

## **SPOTLIGHT! IMPORTANT INFORMATION!**

Dear Parents

Here is hopefully the final letter you will need before our show.

### **TECHNICAL REHEARSAL**

please arrive at 8.45am at the auditorium either through door A or B for the technical rehearsal . Children will be signed in with their chaperones and will be sitting in rows in the theatre with their class. Pupils will then be escorted to their dressing rooms for the first show at 11.30am. Under 6 and Under 8 classes are **NOT** required for the technical rehearsal, please arrive at the auditorium through door A at 10.30am.

### **SHOW DROP OFF AND COLLECTION TIMES**

**Collection at 1.45pm approx for Under 6 and Under 8 classes from door A at the auditorium.** Gold stars will be exiting from Door B of the auditorium.

**1.45pm for all other classes in the corridor outside lecture room N001 opposite the auditorium.**

**Second performance arrive at 5pm.** Please go straight to your dressing room. (same place as pick up).

Pick up at 7.45pm approx from the same place as 1.45pm.

### **PARKING**

Parking is free all weekend it is a very big car park the car park nearest the auditorium is either 4A, 4B, 5A, 5B. Make your way towards the auditorium which is signposted straight up on the pathway from the signpost marked car park DH1. Enter through the building called The Street which is opposite the restaurant. The Auditorium is a little way down on the left, enter through the front entrance, door A and B.

Your child will not be allowed to leave with any one other than parents unless you have notified us. You must sign your child out before you leave. Please be patient when waiting for your child, this is for your own child's safety. Advanced pupils 14 or over – please arrange a designated meeting place to pick up your child. or they can wait to be signed out– if pupils 14 or over wish to stay between performances we require a letter from a parent/guardian advising us of this – please note – children are NOT supervised between performances. If they are allowed to leave the theatre please state this in the letter, i.e if they are allowed to go to the restaurant. Please email or give to your dance teacher. Children under 14 cannot stay between performances.

### **REQUIREMENTS**

Please provide your child with a **DRESSING GOWN TO COVER COSTUMES** , quiet games etc, Water only to drink, healthy snacks i.e sandwich, fruit, raisins, absolutely **NO NUTS** sweets or chocolate. Please name label all clothes, uniform, shoes. Do not send in with expensive electronic devices, these may get lost, broken. Please provide a hair brush, hairspray etc, hair bobbles in black or brown and hair clips for loose ends, in a named bag.

If your child is performing in only the first half and you are not watching the show you can collect them during the interval. ( under 6/ 8 parents only). (Please note however the show will be recorded in the evening performance, so would miss the final bow etc) collect at approx 12.45pm for matinee or 6.45pm for evening please notify us if you are collecting early.

If your child is just in the second half and you are not watching the show you may drop off later at 12 noon for morning performance and 6pm for the evening performance. **Please drop off, pick up by the door next to the box office. Please notify us if you are dropping late or collecting early.** The running order will be available at dress rehearsal so parents of under 6/8 parents can see if their child is in the first or second half of show.

## **BEHAVIOUR**

We expect good behaviour from all children; we will not tolerate running around, shouting, rudeness etc, please advise your child about behaviour. Parents will be notified if their child is causing a disruption and will be asked to collect them.

## **FINALLY**

Photography and Videoing is **NOT** permitted in the theatre. We have a professional DVD being made and will be available to buy if you wish. Anyone in breach of this will be asked to leave.

All children must arrive in Dance-Beat uniform so they can be easily identified as part of the show by staff. **Pupils must arrive with hair and makeup done. Please label all clothes and shoes.**

Chaperones will be wearing badges so can be easily identified by parents and pupils. Please make your child aware that this is a public place and they should not speak to strangers, if they need any thing at all they should approach the chaperones who will be wearing badges.

Dvds can be ordered in advance through your class teacher, order forms should have been received in class, or they can be ordered at the show.

Photographs are being taken at dress rehearsal and can be purchased in the foyer at the show they are £12 for 2 7 x 5 photographs.

We hope that you really enjoy our show and we appreciate all the costs and extra running around that you have had to do.

We thank you immensely for your encouragement and support.

Kind regards Laura, Nicola, Jess, Emerald.

Address of theatre:-  
Weston Auditorium  
De Havilland campus (university of Hertfordshire)  
Mosquito Way  
Hatfield  
AL10 9EU