



Show and Costume Memorandum And Participation Form

This memo will highlight information pertinent to the Annual SDC Dance Production, which is held at Century High School. This memo will also serve as our first attempt to organize and prepare for the show.

Please read the following information. Then, complete **and submit the Participation Form WITH measurements by Saturday December 1st.** The Participation Form and Costume Deposit should be given to our staff at the front desk. PLEASE be prompt in returning this form and payment as our costume order is of a time-sensitive matter.

Show Information:

We have contracted for the following dates for this year's show.

Show Dates:

Friday, June 14 and Saturday, June 15

Production Week at Century High:

Monday, June 10-Thursdays, June 13 (no classes at SDC; all rehearsals to be held at **Century High**)
Show Details and Specs will not be provided at this time. Please note that a full packet detailing our show and production week expectations will be sent to you in April. At this time, we are only concentrating on the recital date and show costumes.

Associated Show Fees:

If this is your first year with us, I promise you a fabulous show! SDC is proud to present a professional and high-end Production. We do not put on an ordinary/recreational dance recital. You should expect professional costuming, lighting, sound and effects. You should also expect a well-run show. This is my promise to you. Stating this and in hopes of maintaining our great reputation, please be cognizant of the typical associated recital fees:

- 1) Parents and guests will need to purchase tickets to the show. Tickets generally run \$15-\$18
- 2) Costumes and production tees are required for all dancers. Costumes may vary in pricing from \$35 to \$90/costume. **Production tees are \$13. An SDC Costume Processing Fee of \$15 is automatically charged to every dancer and defrays the office cost, costume processing, and shipping incurred throughout the entire costuming event.**
- 3) Tights, hair accessories and shoes will also be required to complete the costuming.
- 4) Not required, but provided to you as a professional courtesy are professional photos and videos of the show. Photos & Video may be purchased individually via Propix. Please note that cameras are not permitted in the auditorium during our shows.
- 5) Also provided to you as a courtesy are yearly class and individual dance pictures by Irvin Simon Photography. Again, this option is available to you, but not required.

Costume Deposits and Ordering:

My staff will be taking the time to identify costumes for this year's show. As a result of not knowing your total class costume fee for the show, to date (and very recently) we have only invoiced your accounts for the costume deposit fee, which will be required to "get the costume process" started. Throughout the next few weeks, we will finalize our decision process with regards to costuming and will have a final "line item" total for all class costumes. Please note, the only classes that will not participate in the annual show will be all LET classes, and classes with Master Thomas Hamner.

In the upcoming month, my staff will compute and transfer all dancer's measurements to chart and order costumes from one of 5 catalogs from which we deal with during the costume process. Upon completion of the aforementioned Brandy Fry, SDC Assistant Director, will order every dancer's costume for the show. This order will take place prior to January 20th.

In order to keep with our organized timeline of "costume events," and as a courtesy to you, we will be collecting a \$50 costume deposit for all costumes ordered by SDC for your dancer. **This deposit is non-refundable and non-**

transferrable. This initial deposit is due on or before, Saturday December 1st. Therefore, I encourage you to read this proposal and consider ALL aspects of what has been noted for you prior to submitting your costume deposit and Participation Form. I will share with you that with regards to past history, 98% of our dancers do actively participate in our show. I also encourage you to ask any questions that you may have relative to the recital. Lobby staff and teachers are more than happy to field any and all questions. In addition, I will prep my staff to host a 15 minute question/answer session for recital issues and costume issues prior to the December Holiday Break. (More info to follow) I am hoping that this question/answer session will alleviate any concerns about routine length, style, production, and cost of costuming.

Your next step: Please read and complete the attached Participation Form and return it to the studio front desk by Saturday December 1st with your dancer's measurements. Complete each section. If you are opting out of the recital or if you are opting to NOT participate in every class registered and invoiced for, please be sure to note the specs of your withdrawal. Space is provided for this information.

Upon receipt of your Participation Form our staff will remove any and add all invoices that need to be adjusted.

HOW TO MEASURE YOUR DANCER:

A) GIRTH

Measure from the center of one shoulder, down the front through crotch and up the back to starting point.

B) BUST

With arms relaxed down at sides, measure around the fullest part of chest, keeping tape measure parallel to the floor.

C) WAIST

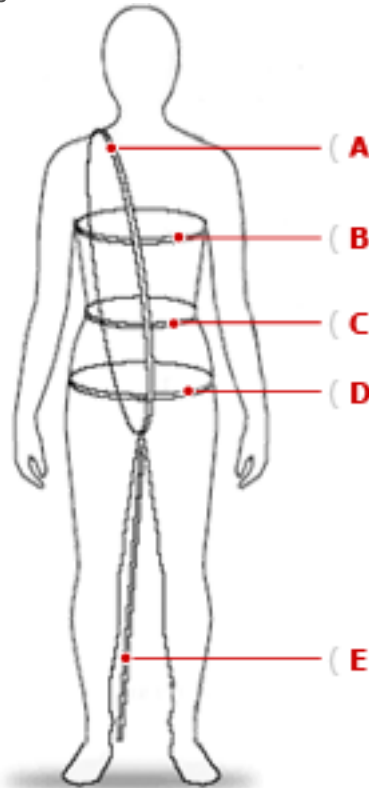
Measure around natural waistline, the narrowest part of the upper body (not over shirt or pants).

D) HIPS

Measure around fullest part of the lower body, keeping tape straight and parallel to the floor.

E) INSEAM

Measure inside of leg, from crotch to just below the ankle bone.





Participation Form
DUE by Saturday, December 1st^h to SDC

Dancer Name: _____

Dancer's Normal T-Shirt Size: _____

Section 1: Participation. (check one)

____ Yes, my dancer will be participating in the show.

_____ No, my dancer will unfortunately not be able to participate in the show.

_____ Yes, my dancer will be participating in the show, however please **remove** him/her from the following class and costume requirements:

Class: _____

Costume: _____

Class: _____

Costume: _____

Girth: _____

Bust: _____

Waist: _____

Hips: _____

Inseam _____

Section 2: Payment. Please note we will only accept checks for the costume deposit. SDC will not be utilizing the ACH/CC option for costume payments.

_____ I am submitting a check in the amount of \$50.00. I understand that additional costuming fees, Production tee, and SDC costume bulk fee will be invoiced at a later date. **The final costume payment will be due by January 29, 2013.**

Section 3: Additional Notes. Please address any costume questions.
