

Cast Meeting – Parent Notes

1. Housekeeping

Volunteer Hours

- All volunteer hours are posted online — please check regularly.
- All hours must be confirmed online (poster hanging is the only exception).

Comp Tickets

- Each cast member receives 2 comp tickets per production fee.
- Tickets are already on sale to the public — claim your comp tickets early for the best seating.
- Tickets can be upgraded to a different price level for the same performance only (no switching performance days).
- Tickets are available at the studio Mon–Fri, 10:00–5:30, and on select Saturdays (see rehearsal schedule).
- Comp tickets will not be given over the phone.

2. Dancewear Requirements

- All pre-ordered items have arrived.
 - If something is highlighted on your tag, it is not included in your order – likely backorder from the manufacturer or late order from parents.
 - Confirm size/fit and open packaging carefully in case an exchange is needed.
 - Tights cannot be exchanged – rely on the size chart on the back.

Condition Requirements

- Tights, leotards, and shoes must be clean and free of holes, rips, or runs.
- Shoes:
 - Elastics must be sewn onto the seam of the shoe. If you need guidance, please pick up a sewing sheet in the dance store.
 - Party Boys and Page shoes must be sewn with white elastic.
 - All shoes must have drawstrings in place.
 - Parents of littles: please tie drawstrings in a bow and double knot so they cannot pull them out.

Replacement Policy

- During any costumed run, any damaged dancewear (holes, runs, etc.) will be replaced by staff and charged to the card on file, per casting agreement.
- Forgotten dancewear during any costumed run will also be replaced and charged.

Arrival

- For Studio Dress/Performance, dancers must arrive wearing the required leotard/tights/dancebelt

3. Call Time vs. Rehearsal Time

- Call Time: When your dancer must be in the building, like arriving early for an appointment.
- Rehearsal Time: When rehearsal begins.
- These times may differ — please read carefully.
- Dancers are released at the end of rehearsal unless noted. Occasionally they may be released then called back.

4. Studio Dress Rehearsal

- Full-cast run-through in costume at the studio.
- ABSOLUTELY NO ABSENCES.
- Volunteers must be treated as staff; rudeness will not be tolerated.
- We aim to keep dancers for no more than 2 hours.
- No food should be sent with dancers.
- No electronics (including Gizmos and Apple Watches).

Arrival Requirements

- Arrive wearing required undergarments, hair and makeup done, except lipstick.
- If you drop your child off without their hair and makeup done, there will be a charge to your account per the casting agreement.
- No jewelry or nail polish (as stated in the casting packet).
- Please do not pierce ears before the performance.

Belongings

- All outerwear and bags must stay in the lobby, with a parent or designated area.

Check-In Table

Parents drop off:

- Lipstick and 10–15 hairpins in a ziplock bag labeled with child's name and role
- Bins labeled with child's name and role
- Each sibling must have their own bag.
- If anything is missing, it can be purchased from the front desk.

Experienced parents will spot-check dancers before you leave and may ask you to make adjustments to their appearance.

Photos

- All cast photos are taken during Studio Dress.
- Only pre-ordered photos will be taken.
- Photos with other cast members only.
- Photos may require a dancer to wait a few extra minutes — please be patient, especially with sibling photos.

5. Production Week

- The schedule looks long—read it fully, then read it again.
- Daily schedules will also be posted if that's easier.
- Maps of the Belle (inside/outside) are available in the cast packet.

Communication

- Staff is available during the day; the studio phone forwards to a staff member in the evening.
- Please call or email with questions—do not stop staff during rehearsals at the Belle.

Arrival & Exit (Monday/Tuesday)

- Be early for pickup and drop off. We work hard to keep things efficient.

- New cast families will receive a backstage tour Monday/Tuesday.
- Spacing rehearsals begin the week — translating studio work to the stage.
- Parents/cast members wait in the lower atrium until called.
- Exit through the front atrium door after rehearsal.

Rules

- Only one chaperone per cast member at rehearsals.
- No additional guests (including older siblings).
- No parents or guests in dressing rooms or theater – closed rehearsals.
- Regular rehearsal clothes must be worn unless hair/makeup is specifically required (indicated on schedule).
- Dress code must be always followed.

Dress Rehearsal (Wednesday/Thursday)

- For costumed run-throughs, cast members remain in dressing rooms with attendants.
- Check out points are listed in the cast packet and will be on the schedule.
- Please wait in the atrium for release — not the hallway.

Reminder – Early Drop Off or Late Pickups

- A late fee of \$1 per minute will be charged if a guardian drops off before or arrives after the scheduled time. Fee must be paid before the next rehearsal.

Security

- Once dancers are required to be in dressing rooms, door security will be present. Please be kind — they are enforcing rules for safety.

No Photos or Video

- Absolutely no photos or filming during production week.
- Questions about this rule? Speak with Hollis.

Performances

- Everyone entering the theater must have a ticket, regardless of age.

Merde Gifts

- Optional
- No food/candy please

6. Classes During Production Week

- If you don't plan to attend, please submit and absence ASAP
- Some classes will be cancelled automatically after the staff has reviewed the class rosters and production week schedules.
- Keep an eye on your email for more