Motion at the Movies - 23rd July - LETTER ONE

Hinchingbrooke PAC

Dear Parents and Students,

The show countdown begins!

This promises to be the school event of the year and the hard work has already begun!

Please find detailed below information for the show. Further details of costumes, dressing rooms and chaperones to follow.

* Please note it is extremely important that classes are not missed whilst working on this show.
* Please check that any school leaver events do not clash with our dress rehearsal as this rehearsal is compulsory.
* If you cannot take part in the show due to holidays etc then please notify your teachers straight away. Students will still take part in all classes, but it helps us when spacing routines to know at the start if they cannot take part.

Show Fee:

To make our first show as accessible as possible we will not charging a show fee, however, we will be charging a costume hire fee of £7/costume.

Costume hire fees will be invoiced in June must be paid in full by 25th June and all fees are non refundable.

General Information:

* Beginners and Class Exam will take part in the 2nd act ONLY.
* All other classes do both parts of the show.
* We are currently deciding which classes will be performing in which act and we will let you know as soon as possible.
* Please note – If your child is in Act 1 only, they will not be allowed to leave the theatre until the show has finished. No child will be released during the interval of either performance.

Box Office:

* Tickets will go on sale on 6th June at 10am
* Tickets are limited to 4 per account. If we have any left over tickets we will rerelease closer to the show!
* Tickets are priced at £16 and can be purchased exclusively through <https://www.ticketsource.co.uk/pac/e-xeljpe>
* If you encounter any problems when booking tickets, please contact us directly.

Show rehersal timetable

Thursday Stage rehearsal:

Thursday 21st July: Rehearsal on Stage - no costume or make up needed!

* 4:15-5pm - Beginners and class exam
* 5-5:15pm - Acro Beginners
* 5:15-6pm - Intro and finale rehearsals (all students)
* 6-6:30pm - Prelim class
* 6:30-7:30pm - Grade 1 & 2 & 3
* 7:30-8pm - Acro inter and senior
* 8pm-9pm - Grade 4 and advanced students

Costumes will be given out on this day. Please bring your labelled show box to place all costumes in.

Dress Rehearsal Information

* The dress rehearsal is on Friday 22nd July at Hinchingbrooke PAC
* This rehearsal will start with the 2ND HALF OF THE SHOW to allow those in beginners and class exam classes to go home early. (est. time of 6:30pm)
* Arrival time – 4:30 SHARP, all students should arrive at Hinchingbrooke PAC lobby area to be signed in by chaperones.
* Please arrive in uniform with full hair and makeup done.
* Please bring ALL costumes and accessories and treat this rehearsal as if it was the real show.
* This rehearsal is compulsory.
* ALL classes MUST attend with full costumes and makeup.
* Dress rehearsal will be finishing at approximately 8pm
* All students should be collected from Hinchingbrooke PAC lobby area to be signed out by chaperones.
* We must vacate the theatre by 9pm sharp.

SHOW DAY INFORMATION:

* Students arrive at the Hinchingbrooke PAC lobby area at 11am SHARP.
* Students should arrive with hair and makeup done, in Motion Dance Academy T-shirts.
* Once inside the theatre you will not be allowed to leave until you are collected after the first show. So please bring food and plenty of water.
* Show 1 Start time 12:00pm
* Show 1 Beginner and class arrival time 12:15pm
* Show 1 approx end time 14:30
* Break – from 14:30-5pm we have a break to allow students to go home and get some food and rest. During this time you must be collected by your parent and signed out by your chaperone.
* Show 2 arrival time 5pm
* Show 2 start time 6pm
* Show 2 Beginner and class arrival time 6:15pm
* Show 2 approx end time 9pm
* We must all have left the building by 10pm.

Please be patient with us when collecting students we will bring children to the lobby to be signed out to a parent or guardian as quickly as possible.

We anticipate the evening show will finish at 9pm, again no children are allowed to leave until the end of the entire show. No students will be leaving in the interval or in between shows. All students are to be collected from the PAC Hinchingbrooke Lobby

Venue Address:

Performing Arts Centre

Hinchingbrooke School,

Brampton Road

Huntingdon

Cambs,

PE19 3BN

Please Ensure you park in the main carparks and not within the gates of the school as the gates of the school will be locked.

COSTUMES:

Costumes will be handed out to students on the 21st of July, on our stage rehearsal. Each costume will contain have its own code so we know which student has which costume.

* Every child must bring all costumes, shoes and accessories named in a large plastic storage box with a lid to both the dress rehearsal and the show day.
* This “show box” must be clearly marked on the lid with the child’s full name, dressing room and an emergency contact number.
* No suitcases or other bags please just one “show box” large enough for all your things with a lid.
* Food and drink is to be brought in a separate bag to avoid costume accidents.
* You will receive a full costume breakdown and the dressing room lists closer to the show
* Your “show box” MUST be taken home after the dress rehearsal, checked and re packed ready to bring again on show day.
* No boxes to be left over night to avoid lost costumes or other situations.
* All children are required to have a Motion Dance Academy T-shirt for the show. Please get your orders in if you haven’t got one of these yet!
* All costumes will be collected up from the children after their final performance by the chaperones. NO COSTUMES ARE TO GO HOME AFTER THE SHOW. This is extremely important as many of our cosutme will be hired and we need to return them on the monday following the show

Chaperones:

Child protection law is extremely specific when it comes to a public performance. We are looking for volunteers to help on the dress rehearsal and show day. The show will not be able to run if we do not meet the number of chaperones required backstage so we would be ever so grateful if you can help!

What does being a chaperone involve?

Being a chaperone is a very rewarding and fun experience and extremely important. You are allocated a set of children to be in charge of for the rehearsal and the day. This will include getting them in to costume, assisting with quick changes from one costume to another, ensuring the general safety and well being of the children, toilet trips, helping younger students with hair and makeup etc (Please note you will be required for the rehearsal and the show)

What do I need to be a chaperone?

You can apply for a voluntary chaperone license from your local council and they usually last 3 years. Each council has a slightly different process including a form to fill in and send off with a passport photo and the name of someone who can give you a character reference. They will give you a full police check and you may be required to participate in some training. Once complete they will issue you with a license.

What next?

Please get in touch as soon as possible and call your local council for the appropriate form. Licenses can take up to 12 weeks to be issued at busier times so we ask that you apply immediately if you would like to volunteer.

Do I get to watch the show?

Yes! We hope to have enough chaperones to allow people to assist on one performance and watch the other!

We also will be giving 1 free ticket and a show DVD to all chaperones donating their time.

Show DVD/Show Photographer:

There will be a professionally filmed DVD available to purchase of the show. A professional events photographer will take pictures throughout the dress rehearsal at the theatre both on stage and backstage. They will be available to online after the show and we will provide details as soon as they become available. These photos will be available to purchase after the show. The cost is £15/dancer, this will give you access to all show photos. By purchasing these photos you will be making a small contribution to Addenbrookes hospital. Our charity for the show.

Paying Your Show Fee:

Here at Motion Dance Academy, we pride ourselves on keeping shows as affordable as possible. Most schools will ask for a show fee to help cover the costs of below of theatre hire, insurance, administration and props. However as this is our first show we have decided to waive this fee and only charge a costume hire fee.

* Costume hire fee will be £7/dance and will be invoiced in June for payment made in full by no later than the 25th of June
* Costume fees will be automatically collected via our GoCardless system

Online Permission Form

It is a legal requirement that we have permission for your child to take part, to be filmed/photographed on the day and for these images to be used for any school promotional purposes. You should have already filled in this form when agreeing to take part in the show. If you don’t think you have filled it in please click the link below.

<https://forms.gle/FW7vTQdvPPmnoshD8>

That is all the information available for now, letter number 2 will be sent out nearer the time detailing further information on day, costumes and dressing room numbers

Happy show term!

Best wishes,

Miss Mollie

Principal

Motion Dance Academy