



**TOBIN**  
Fine Arts School

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[www.smhall.org](http://www.smhall.org)

# Production Packet

## *Lower School Dance Production*

**SPRING 2019**

## “The Enchanted Forest”

The Tobin Fine Arts School at Saint Mary’s Hall’s  
Middle/Upper School Contemporary Dance Production

Thursday, May 9, 2019 12:45pm

Thursday, May 9, 2019 6:00 pm

Friday, May 10, 2019 12:45 pm

Friday, May 10, 2019 6:00 pm

Coates-Seeligson Theater  
Saint Mary’s Hall

Tickets: \$15 for adults and \$12 for students

[www.smhall.org/fineartstickets](http://www.smhall.org/fineartstickets)

**Important Ticket Information:**

Performances at 12:45 pm are **free**.

For the evening performances, (6:00 pm) tickets will be **\$15.00 per person**.

**Tickets go on sale on April 9<sup>th</sup> at 7 pm at [www.smhall.org/arts/tickets](http://www.smhall.org/arts/tickets)**

We kindly ask for your cooperation with purchasing only tickets that you are sure to use.

We want every seat sold to be occupied.



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January 2019

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Dear Lower School Dance Parents,

We have been busy in the studios since August, working on choreography and preparing for *The Enchanted Forest* our 2018-2019 Lower School Dance Production. We are so excited for the production and we are very proud of all the work your Lower School dancers are doing!

For this year we have a fabulous group of parents working closely with the dance faculty to help our rehearsal process and performances run smoothly. Andrea Pichler (Form 5 Parent) is our Captain Ambassador this year, and each Form has at least one designated Parent Ambassador. We still need parent volunteers for different tasks in the production. If you would like to volunteer, please do not hesitate to contact Ms. Pichler or myself. It is very important that our students feel that they have support during the performances, so thank you in advance. Having parents help backstage and in the dressing rooms gives our students the security and comfort that they need to feel confident in costume changes and other tasks that are a normal part of the production process.

In order to create a positive environment for our dancers, only Parent Ambassadors, Parent Volunteers and staff will be allowed in the theater and dressing rooms during rehearsals. This is common practice for dance studios, so we kindly ask for your cooperation as we continue this practice for our SMH Dance Productions. We will have Lower School Faculty and SMH personnel helping to manage the dancers during quick-changes throughout dress rehearsals and performances so our dancers can focus on their performance. While we appreciate all our volunteers, the most important role for all parents to play is to support their dancer in the audience during the performances!

Enclosed in this packet is all the information you will need to prepare for our Lower School Dance Production *The Enchanted Forest*. Please keep this packet handy throughout the up-coming months and do not hesitate to contact me or your dancer's Parent Ambassador should you have any questions.

Thank you all so very much for the opportunity to work with your children. I am very honored to be working with them this year.

I'm looking forward for you to see these beautiful artists on stage in May!

Sincerely,

Yanaylet Lopez

Head choreographer, Lower School Dance Production

[Ylopez@smhall.org](mailto:Ylopez@smhall.org)

210-483-9195

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## Costume, Make-Up and Hair Instructions

### Costume Instructions

- All female dancers should wear a spaghetti strap/nude-colored leotard under the costumes to facilitate fast changes. This leotard can be bought at any dancewear store.
- Please have your dancer bring a bathrobe, or other appropriate cover-up, for use during make-up application and eating snacks.
- **Costume Load-In Day** – Monday, April 29<sup>th</sup> and Tuesday, April 30<sup>th</sup>
  - We really appreciate your help in gathering all of the costumes by no later than Tuesday, April 30<sup>th</sup> in order to have all them ready in the theatre for the upcoming first Full Dress Rehearsal and Photo Day.
  - Forms 1-4 - once your dancer's costume arrives at the studio and is fitted, it will be sent home with your dancer. Form 5 costumes will be stored in the dance building. Please ensure that your dancer has his/her name on this costume. Some Lower School Dance Costumes belong to the program and are kept here at the studio – those costumes will not be sent home.
  - Until Costume Load-In Day, all costumes that are sent home should be kept in a safe place, such as the parent's closet, to ensure that everything is intact before the performance.
  - On Costume Load-In Day, please bring your dancer's costume back to school during morning carpool. On this day, Parent Ambassadors will be stationed at our Lower School Circle and will collect costumes on racks and your dancer gets to school. Once at school, each costume will remain in your dancer's dressing room until following the final performance.
- Every dancer is responsible for their costume(s) during the rehearsal and production time. If any costume becomes damaged, the cost of repairs or replacement will be the student's responsibility.
- Your Parent Ambassadors organize costumes for the production. If you are a parent who is interested in helping the Ambassadors with costume organization, please contact your respective Parent Ambassador at your earliest convenience.
- During the production, dancers should inform their Parent Ambassador or Dressing Room Volunteer of any problem with costumes immediately.

## Hair Instructions

- **Girls**
  - All dancers Form 1 to Form 4 girl dancers should wear a standard ballet bun. Please see specific instructions on how to make a ballet bun at the following link: <https://www.youtube.com/watch?v=i8yoEJ3Tbf8> Please do not use the Snap Clips.
  - If you need additional instruction on the ballet bun, please feel free to contact your respective Parent Ambassador.
  - All Form 5 dancers will wear a ballet bun as well, unless different instructions are given for the specific character/role. Mrs. Lopez will discuss hairstyles for each role during in-school classes.
- **Boys**
  - Boys hair should be neat with gel to keep it in place.

## Makeup Instructions

- **Girls**
  - All dancers Form 1 to Form 5 girl dancers should wear a regular face of stage makeup using the following colors/materials:
    - Neutral colored eye shadow (exaggerated “street” makeup)
    - Raspberry Blush
    - Foundation
    - High pigmentation cranberry lipstick
    - Black eye liner
    - Black mascara
  - All Form 5 dancers will also have makeup professionally applied
- **Boys**
  - All Form 5 dancers will have makeup professionally applied
  - Dance Faculty will help Forms 1-4 with their stage make-up.

## Dismissal Locations

- Spacing Rehearsals
  - Girls & Boys Forms 1-5
  - Theatre/Chapel Lobby
- Dress Rehearsals & Performances
  - Girls
    - Form 1 Girls
      - Studio 1 – Dance Building – Building 21
    - Form 2 Girls
      - Studio 1 – Dance Building – Building 21
    - Form 3 Girls
      - Studio 2 – Dance Building – Building 21
    - Form 4 Girls
      - West Gallery – Theatre/Chapel
    - Form-5 Girls After-school
      - East Gallery – Theatre/Chapel
    - Form 5 Girls- In-School
      - Stage Right Dressing Room– Theatre/Chapel
  - Boys
    - Forms 1-4 Boys
      - Studio 3 - Dance Building – Building 21
    - Form 5 Boys- In-school
      - Stage left Dressing Room – Theatre/Chapel

# ***The Enchanted Forest 2019***

## **Rehearsal and Production Schedule**

A, B, C and D Casts refers to the Form 5 Lead Characters and Form 1 & Form 2 class dances.  
Form 3, Form 4, & Form 5 dancers are required to be at all rehearsals and performances.

### **Rehearsals**

- All dancers are expected to stay until the end of each rehearsal unless other arrangements are made with the respective teacher.
- Snacks will be organized by our fabulous Dance Parent Volunteers and Ambassadors. Thank you dance parents!
- Additional SMH staff, parent chaperones, and volunteers will always assist in dressing rooms.
- Costumes may not be removed from the dressing rooms during production week.

**Thursday April 25 – Spacing Rehearsal Cast A, Thursday Afternoon (Form-1 in-school girls and boys; Form-1-2 Girls After-school; and Form 1-2 Boys Hip Hop After-school) and all cast involved in the Thursday performance.**

- 3:15pm – Dance Ambassadors pick up their group from carpool and take them directly to the theatre
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused

**Monday April 29 – Spacing Rehearsal Cast B, Friday Afternoon (Form-2 in-school girls and boys; Form 2 Intensive Girls After-school; and Form 2-4 Girls Hip Hop) and all cast involved in the Friday performance.**

- 3:15pm – Dance Ambassadors pick up their group from carpool and take them directly to the theatre
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused

**Tuesday May 30 – Spacing Rehearsal Cast C, Thursday Evening (Form-1 in-school girls and boys; Form-1-2 Girls After-school; and Form 1-2 Boys Hip Hop After-school) and all cast involved in the Thursday performance.**

- 3:15pm – Dance Ambassadors pick up their group from carpool and take them directly to the theatre
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused

**Wednesday May 1 – Spacing Rehearsal Cast D, Friday Evening (Form-2 in-school girls and boys; Form 2 Intensive Girls After-school; and Form 2-4 Girls Hip Hop) and all cast involved in the Friday performance.**

- 3:15pm – Dance Ambassadors pick up their group from carpool and take them directly to the theatre
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused

**Thursday May 2 – Full Dress Rehearsal Cast A, Thursday Afternoon (Form-1 in-school girls and boys; Form-1-2 Girls After-school; and Form 1-2 Boys Hip Hop After-school) and all cast involved in the Thursday performance.**

- 3:15pm– Dance Ambassadors pick up their group from carpool and take them directly to their respective dressing rooms. Please see dressing room assignment sheet for more details.
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused from their dressing rooms. Please check out with your dancer’s parent volunteer.

**Saturday May 4 – PHOTO DAY (Check document attached for details).**

**Monday May 6 – Full Dress Rehearsal Cast B, Friday Afternoon (Form-2 in-school girls and boys; Form 2 Intensive Girls After-school; and Form 2-4 Girls Hip Hop) and all cast involved in the Friday performance.**

- 3:15pm– Dance Ambassadors pick up their group from carpool and take them directly to their respective dressing rooms. Please see dressing room assignment sheet for more details.
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused from their dressing rooms. Please check out with your dancer’s parent volunteer.

**Tuesday May 7 – Full Dress Rehearsal Cast C, Thursday Evening (Form-1 in-school girls and boys; Form-1-2 Girls After-school; and Form 1-2 Boys Hip Hop After-school) and all cast involved in the Thursday performance.**

- 3:15pm– Dance Ambassadors pick up their group from carpool and take them directly to their respective dressing rooms. Please see dressing room assignment sheet for more details.
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused from their dressing rooms. Please check out with your dancer’s parent volunteer.



**Wednesday May 8 – Full Dress Rehearsal Cast D, Friday Evening (Form-2 in-school girls and boys; Form 2 Intensive Girls After-school; and Form 2-4 Girls Hip Hop) and all cast involved in the Friday performance.**

- 3:15pm– Dance Ambassadors pick up their group from carpool and take them directly to their respective dressing rooms. Please see dressing room assignment sheet for more details.
- 3:30pm – Rehearsal begins
- 5:30pm – rehearsal ends – all dancers are excused from their dressing rooms. Please check out with your dancer’s parent volunteer.

**Thursday May 9 - PERFORMANCE**

- Afternoon performance begins at 12:45pm. Evening performance begins at 6pm.
- Estimated performance length is one hour and 45 minutes.
- Call for Dancers for both shows is 1 hour before show begins.
- Light snacks will be organized by parent volunteers. Additional SMH staff and parent chaperones will be assisting in dressing rooms.

**Friday May 10 - PERFORMANCE**

- Afternoon performance begins at 12:45pm. Evening performance begins at 6pm.
- Estimated performance length is one hour and 45 minutes.
- Call for Dancers for both shows is 1 hour before show begins.
- Light snacks will be organized by parent volunteers. Additional SMH staff and parent chaperones will be assisting in dressing rooms.

## Rehearsal Day Protocol

### General Information

- Forms 1-5 boys and girls in In-School and After School classes will be rehearsing at the regular class time until April 25.
- Form 1 & Form 2 dancers are only called on their respective rehearsal days. Please check the **Form 1 and Form 2 Thursday and Friday Casting grid** below for more information.

### Spacing Rehearsal Information

- All Form 3 - 5 dancers will have rehearsal on stage from 3:30 pm to 5:30 pm for each spacing rehearsal.
- Form 1 and Form 2 dancers will have rehearsal on stage from 3:30 pm to 5:30 pm according to their performance day. Please consult the **Form 1 and Form 2 Thursday and Friday Casting grid** below for more information.
- All rehearsals are closed. No parents will be allowed inside the theater, except for Parent Ambassadors and Parent Volunteers who are scheduled for a volunteering shift.
- Snacks will be organized by Parent Ambassadors.

### Dress Rehearsal Information

- All Form 3 – Form 5 dancers will have rehearsal on stage from 3:30 pm to 5:30 pm for each spacing rehearsal.
- Form 1 and Form 2 dancers will have rehearsal on stage from 3:30 pm to 5:30 pm according to their performance day. Please consult the **Form 1 and Form 2 Thursday and Friday Casting grid** below for more information.
- All rehearsals are closed. No parents will be allowed inside the theater, except for Parent Ambassadors and Parent Volunteers who are scheduled for a volunteering shift.
- Snacks will be organized by Parent Ambassadors. Please send your dancer with a bathrobe or suitable cover-up to enjoy snacks but protect their costume.
- Costumes will stay in dressing rooms from this day until the last performance.
- Additional SMH staff, Parent Ambassadors, and volunteers will always assist in dressing rooms.

## Dismissal

- Dancers will be picked up at 3:15 dismissal by the respective Parent Ambassador or volunteer and escorted to the theater for rehearsal.
- All Form 1- Form 5 dancers are expected to stay until 5:30 pm, even if they have finished their class dance. Dancers will be dismissed at the end of rehearsal by Mrs. Lopez.
- If a dancer needs to miss rehearsal or arrive late or leave early, a note must be given to Mrs. Lopez from the parent before April 23. Unexpected conflicts will be dealt with on a case-by-case basis.
- Dancers will be dismissed from their respective dismissal location by the Parent Ambassador or volunteer at 5:30 pm. For Dismissal Locations, please consult the Dismissal Location Chart. Please make sure that you are prompt in picking up your children at the respective dismissal location. (Please see Dismissal Locations for more information).
- Dancers that are not picked up at the theater by 5:35 pm will be taken to EC.
- Please make sure to **sign out** your dancer through the respective Parent Ambassador.

## **Performance Day Protocol**

### **General Information**

- Performances will take place on Thursday, May 9 and Friday, May 10 at 12:45 pm and 6:00 pm
- Estimated performance length is one hour and 45 minutes.
- SMH faculty as well as Parent Ambassadors will be assisting in dressing rooms and backstage throughout the performances.
- Water bottles in dressing rooms will be organized by Parent Ambassadors.

### **Afternoon Performance (12:45pm)**

- Please send your girl dancer to school with makeup and hair done. Boys will have make-up applied at school by Parent Ambassadors and Parent Volunteers.
- Dancers will be escorted to their dressing rooms following lunch by the Parent Ambassadors and Parent Volunteers.
- Dancers will be dismissed immediately after performance through their respective Dismissal Locations by their respective Parent Ambassadors or Parent Volunteer. Please see Dismissal Locations for more information.
- Dancers that are not picked up at the theater will be sent to their classrooms for regular school dismissal.

### **Evening Performance (6:00 pm)**

- Dancers will report to their assigned dressing rooms at 5:00 pm with makeup and hair done.
- If your dancer will stay in EC between performances, please pack them a dinner. EC staff will bring them to dressing rooms at 5:00 pm.
- Light snacks will be organized by the Parent Ambassadors.
- Parent Ambassadors, Parent Volunteers scheduled for an official shift, and SMH staff will be assisting in the dressing rooms. Parents who are not volunteering to help with the production in an official capacity will not be permitted in dressing rooms. Space is very limited, and we need to keep order within each dressing room.

## Dance Ambassador Contact Information

Lower School Dance Ambassadors are listed below. They will serve as communication liaisons. Please direct any production questions to them.

Parent Ambassador Contact Information		
Form Level:	Girls:	Boys:
Form 1	<b>Magdalena Jaubert</b> Email: <a href="mailto:mjaubertbolner@gmail.com">mjaubertbolner@gmail.com</a> Phone: 210-867-7619	<b>Stephanie Girling</b> Email: <a href="mailto:sngirling@gmail.com">sngirling@gmail.com</a> Phone: 512-517-8082
Form 2	<b>Carrie Inderlied</b> Email: <a href="mailto:carrieinderlied@yahoo.com">carrieinderlied@yahoo.com</a> Phone: 864-884-9268	<b>Marsha Caton</b> Email: <a href="mailto:cmfaustin@att.net">cmfaustin@att.net</a> Phone: 301-787-9825
Form 3	<b>Carol Reyes</b> Email: <a href="mailto:carol@liontek.com">carol@liontek.com</a> Phone: 210-884-6332	<b>Manica Isiguzo</b> Email: <a href="mailto:misiguzo@texasips.com">misiguzo@texasips.com</a> Phone: 440-665-0756
Form 4	<b>Ethel Rainbow</b> Email: <a href="mailto:moudvm@yahoo.com">moudvm@yahoo.com</a> Phone: 210-478-8233	<b>Deepa Malladi</b> Email: <a href="mailto:kdcheruku@gmail.com">kdcheruku@gmail.com</a> Phone: 210-771-8281
Form 5	<b>Laura Baker</b> Email: <a href="mailto:lbaker@smhall.org">lbaker@smhall.org</a> Phone: 210-788-0552	<b>Shernaz Sanjana</b> Email: <a href="mailto:shernaz78@yahoo.com">shernaz78@yahoo.com</a> Phone: 210-373-4764
Captain	<b>Andrea Pichler</b> Email: <a href="mailto:adok@me.com">adok@me.com</a> Phone: 210-241-9788	

## Photo Information

- **Date**
  - **Form 1-5 Photo Day – May 4 (Check document attached for details).**
    - All the dancers will come to get their photos done on this day.
    - We will be taking class dance photos as well as individual shots of each Forms 1-5 dancer In School and After-school Dance, etc.)
- **Photo Day Protocol**
  - If your dancer does not show up on time for his or her respective photo session, your dancer will not be in the group photos. Should you want photos, you will have to make your own arrangements with the photographer.
  - Parents are **not allowed** in the studios during the photos sessions.
  - Make sure you send your dancers with all necessary accessories (shoes, tights, etc.). Your Parent Ambassador will contact you with a reference guide for each class's accessories prior to photo day.
  - **Makeup and Hair**
    - Soft make-up for the photo day, lips and mascara only.
    - On your respective photo day, please send your **female** dancer with makeup already applied and hair done.
    - On your respective photo day, please send your **male** dancer to the studios with hair gel. Dance faculty will apply make-up.
- **Additional Photos**
  - Production photos will also be taken by Fine Arts Photographer Kemp Davis. They will be available for purchase through his web page <http://mrd.photorelect.com> (password SMH). Photos are generally on the website 4-6 weeks after the production.
  - For information on photos, please contact our photographer directly: Kemp Davis: [kempdavis@sbcglobal.net](mailto:kempdavis@sbcglobal.net)

## Optional Production Ordering Opportunities

### T-Shirts

- Parents may order t-shirts for *The Enchanted Forest* Lower School Production by following the link below. Please fill out one form per dancer in your family. You will receive an automatic confirmation of your order by email. Check your junk mail folder or other folders if you do not receive it in your Inbox. We will book bill SMH students \$25 per t-shirt. If your dancer is not an SMH student, please deliver a check attached to a printed Google form to the Dance Office, Building 21 by April 1st to confirm your order.
- The Out-of-Uniform days are Thursday, May 9 and Friday May 10. Students who choose to participate can wear their show t-shirt with uniform bottoms.

### T-Shirts and Flower Bouquet Orders

Please order the items below by using the following link: <https://goo.gl/forms/9seYtLyio9vSINiK2>

### Order Deadline: Monday, April 1

- T-Shirts
- Flower Bouquets