

'From Page to Stage'

TOZER STUDIOS SHOW WEEKEND
MANSFIELD PALACE THEATRE
Leeming Street NG18 1NG

IMPORTANT PLEASE TAKE NOTE OF ALL DETAILS BELOW

TECHNICAL REHEARSAL IN COSTUME
SATURDAY 2nd MAY AT THE THEATRE **NOT** THE STUDIO

2 SHOWS ON SUNDAY 3rd MAY 2pm & 7pm
(The later performance will be recorded)

SATURDAY 2nd MAY

Arrival at theatre:

**EVERYONE NEEDS TO BE SIGNED IN ON ARRIVAL AND OUT WHEN LEAVING.
NO CHILD IS TO LEAVE THE BUILDING WITHOUT A CHAPERONE OR HELPER
WHEN HANDING OVER TO PARENTS.**

8.45am: All staff, Backstage helpers, Chaperones + all students -with the exception of Pre-school & Pre-Primary students -to arrive at stage door (Museum/arcade entrance just up from Theatre entrance on Leeming Street)

9.00am: Theatre open for get in.

Please arrive & depart from the stage door (enter through the Museum entrance at the top of Leeming Street which is to the side of the theatre entrance)

Come dressed in a Ballet or Mod/tap leotard and Ballet tights or dance tights with your Tozer Hoodie and Tozer Joggers over the top

Please have hair done before arrival in a very *slick* middle or side parting low bun.

Youtube has tutorials for help

NO make-up needed on Saturday

NO false nails except for Seniors (short please)

NO nail varnish on fingernails or toenails

NO eating or drinking in costume unless fully covered by a dressing gown

Everyone needs make up except Pre-school and Pre-primary

For show make up- see Youtube (stage make up for kids tutorial as a guide)

ALL allergies need to be reported before arrival

Any medication needs to be stored safely away and all chaperones made aware of.

All students will be advised on arrival which rooms to dress in & will be assisted by chaperones & parent helpers

9.45am -Health and safety briefing on stage -

Everyone required in first costume (except Pre-school/Pre-primary children)

10.00am -Technical rehearsal begins IN COSTUME with hair done.
NO MAKE UP REQUIRED for dress/tech rehearsal.

10.15am Pre-school/Pre-Primary children arrive at stage door

Tech rehearsal finishes approximately 6.30-7pm

Pre-school/Pre-primary Ballet/Prep Modern & Tap ONLY
(i.e those in 'Fly' and 'Paddington') will be finished rehearsing around 12pm, so please collect from the stage door at 12.15pm.

If you have siblings across age groups to collect please talk to Mrs Lynn.

All other students will remain at the theatre all day until the technical rehearsal has finished.

Please be patient at the stage door area as all children will be signed in and must be signed out too on leaving.

The safety of our students is paramount.

The stage door will be locked after all students arrive, communication after this will have to be done through calling Mrs Lynn on 07977 931532 or in emergency Miss Haynes on 07970 681285

Any nominated family members who are collecting children other than parents across the weekend must make sure that this information has been passed onto Mrs Lynn in writing with a password prior to collection which can only be disclosed to Mrs Lynn.

We cannot let any child go unless we have this knowledge beforehand.

(In case of emergencies, please message/email as soon as possible 07977 931532 or 07970 681285)

NO parents are allowed backstage unless they are a named helper or chaperone or into the auditorium during Tech rehearsals.

Bring **ALL** costumes which should arrive on hangers- **every item named even socks/hats/make up bag/box etc**

Please all bring a **plastic garden bucket** (small for Juniors, large for Inters & Seniors) **with name on for shoes etc and to use for quick changes back stage.**

Please do not fill your basket with food and drink or clothes, we will need the basket at all times in the dressing and potentially backstage for quick changes.

Students who will be wearing radio mics need to be suitably dressed backstage i.e nude coloured leotard and/or black hot pants over the top for the mic fittings & quick changes backstage.

DRESSING ROOMS

Pre-school, Pre-primary, Primary Ballet children will be in the Rehearsal Room upstairs.

Junior/Inter A students will be in the Meeting Place.

All other students will be in the numbered dressing rooms.

A list will be on hand at arrival of the theatre.

CHAPERONES /PARENT HELPERS-Essential help!

Many thanks for volunteering!

Please wear **all** black (Tozer logo t-shirt if you have one with black bottoms/trousers etc, black shoes or trainers) you will be allocated a lanyard on arrival for identity purposes.

Licensed chaperones please have your license and Notts CC lanyard with you.

CHECKLIST-(PLEASE NAME EVERYTHING)

Bring all costumes and accessories on Saturday for tech/dress rehearsal. You can leave them in the dressing rooms over night if you wish to.

All costumes, shoes, tights, socks, gloves, hats, personal props if needed should be named and brought in on hangers.

Anything you will not need at home for Sunday morning can be left at the theatre.

NO make-up needed for Pre-school & Pre-primary pupils for tech rehearsal or shows.

Hair equipment-Gel, Hairspray, Elastics, Hairpins, Grips, Hairnets, Brush & Comb.

Bring Dressing gowns to wear for eating and in between rehearsals/shows

Plenty of packed food (lunch and tea) sugary snacks kept to a minimum please

ONLY water allowed, **NO** fizzy drinks!

All food and drink to be packed away from costumes in a separate bag.

NO nail varnish or **any** jewellery including earrings/piercings- please leave at home as these can get lost or are unsafe on stage when dancing close to others.

Small games/cards//books/colouring books/pencils (not glitter or felt tip pens) are encouraged for entertainment on Saturday.

NO PHONES OR IPADS TO BE BROUGHT TO THE THEATRE FOR PRIMARY SCHOOL AGE CHILDREN.

CHAPERONES MAY BRING AN IPAD FOR A MOVIE DURING TECH REHEARSAL IF REQUIRED.

INTER & SENIOR STUDENTS (SECONDARY SCHOOL AGE) WILL BE ALLOWED THEIR PHONES IN THE DRESSING ROOMS, STAGE MANAGEMENT ASK FOR THESE TO BE TURNED OFF DURING REHEARSALS.

NO PHOTOS TO BE TAKEN UNLESS EXCEPTIONAL PERMISSION IS GRANTED, ANY ABUSING OF ANY RULES WILL END UP WITH PHONES BEING REMOVED.

Please ensure performers get an early night on the Friday as Saturday is a very long day.

IF YOU SUSPECT YOU HAVE COVID OR HAVE TESTED POSITIVE PLEASE STAY AT HOME & INFORM US IMMEDIATELY by email contact@tozerstudios.co.uk

SUNDAY 3rd MAY

All performers (**except** Pre-school/Pre-Primary/Prep Mod & Tap children) need to be at the theatre promptly at **12.45pm** on Sunday 3rd May for a 1.00pm get in **with hair/make-up done & ready beforehand.**

Please arrive in Tozer Hoodie and Joggers.

The half hour call at 1.25pm will be a full company warm up on stage so everyone needs to be ready for then.

Pre-school/Pre-Primary/Prep Mod/Tap children:

To arrive at **1.15pm** at stage door and need to be collected at **3.15pm**.

They then need to return to the stage door for **6.15pm** for 2nd performance and collected at **8.15pm**

If you are watching either show please make arrangements for your child to be collected by another member of the family.

A purchased ticket will be required for any Pre-school/Pre-Primary/Prep Mod/Tap child to watch the remainder of either show (after they have performed their numbers)

Let us know if there are any queries with this.

All other students remain at the theatre from when they arrive until end of 2nd performance which finishes at approximately 9.45pm

Bring plenty of food and drink!

SHOW FILMING & PHOTOS

The show will be filmed on the 7pm performance and order forms will be available at the studio to take away and fill in very soon.

We are using a new Videographer this year. (Sadly David Edwards is not well enough).

The cost will be £20

Payment must be made at the time of ordering to secure your order.

Details will be on the order form.

Sorry no orders without payment.

The children get endless pleasure from watching their show again & again.

NO cameras or filming on phones is allowed in the theatre, this is a breach of privacy and not tolerated, anyone doing this will be asked to permanently delete any footage!

If there is anything you are not sure about please contact us & politely ask for our help.

We are looking forward to all the hard work and hours of preparation coming together to produce our best show to date.

Thank you for all your support & good luck to all our talented students!

If you require anymore information please email: contact@tozerstudios.co.uk

Thank you to everyone for making this wonderful show happen!