

Dear Parents and Students,

We apologize for the inconvenience caused by the late release of the Dance Concert (Recital) Date. As mentioned previously, the administrative changes at Roussel Hall (Loyola) left us in a very bad position. Fortunately, we have been able to secure a weekend and a Northshore location, using Mandeville High School's Auditorium for Friday, June 8th and Saturday, June 9th.

Our dancers will have a wonderful performance!

Thank You for your patience.

Katie and Christina

# Recital Packet At-A-Glance

- The Dance Concert will be held at Mandeville High School Auditorium on June 8th and June 9th
- There will be two Recital Performances this year:
  - Level 2, 3, 4, 5, 6, Solos, and Team will perform in both performances
  - The Monday Pre-Primary, Primary, and Level 1 Classes will perform in the Friday, June 8th performance at 7:00PM
  - The Wednesday Pre-Primary, Primary, and Level 1 Classes will perform in the Saturday, June 9th performance at 2:30PM
- Recital Fee of \$135 per dancer will be due on March 15th (This has been pushed back from original due date of February 15th)
- Due date for pre order of books is March 15th
- Photography Day with Katharine Bentz will be Sunday, April 8th and Sunday, April 15th in the afternoon. Scheduling will be posted online in a week or so. *\*There will be no additional days for photography.*
- Let us know if you want a picture spot by April 15th
- All Ads are due May 1st *\*See section on ad prices, prizes, and free stuff in the Ad section of the packet*
- “Cover Girls” will be announced May 5th *\*Every student is eligible to be featured on the cover of the Keepsake Program Book and other recital material. \*See section on Ads to learn how.*
- MANDATORY In studio Dress Rehearsal will be the week of May 21st.
- MANDATORY Stage Rehearsals are on Wednesday, June 6th and Thursday, June 7th. Please see the page in the packet about rehearsals to know your specific arrival time.
- Dancer arrival times for performances will be approximately 1.5 hours before curtain



# 2018 Dance Concert Packet

(Recital Packet)

**Friday, June 8, 7:00PM**

**Saturday, June 9, 2:30 PM**

**Mandeville High School Auditorium - Mandeville, LA**

## THIS PACKET CONTAINS IMPORTANT RECITAL INFORMATION!!!

THE DATES/TIMES IN THIS PACKET VARY DEPENDING ON CLASS!  
TO ELIMINATE THE POSSIBILITY OF MISSING YOUR CHILD'S PERFORMANCE OR REHEARSAL,  
PLEASE READ EVERYTHING THAT IS EMAILED/HANDED OUT FROM NOW UNTIL THE PERFORMANCE!

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### DANCE CONCERT FACILITY AND PERFORMANCE TIMES

Our Year-end Production will be held this year at Mandeville High School Auditorium, in Mandeville LA.

Our Year-End Production will be:

**Friday, 8th, 7:00PM**

*All Monday Classes will perform.*

**Saturday, June 9th at 2:30PM.**

*All Wednesday and Thursday Classes will perform.*

**PLEASE** mark the dates of  
your child's rehearsals  
and performance!!!

**Level 2/3/4/5/6 and Company/Team will perform in BOTH performances.**

**THESE PERFORMANCES ARE NOT IDENTICAL!!!**

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### RECITAL FEE - Due March 15th

The Recital Fee of \$135.00 per student and is due March 15th. This fee covers all performance costs associated with the production: stage, sound, and lighting technicians, auditorium rental, security, janitorial, etc.

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### REHEARSALS

CLASS ATTENDANCE IS EXTREMELY IMPORTANT. The choreography for the Production will be rehearsed in class. Therefore, students are expected to attend ALL prescribed classes. Our classes and lessons taught are vital toward the outcome of the production. We will be working hard in class with choreography, and absences will inhibit the progress of the group.

Because of this, absences during this season (after February 1, 2018) are disrespectful to fellow students and faculty. Therefore, more than 3 absences without a medical excuse (ie. Illness, injury, etc.) or pre-approval by the Directors (example: approval for mandatory school events or unavoidable work functions) after February 1, 2018 could result in dismissal from the Production and no refund will be granted.

- In Studio Dress Rehearsal will be during the student's class time the **week of May 21st**. More details will be handed out regarding this rehearsal closer to the performance. This is a mandatory rehearsal and all students must be in costume, full hair and makeup, along with the appropriate tights and shoes - as if they were to perform that day on stage.
- Stage Rehearsal week is the week of June 4th. The **Regular class schedule will NOT take place at the usual time at the studio\*\***, as the students will have their class on stage at the designated time (see below). Each class will be given a specific arrival time for rehearsal.

## STAGE REHEARSAL SCHEDULE

*This week's classes will all take place on stage during prescribed stage time below. Regular class times will not be held at the studio this week. \*\* (Monday students will have class at the studio on June 4th in addition to their stage time.)*

### The Stage Rehearsal schedule is as follows:

Please keep in mind due to the nature of this production, rehearsal dates and times are subject to change (highly unlikely)

- **Wednesday, June 6th**

**Level 2 and Level 3A**

**Ballet and Pointe**

Arrival time 2:30

Stage Time 3:00-4:30

*\*Ballet and Pointe students will be dismissed at 4:30. JazzFunk, Musical Theatre, and Contemporary students will be dismissed at 6:00.*

**JazzFunk, Musical Theatre, and Contemporary Students**

Arrival time 4:00

Stage Time 4:30-6:00

*\*Solo student will be dismissed at 6:30*

**Level 3B, 4 and 5**

**JazzFunk, Musical Theatre, and Contemporary Students**

Arrival time 3:45

Stage Time 4:30-6:00

**Ballet, Pointe, and Solos**

Arrival time 5:45

Stage Time 6:30-7:30

- **Thursday, June 7th**

**Pre-Primary (White Class)**

Arrival time 5:00

Stage Time 5:30-6:00

**Primary (Yellow Class) - Thursday 5:45-6:45 class**

Arrival Time 5:30

Stage Time 6:00-6:30

**Primary (Yellow Class) - Monday 4:15-5:00 Jazz/Tap Class, Monday 5:00-5:45 Ballet Class  
Wednesday 5:00-6:00 Ballet Class, and Wednesday 6:00-6:45 Jazz/Tap**

Arrival Time 6:00

Stage Time 6:30-7:30

**Level I (Aqua Blue Class) -Monday 4:15-5:00 Jazz/Tap Class, Monday 5:00-6:00 Ballet Class  
Wednesday 5:00-6:00 Ballet Class, and Wednesday 6:00-6:45 Jazz/Tap**

Arrival Time 6:00

Stage Time 6:30-7:30

Please keep in mind that these are  
**MANDATORY REHEARSALS.**  
This is the only time  
for the dancers to familiarize themselves  
with the stage.

*When a dancer is missing for a rehearsal,  
it is very challenging for both group and  
the absent child - both can be panicked  
and disoriented at performance time!!!*

*Everyone is affected!*

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## VOLUNTEERS

Parent and Family volunteers are ABSOLUTELY NECESSARY for the production to be successful.

*"No one can whistle a symphony. It takes a whole orchestra to play it." ~ H.E. Luccock*

ALL parents are expected to volunteer, in some capacity, with COBA's Year-End Production or opt to **pay a fee of \$50 to cover cost of replacement help.** [DUE April 1st]

- **We also need 2 class mother "Liasons" for each class to help us coordinate necessary backstage volunteers for that class during the performance.**
- Backstage help with Pre-Primary/Primary/Level 1/Level 2/Level 3 are the areas of greatest need. **We ask for a cooperation of mothers/family to volunteer.**
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Please email us with "class mother volunteer" in the subject line if you are interested in being the class mother. (We get a large amount of emails, so please put "class mother volunteer" in the subject line.)

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## PHOTOGRAPHY DAY

Photography Day will be held on

**Sunday, April 8th and Sunday, April 15th** at Katharine Bentz Photography

Katharine Bentz Photography will be taking pictures of students in costume for the COBA Program Book and for those who would like to purchase a professional picture package. More information regarding picture prices and sitting fees will be released within a few weeks.

**KATHARINE HAS ASKED THAT STUDENTS PLANNING TO HAVE PHOTOS TAKEN, PLEASE SIGN UP ONLINE (ON THE BALLET AVIV WEBSITE) FOR THE DESIGNATED PICTURE DAY. SHE WILL BE UNABLE TO SCHEDULE INDIVIDUAL APPOINTMENTS.** If there is an issue with scheduling, please let us know and we will do our best to help you.

**-YOU WILL BE NOTIFIED WHEN THE SIGN UP SHEET IS LIVE ONLINE!**

Please see more about participating in the COBA Program Book Below.



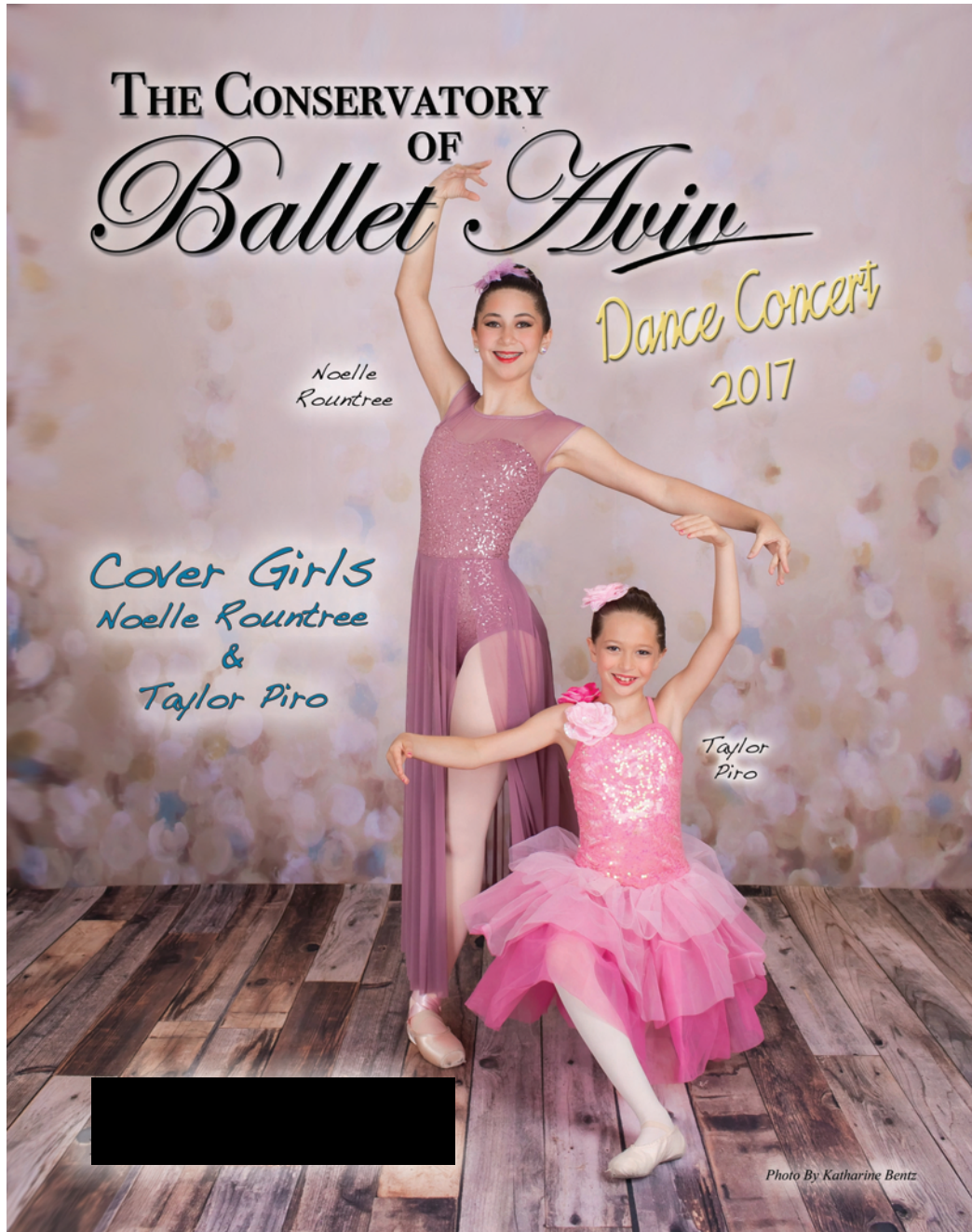


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# COBA KEEPSAKE PROGRAM BOOK

CONSERVATORY OF BALLET AVIV RECITAL PACKET PART 2  
NEW INFORMATION INSIDE - PLEASE READ!!!

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COVER OF 2017  
KEEPSAKE PROGRAM YEARBOOK

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## AT A GLANCE

After working hard all year, the Year-End Production is a special stage experience that builds confidence, poise, and personality. One of the highlights of our concert is the **beautiful keepsake program book** that showcases our students. Each family is encouraged to support their dancer and the school by buying or selling an ad that can include a picture, words of wisdom, best wishes, or congratulations. Ask your family, friends, grandparents, aunts, uncles and local businesses to sponsor a picture page for your dancer! Students can be pictured together with a fellow dancer and the families can share the expense. Students can also purchase more than one ad. **Everyone should be a part! The dancers keep these into adulthood as sentimental yearbooks!**

The book will be professionally prepared for our 2017/2018 school year. It will list all dances and every performer in each dance, as well as information about our school, Company, Team and Crew, award information, and more. It also contains a summary of highlights from the past year at the studio, lots of photos, and a page for the autographs of your favorite dancers.



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Within the program book, advertising pages are offered for sale (priced by size). This is where local businesses and parents who own their own business can hit their target markets; or parents, relatives, and friends, can wish the dancers well.



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## There are no first, second, or third place winners. You just need to meet the goal to win!

**All Students** who sell or purchase (or have others purchase in their name) advertisements and photo spots in the amount of \$1500 and over **will be our 2018 “Cover Boys/Girls” pictured on the front cover of the COBA Keepsake Program Yearbook.**

**Students who sell \$1500 worth of ads will also receive:**

- Picture on Front Cover of Recital book
- Special 2 page spread in the Keepsake Program Book introducing the student which includes Two 8X10 black and white Pages with up to 5 pictures
- Group picture of Top Students in the Book
- **Special Interview with student to be featured on the Recital DVD**
- Special trophies, and awards.
- **1st choice Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.**

**Students who sell \$750 worth of ads will also receive:**

- Picture on Page 1 of Recital book
- Special trophy
- **2nd choice Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.**

**Students who sell \$500 worth of ads will also receive:**

- Special trophy
- **3rd Choice Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.**

## RECITAL BOOK – PICTURES AND ADS

### PICTURE OPTIONS – RECITAL BOOK PICTURES

If you wish to only purchase a picture for the recital book, you may forego selling ads.

- You may purchase multiple pictures in the recital book.
- A Picture Spot in the the front of the book is \$50 and if you purchase a \$150 Full Page Ad (an 8X10 picture page) you will receive a Picture Spot for **free**.
- Students may take pictures together.
- Students who purchase either a Picture Spot or \$150 worth of Ads **will be included in the Class Picture.**

Katharine Bentz will be taking pictures at her studio on **April 8th and April 15th**. She will be offering picture packages for purchase if you desire. *(Photographer Fees are separate from Picture Spot and Ad fees)*

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## IS THERE A DIFFERENCE BETWEEN ADS AND PICTURES?

Yes. Ads are located in the second half of the recital book and may include text and photos, such as congratulatory notes to students, and business advertisements, and business cards. Ads 1/4 page size and larger may include pictures of students. Picture Spots photographed by Katharine Bentz are located primarily in the front half of the recital book. Picture Spots do not include text.

## TO WHOM CAN I SELL ADS?

You may sell ads to anyone and everyone that will purchase one from you. The easiest ads to get are from Mom, Dad, Grandmaw, Grandpaw, Nanny, and their businesses (sometimes businesses can get a tax write off for advertising!).

## WHAT SHOULD I WRITE IN MY ADS?

You may write anything you wish to the student participating in the recital. Examples of ads will be available online on the student page of the website under "Dance Concert Book Example". Click 'Current Students' on the top of the page and scroll down. Password: cobastudent18

All ads at least 1/4 page size and larger can have any combination of words and or pictures. Your pictures, your words, you choose. All ads must be produced "camera ready". **We recommend emailing ads that contain photos.** We can accept most file types, however we prefer .PDF, .JPG, .PSD, .EPS format, or Mac formats.

## CAN I REQUEST GRAPHICS OR ARTWORK IN MY AD?

Ads must be submitted camera ready. However, you can have the ad built for you **professionally for a \$40 fee.** The graphic designer and COBA will choose all graphics and artwork in the recital book according to the theme. However, graphics on business cards, professionally set and published ads, and ads emailed with a graphic already included are fine.

## CAN I RECEIVE A FREE PICTURE IN THE RECITAL BOOK?

Yes! In order to receive a FREE picture in the book, you will have to sell \$150 worth of ads. The more ads you sell, the more Picture Spots you can receive (up to 4) **Free.** The easiest way to receive a free picture in the recital book is to ask family to purchase ads. **Keep in mind, if you sell \$1500, \$750, or \$500 worth of ads or more, your child will also receive all of the recognition listed above as well as priority seating!**

## DO I HAVE TO SELL ADS OR A BUY A PICTURE?

Participation in the Ad Program is optional. Purchasing a picture in the recital book is also optional. If opting not to sell ads, you may purchase a picture in the recital book. However, you are not required to purchase a picture in the book. Please keep in mind - Students not purchasing a picture in the recital book or selling the specified dollar amount of ads to acquire a free picture in the recital book, **will not be included in class group pictures.** Also, should you decide not to purchase a picture in the recital book, you must notify COBA before April 1st. Otherwise COBA will assume that you want to purchase a picture in the recital program book and charge your account according to the Draft Schedule.

## COMPANY MEMBERS

**COMPANY MEMBERS** - All **Company, Team, and Dance Crew members are required to sell a minimum of \$300 worth of ads** in order to have their headshot photo featured under Company/Team/Crew members in the program book, as well as a free picture spot in the front of the book.

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## WHEN IS THE AD CONTEST DEADLINE?

All ads are due NO LATER than May 1st. The Cover Girls (and Boys) will be announced on May 5th!

## HOW DO I SUBMIT ADS?

Step 1: EMAIL ALL ADS to [coba.ads@gmail.com](mailto:coba.ads@gmail.com). Ads emailed to any other address are not guaranteed to be in the recital book.

Step 2: In addition to the first step, please turn in a **TYPED hard copy of ads** along with collected money to the studio in sealed envelope with your child's name and class printed clearly on the front. Include the completed 'TOTALS' page at the end of this packet.

Step 3: Combine all checks and cash collected for sold ads. TURN IN EITHER 1 CHECK MADE TO The Conservatory of Ballet Aviv OR A SEALED ENVELOPE WITH CASH FOR THE TOTAL OF ADS SOLD TO COBA. (Checks collected from a business may be made to The Conservatory of Ballet Aviv.)

\*\* With the large student base, both steps are crucial to ensure ad accuracy and correct placement in the recital book. Thank you in advance for your cooperation.

## HOW DO I GET A RECITAL BOOK TO SEE MY ADS?

Every family participating in the recital will have one recital book ordered for them if they pre-order on March 15th for \$15. If you wish to order more, please send us an email. Recital books will be distributed the day of the recital.

## AD PRICE BREAK DOWN

Special Options	Price	Description (KPY = Keepsake Program Yearbook)
OPTION #1	\$50 (Due by April 15th)	If you purchase a portrait picture spot in the 2018 Keepsake Program Book, your student will also be pictured in class picture(s)Free.
OPTION #2	\$75	1/4 Page Ad allows: Text and dancer's photo on ad, as well as class picture(s)Free.
OPTION #3	\$100	1/2 Page Ad allows: Text and dancer's photo on ad, as well as class picture(s)Free.
OPTION #4	\$150	8x10 Full Page Ad allows: Text and dancer's photo on ad, class picture(s)free, and free portrait picture spot in 2018 Keepsake Program Book

Special Options	Price	Description (KPY = Keepsake Program Yearbook)
OPTION #5 - Inside last page	\$500	Please see below for students who sell \$500 and up
OPTION #6 - Inside first page	\$750	Please see below for students who sell \$750 and up
OPTION #7 - Inside Front or Back Cover	\$1500	Please see below for students who sell \$1500 and up
OPTION #8 - Back Cover	\$2000	Please see below for students who sell \$1500 and up
REMINDER!!!!	\$1500 or up	<ul style="list-style-type: none"> <li>Picture on Front and Back Cover of Recital book</li> <li>Special 2 page spread in the Keepsake Program Book introducing the student which includes Two 8X10 black and white Pages with up to 5 pictures</li> <li>Group picture of Top Students in the Book</li> <li>Special Interview with student to be featured on the Recital DVD</li> <li>Special trophies, and awards.</li> <li><b>1st Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.</b></li> </ul>
REMINDER!!!!	\$750 or up	<ul style="list-style-type: none"> <li>Picture on Front <i>Inside</i> Cover of Recital book</li> <li>Special trophy</li> <li><b>2nd choice Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.</b></li> </ul>
REMINDER!!!!	\$500 or up	<ul style="list-style-type: none"> <li>Special trophy</li> <li><b>3rd choice Priority Seating at the recital which allows you to purchase the seats of your choice online before the others.</b></li> </ul>
SEE SECTION ON ADS		<b>***Please keep in mind: IF YOU CHOOSE TO OPT OUT OF ALL OPTIONS OFFERED, YOUR STUDENT WILL NOT BE PICTURED IN ANY CLASS PICTURES WITH HER/HIS LEVEL.***</b>

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The following instructions must be followed to ensure that all of your ads and photos appear in the book, and that each student gets the appropriate credit.

**PLEASE SUBMIT EACH AD AS THEY ARE READY! DO NOT SUBMIT ALL ADS AT ONE TIME.**

**Very Important... There are many many ads coming in.**

**No credit will be issued for ads or pictures that did not appear in the book due to a failure to follow instructions!!!!**

If you are in the recital you must return the Ad Form to us indicating whether or not you want your photograph to be in the program book. - This is in an effort to make certain that no one gets left out!!!

- **All ads submitted must be camera ready! *Handwritten ads and ads that must be assembled* cannot be accepted. HOWEVER...**
- **Per Request:** For a fee of \$40 a professional Ad will be created for you if logo, photos, wording, etc. is submitted. This includes ad with photos from Katharine Bentz unless 1.) the layout is submitted and 2.) the photo simply needs to be inserted into the layout.

**•It helps us greatly if you submit your ads with payment and form as soon as they are ready - as opposed to all at once. (Multiple forms can be submitted)**

- **If you plan to email ads to us, it is absolutely necessary to do the following:**
  - 1. Name and Check # -** Put the student's name and corresponding check # in the subject line.
  - 2. All ads MUST be submitted in Hard Copy Form -** regardless of if they are emailed.
  - 3. All Ads (emailed and hard copy) must be turned in with the attached form and payments in the supplied envelope.**
  - 4. E-MAIL your camera ready ads to: [coba.ads@gmail.com](mailto:coba.ads@gmail.com)**
- **Please keep in mind that all ad and picture fees must be on a SEPARATE CHECK from tuition fees or any other fees.**

**If you have any questions about the instructions or are unclear on anything in this packet, please email the studio at [conservatoryofballetaviv@gmail.com](mailto:conservatoryofballetaviv@gmail.com)**

**Again...PLEASE SUBMIT EACH AD AS THEY ARE READY! DO NOT WAIT TO HAND IN ALL ADS AT ONE TIME!!!**

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## AD SUBMISSION FORM

**Everyone must turn in this form.**  
**If you are not submitting ads, please indicate below...**

Please turn in this sheet along with:  
Hard Copies of ALL ADS and ALL PAYMENTS must be received May 1st **for Ad Contest.**  
**ALL EMAILED ADS MUST BE EMAILED TO: [coba.ads@gmail.com](mailto:coba.ads@gmail.com)**

STUDENT NAME: \_\_\_\_\_

1. This student will have his/her picture in the COBA program book? YES / NO (please circle)  
*\*If YES, payment must accompany this form!!!*

2. Payment for picture spot must be included with this form: MO / CASH / CHECK# \_\_\_\_\_

OR Do you have \$100 worth of Ads included (picture spot free) YES / NO (please circle)

Ad Description and Number (please number each hardcopy)	Ad Size (1/8, 1/4, 1/2, or Full Page)	Check #	Was Ad Emailed?	Is a photo from Katharine Bentz to be added to the Ad?
1. Ace Hardware	1/4 business card	1234	Yes	No



Ad Description and Number (please number each hardcopy)	Ad Size (1/8, 1/4, 1/2, or Full Page)	Check #	Was Ad Emailed?	Is a photo from Katharine Bentz to be added to the Ad?
1. Ace Hardware	1/4 business card	1234	Yes	No

Total Number of Ads	Total Number of Checks	Total Cash Included	Total Ad Amount