



# SPRING CONCERT 2018



Production Week Memo

April 24, 2018

PERFORMANCES: Saturday, May 19 4:00 & 7:00 p.m. and Sunday, May 20 1:00 & 4:00 p.m.  
**Franklin High School (218 Oak Street, Franklin)**

## GENERAL INFORMATION:

1. Tickets are currently available in The Spotlight Shop, online at [www.fspaonline.com](http://www.fspaonline.com) and will be sold at the door. Advanced purchase is recommended. Seating is reserved and seats may be selected if tickets are purchased in advance. **Ticket holders will be seated twenty minutes before curtain.** There is no convenience fee if tickets are purchased in person. Every person who enters the theater must have a ticket. There is no lap sitting permitted.

2. There is NO PHOTOGRAPHY and NO VIDEOTAPING allowed at FSPA performances or rehearsals. Spring Concert 2018 will be professionally taped and DVDs are available for \$47.00. Orders may be placed at The Spotlight Shop or at Spring Concert. Please specify Saturday 4:00 or 7:00, or Sunday 1:00 or 4:00 show when ordering.

3. EVERY performer will participate in the show Finale. All performers (including children) will remain backstage, supervised, throughout the performance.

4. PLEASE - no food allowed when in costume and absolutely no food or beverages allowed in the auditorium. Backstage - water only!! Juices and soda will stain costumes. Children should bring quiet games, puzzles, coloring or homework to keep busy backstage. Biding time backstage is part of "show biz".

5. The Spotlight Shop will offer an array of congratulatory gifts in festive wrapping for purchase in the lobby at each show.

6. Those who did not pick up their costumes during class may get their costumes in the FSPA Office. All costumes must be picked up prior to dress rehearsal. NO costumes will be brought to the auditorium for pickup.

## DRESS REHEARSALS

1. Performers 13 and younger must be accompanied and supervised by only a parent or guardian at auditorium rehearsals. Parents/guardians must be seated in the mezzanine section of the auditorium. Siblings and additional family members/friends are not allowed in the auditorium during rehearsals. Please plan accordingly. Be sure to be on time and prepared for rehearsal.
2. ARRIVE AT REHEARSAL DRESSED AND WITH MAKE-UP/HAIR DONE.
3. The doors beside the stage may not be used at any time.
4. No videography or photography permitted during dress rehearsals.

## PERFORMANCE ARRIVAL TIMES

THE ENTIRE CAST MUST BE CHECKED IN BACKSTAGE BY:

(Dancers) Ages 5-10	45 minutes prior to curtain (of assigned show).
(Dancers) Ages 11+	60 minutes prior to curtain (of assigned show).
All Musical Theater Classes	90 minutes prior to curtain (of assigned show).
All Voice Classes	90 minutes prior to curtain (of assigned show).

You must be on time for the show "call time", as some additional rehearsals may be held.

FYI - Some classes may have an earlier call time than above in order to run through their piece prior to curtain.

**\*\*Musical Theater Troupes (not classes) and Dance Ensembles should be waiting in the wings ready to rehearse 90 minutes prior to curtain (of assigned show). BE PROMPT!**

**PERFORMANCE BACKSTAGE POLICY: Children will be supervised backstage and escorted to the stage by pre-assigned parent volunteers wearing badges. Other parents will not be allowed backstage during the performance.**

**IMPORTANT – One Way Dismissal Procedure:**

**One parent only will be allowed to pick up a performer backstage. All children 13 and younger must be met backstage by a parent. One parent holding a “backstage ticket” (to be given out at drop off) will be allowed backstage to the supervised room for pick up. All performers, including those 14 and up, will follow signs that will direct you to the lobby. You may not exit the way you came in. You may invite your family and friends to greet your performer in the lobby. There will be no exceptions to our backstage policies.**

### **BACKSTAGE VOLUNTEERS**

***Please sign up with Kim Rezendes at [krezendes@fspaonline.com](mailto:krezendes@fspaonline.com) if you are available to help supervise the children backstage during any of the performances.*** We have a large cast in each show and need volunteer help for supervision. If you are supervising a show, you are not allowed to watch any part of that show from the house or backstage. Please be sure you are volunteering for a show you do not need to see. THANK YOU!!!

### **COSTUMES/HAIR/MAKE-UP**

TIGHTS, SHOES AND MAKEUP KITS FOR ALL PERFORMERS ARE AVAILABLE IN THE SPOTLIGHT SHOP AT FSPA. YOU MUST HAVE: TIGHTS AS PER YOUR DRESS CODE (OR AS SPECIFIED FOR YOUR COSTUME).

### **SPECIFIC DRESS CODE SHOES AND TIGHTS ARE REQUIRED FOR SPRING CONCERT (No Exceptions!)**

1. All costume pieces and shoes should have the performer’s name on them. Please press or steam any piece that needs it. Come to the show in your first costume and bring other costumes to performances in a zippered clothing bag so pieces don’t get lost. Net can be pressed on a low steam setting. Chiffon requires a low dry setting.

2. Tights and ballet slippers must be CLEAN. Press pointe shoe ribbons before each performance. Wash tights after each show. Do NOT put them in the dryer.

3. NO VISIBLE UNDERGARMENTS!!! NO bra straps or underwear should be visible. The Spotlight Shop sells under-overs and transition bras that will work with most any costume style!

4. Each performer should have with them a bag with a small can of hair spray, bobby pins, safety pins, needle and thread, hair brush, lipstick, blusher, and eye brow pencil.

5. HAIR IS TO BE DONE AT HOME. Make sure that all loose ends are pulled back and sprayed. No fancy “hair-dos”! Consult choreographer or director for appropriate hair style.

6. Make-up is to be applied at home for DRESS REHEARSAL and ALL PERFORMANCES. Make up kits are available in The Spotlight Shop. Use a make-up base that is slightly darker than the normal skin tone; dark brown eye brow pencil for brows and black pencil for eye-liner. Use brown eye shadow. Other colors are unacceptable and will be changed. Wear a true red lipstick (not orange or pink and no frosts) and a coral blusher. Boys: tawny blush and a dark lip color are sufficient.

**PLEASE NOTE: CLASSES CONTINUE UNTIL MONDAY, JUNE 25!**

**THANK YOU FOR YOUR ATTENTION TO THIS MEMO. WE ARE LOOKING FORWARD TO AN EXCITING SPRING CONCERT WEEKEND!**

Raye Lynn Mercer and Staff