Ballet Lubbock shirt, black leggings or tights, white socks, black ballet shoes

## **MODERN**

- **Level 6 Modern:** Female: A Ballet Lubbock black camisole leotard, pink convertible tights, skirt (*provided by Ballet Lubbock*), no shoes (barefoot)
- **Level 8 /Company:**
  - Female: Any black leotard, Colored pants (*provided by Ballet Lubbock*)
  - Male: black tank (*provided by Ballet Lubbock*), colored pants (*provided by Ballet Lubbock*)

## **JAZZ**

- **Levels 5 Jazz:** A Ballet Lubbock black camisole leotard, black leggings, white tank top (*provided by Ballet Lubbock*), red bandana (*provided by Ballet Lubbock*), black jazz shoes
- **Level 7 Jazz:** A Ballet Lubbock black camisole leotard, black jazz shoes, skirt and shorts(*provided by Ballet Lubbock*), top (*provided by Ballet Lubbock*), headpiece (*provided by Ballet Lubbock*).

## **4. AUDIENCE INFORMATION**

### **GENERAL ADMISSION**

- The school performance is General Admission.
- The doors to the Buddy Holly Hall will open at 4:00 pm. The doors to the theatre will open at 4:30 pm.
- There are no tickets required.

## **5. VOLUNTEER NEEDS**

- Female parents/guardians are needed as volunteers in the dressing rooms. The same volunteers will serve during the rehearsal and performance.
- Volunteer sign-ups will be handled online via [SignUpGenius.com](https://SignUpGenius.com). An email containing a link to sign up will be sent. Parents must ensure 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**

### **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.
- As a part 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. **FOR THE SECURITY OF THE STUDENTS, PLEASE REMAIN SEATED DURING THE DURATION OF THE PERFORMANCE.**
- 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 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**

- Lv 5, Lv 6, CYB II, Boys Ballet: 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.
- Level 7 – Company: Phones must remain quiet and distraction free. Please abide by our photography clause. If you are unable to follow this clause your level will be asked to put away your phone for the duration of the rehearsal/performance.

## 9. FRAGRANCE FREE POLICY

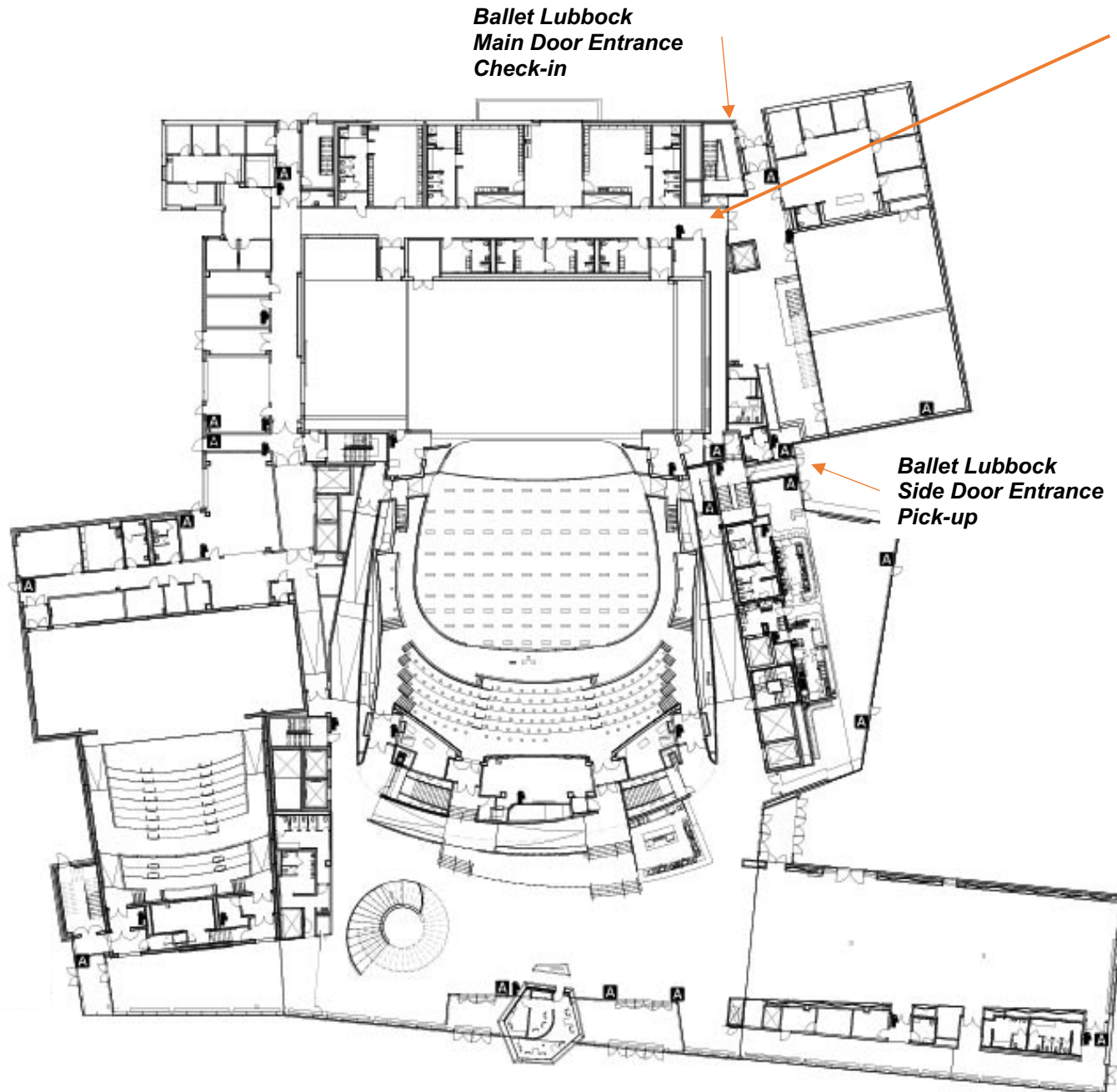
- To ensure a comfortable and safe environment for all, **no perfumes, colognes, body sprays, or strongly scented products** may be worn by performers, volunteers, staff, or backstage helpers.
  - **Allowed:** Unscented or lightly scented products, deodorant (fragrance-free preferred).
  - **Not Allowed:** 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

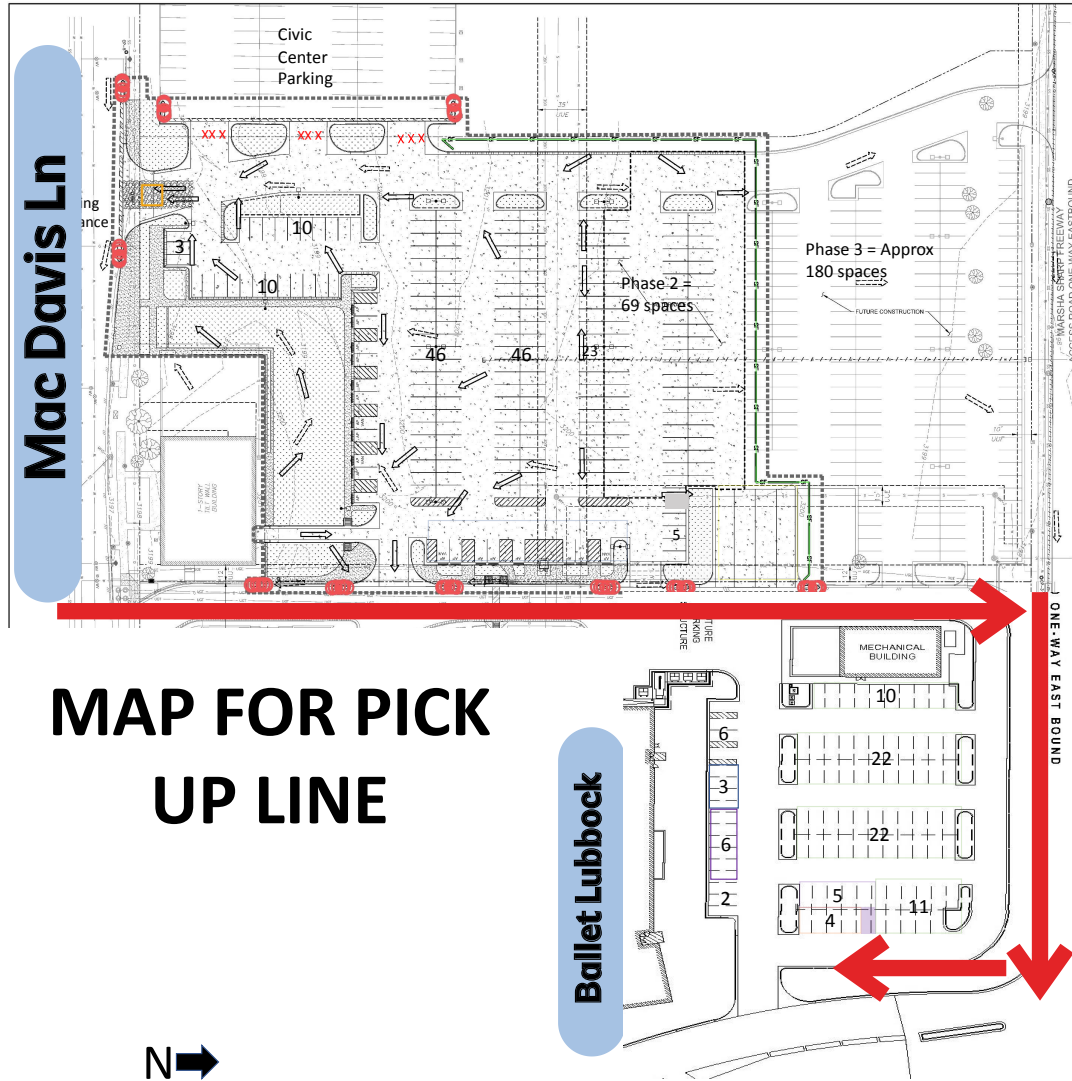


## **BACKSTAGE DRESSING ROOMS:**

- Level 5 Students  
**Underwood Studio**
- Level 6 Female Students  
**Dressing Room A14**
- Level 7 & 8 Students  
**Dressing Room B16**
- Company  
**Dressing Room A16**
- Slayde Escoc, Charlie Lucowski,  
Marley Attah  
**Dressing Room B**
- Simeon Dalton & Avett  
Reynolds  
**Dressing Room C**
- Noble Nguyen  
**Dressing Room D**
- Community Youth Ballet 2  
**Covenant North Studio**



# MAP FOR PICK-UP LINE



# MAP FOR DROP-OFF LINE

Marsha Sharp Fwy

