

In our 44th season, Forest Dance Academy is pleased to announce that we will be ushering in the holiday season this December with our presentation of....

"Elf on a Shelf...Operation Christmas Cheer"

Winter Performance 2026 Handbook

(Note: This is a living document and will continuously be updated so check back often!)

Academy Center of the Arts
Warehouse Theatre
December 3rd - 5th, 2026

Winter Performance Handbook Link



TABLE OF CONTENTS

- Cover | Handbook Link
- Handbook Introduction
- Show Announcement
- Performance Participation
  - Performance Non-Participation Link
- Winter Performance Schedule Overview
  - Merry Stitchmas Schedule Link
  - Main Show Assignments
  - Picture Week Schedule
  - Job Assignments & Volunteers
  - Show Order
  - Christmas Company
  - Barestage Rehearsal
  - Dress Rehearsal
  - Show Day Schedule
- Faculty and Staff Introduction & Contact Link
- Studio Closing & Website Link
- At-a-Glance Schedule Link
- All Things Costumes Link
  - Mini Level Costume Fees
  - Classic Level Costume Fees
  - Costume Checklists
    - Costume Class Checklist Link
    - Christmas Company Costume Checklist Link
  - Shoes, Tights, Earrings, Accessories,
  - Show Hair Styles & Stage Make-up
- All Things Pictures
  - Picture Week Schedule Link
  - Picture Schedule Outline
  - Picture Perfect Pictures
- Program Ads
  - Program Ad Order Form Link
  - Program Ad Fees
- Show Sponsorships
  - Sponsorship Form Link
- Performance Packages
  - Tickets, Show Shirts, Program Books
  - Show Shirt Verification Link
- Master Order Form (Add Ons)
  - Master Order Form Link
  - Additional Tickets
  - Show Shirts
  - Programs
  - Souvenir Posters
  - DVDS
  - The Blackbird Scholarship
- Main Show Assignment
  - Dancer's Main Show Link
- Ticketing & Box Office
  - Tickets & Additional Tickets
  - Box Office Hours
- Seating
- Concessions
- Videotaping Policy
- FDA Gives Back
- Show Rehearsals
  - Winter Performance Schedule At-a-Glance
  - In Studio Rehearsal
  - Barestage Rehearsal
    - Barestage Rehearsal Schedule Link
  - Dress Rehearsal
    - Dress Rehearsal Schedule Link
  - Additional Rehearsals
    - Company
- Winter Parent Observation Week
- At Home Practice
    - Attendance
    - Effort
    - Show Music
- Show Volunteers
  - Dressing Room Dance Moms
  - Wranglers & Runners
  - Front of the House & Ushers
  - Backstage Prop Dads & Crew
  - Volunteer Job Descriptions
  - Volunteer Job Assignment Links
- Dressing Rooms
  - Supplies
  - Rules & Etiquette
  - Assignment Link
- Production Do's & Don'ts
- Miscellaneous Assistants Notes
- Summer 2025 & Beyond
- FDA Performance Company
- Printable Documents & Forms
  - Master Order Form
  - Program Ad Order Form
  - Show Sponsorship Form

HANDBOOK INTRODUCTION

This handbook provides important information about the fall season and our upcoming Winter Performance. With so much happening in the weeks leading up to the Christmas Show, we have compiled everything in one convenient resource to help keep you informed, organized, and prepared. Updates will be posted on the FDA website as needed. If you have any questions, need clarification, or find something we may have overlooked, please don't hesitate to contact us at **FDA5678@gmail.com**. We are always happy to help!

WINTER PERFORMANCE ANNOUNCEMENT

We are thrilled to welcome everyone back for another exciting season at Forest Dance Academy! This year marks **FDA's 44th season** of educating and inspiring dancers of all ages throughout Forest, Lynchburg, and the surrounding communities. Thank you for being part of our dance family and continuing this wonderful journey with us! We are especially excited to present our biennial Christmas production, **"Elf on a Shelf: Operation Christmas Cheer!"** This studio-wide celebration promises to be filled with holiday magic, festive fun, and plenty of holly-jolly cheer! We would love for every dancer to join in the festivities. Please see the complete list of participating classes below. This year's Winter Performance will feature **6 performances: three Mini Showcases and three Classic Productions**, held December 3–5, 2026, at the Academy Center of the Arts' Warehouse Theatre in downtown Lynchburg.

Performance Location:
Academy Center of the Arts – Warehouse Theatre
519 Commerce Street, Lynchburg, VA 24504

COMMUNICATION

We strive to keep our FDA families informed with timely updates and important announcements throughout the season. Please check your email regularly for messages from Dance Studio Pro (DSP), visit the FDA website for the latest information, and be sure to join our **private FDA 2026–2027 Season Facebook group** if you haven't already!

SHOW PARTICIPATION

Winter Performance Participation & Opt-Out Information

While we highly encourage all dancers to participate in our performances, **participation is always optional.** We understand that every family has different schedules, commitments, and budgets, and we are happy to help you determine what works best for your dancer. Families may choose to opt out of individual routines or the entire Winter Performance. Dancers who do not participate will continue their regular technical training and have the opportunity to learn choreography in preparation for our Spring Performance.

IMPORTANT: Performance Opt-Out Deadline – September 16, 2026

If your dancer will **NOT** be participating in one or more eligible routines, you must complete the **Performance Opt-Out Form** no later than **September 16th**. This deadline is essential to ensure costumes are ordered and arrive in time for pictures and performances. The form is also available at **www.forestdanceacademy.com** under **Documents → Documents & Forms**. If you have questions or need guidance, please reach out. Your FDA family is always happy to help!

FDA WINTER PERFORMANCE PARTICIPATING CLASSES

1	Tiny Tots (Character)
2	Creative Movement (Character)
4	Kinderdance (Tap)
5	Primary 1 (Ballet)
8	Primary 2 (Jazz)
9	Primary 3 (Jazz)
7	Mini Hip Hop 1
6	Mini Acro 1
11	Mini Hip Hop 2/3
10	Mini Acro 2/3
12	Special Needs
20	Elementary Tap
21	Elementary Jazz
15	Junior Acro
16	Junior HH
17	Junior MT
45	Intermediate Tap
24	Intermediate Jazz
27	Intermediate Contemporary
34	Intermediate/Advanced Tap
35	Intermediate/Advanced Jazz
39	Intermediate/Advanced Contemporary
31	Teen Hip Hop
30	Teen Musical Theatre
47	Teen/Senior Acro
46	Advanced Jazz
50	Advanced Contemporary
42	Senior Hip Hop
36	Senior Musical Theatre
53	Adult Jazz



WEBSITE | WINTER PERFORMANCE SCHEDULE OVERVIEW

Elf on the Shelf - Schedule Link

The link above will direct you to FDA's **Winter Performance Schedule** for *"Elf on a Shelf: Operation Christmas Cheer."* This is a living document that will be updated regularly throughout the season, so please check back often for the latest information. The Google Sheets file contains several tabs along the bottom of the document. Simply scroll through the tabs to access important schedules, details, and updates regarding our Winter Performance.

- At-a-Glance Schedule
- Main Show Assignments
- Picture Week Schedule
- Job Assignments / Dance Mom Volunteers
- Show Order
- Christmas Company
- Barestage Rehearsal
- Dress Rehearsal
- Show Day Schedule

FDA STAFF

FDA Faculty & Staff - Contact Link

Our FDA faculty and staff are dedicated to making this holiday season a memorable experience for every dancer and family! If you have questions, please contact the appropriate faculty or staff member using the link above. Simply select the teacher's email and click the pink Contact button. For general questions or assistance, please email the studio at FDA5678@gmail.com. We are always happy to help!

Artistic Director
Michelle Thomas

Faculty
Heatherly Ahern, Holly Clark, Shelagh Connolly, Natalie Hamilton, Kyleigh Gunter, Jordan Hayes, Alanis Ingraham, Catherine Langley, Lisa Mason, Caitlin Pugh, Caroline Spangler, Cooper Strawderman , Shania Thorpe, Melissa Watkins, Brittany Wood, Hannah Yates

Office Manager
Shelagh Connolly



Company Manager
Kyleigh Gunter

Finance Team
Caitlin Pugh, Kristen Pugh, Brittany Wood

Production Manager
Maria Hayden

Administration
Hannah Yates

Wardrobe Manager
Julia Miller

2026 WINTER PERFORMANCE SCHEDULE OVERVIEW

Winter Production Schedule | At-a-Glance Link

1. COSTUME FEES & DISTRIBUTION

Payment: Costume fees will be automatically drafted from your account on **October 2, 2026**.

Costume Fees (Per Class):

- **Mini Showcase – $80:** Tiny Tots, Creative Movement, Kinderdance, Pop & Roll, Primary (Single Genre), Mini Acro, and Mini Hip Hop.
- **Classic Production – $90:** Elementary, Junior, Pre-Teen, Teen, Intermediate/Advanced, Advanced, Senior, Special Needs, and Adult levels.
- **Ballet & Pointe – $100:** Classic Production Ballet and Pointe classes.

Costume Distribution: November 9–18, 2026

Costumes that have arrived will be sent home during distribution week, provided costume fees are paid in full and accounts are current. Should shipping delays occur, alternative arrangements will be made for costume pictures.

Alterations: Minor alterations, including hemming and taking in seams, are included in costume fees. Additional seamstress services are available; fees may apply.

IMPORTANT: All accounts must be current for dancers to receive costumes and participate in the Winter Performance.

Costume Fees & Information – FDA Website

2. PERFORMANCE SHOES & TIGHTS

Dance Shoes

Dance shoes are the responsibility of the dancer/parent unless provided by FDA Wardrobe. New shoes are not required, but all shoes must be clean, in good condition, and free of holes or excessive wear.

Dance shoes may be purchased through:

- Carolina Connection
- Dancewear Corner

Performance Tights – $15 per Pair

Tights are **NOT included in costume fees** and must match the FDA-required brand, style, and color for each class.

- **Returning Dancers:** New tights are not necessary if previously purchased tights meet current requirements and are free of stains, holes, or runs.
- **New Tights:** Required styles (Ballet Pink, Tan Footed, Tan Stirrup, or specialty tights) will be ordered through FDA, with skin-tone matching when applicable.
- **Billing & Distribution:** Requested tights will be billed separately and available during Costume Distribution, November 9–18.

IMPORTANT: Reserve performance tights for pictures and performances only. Do not wear them to regular classes until after the show. Damaged tights must be replaced at the dancer's expense.

3. COSTUME ACCESSORIES & WARDROBE

FDA maintains a wardrobe inventory of specialty accessories and props to complete each dancer's stage appearance.

FDA Wardrobe Items: Headpieces, hats, gloves, canes, LaDucas, specialty accessories, and props provided by FDA remain studio property. These items will be distributed for pictures and performances and collected afterward by assigned Dance Moms. **Please do not take FDA wardrobe items home.**

Headpieces & Hats: All performance hats must have elastic securely attached for the show (not required for pictures). Elastic will be available at the studio during Picture Week.

Crystal Earrings – Classic Levels Only

Crystal earrings are required for Classic Level dancers **as indicated on their Costume Checklist**.

- **Cost:** $10 per pair, available at the front desk.
- Clip-on earrings are available upon request.
- Earrings are **not required** for Mini Showcase or Special Needs dancers.

4. COSTUME CHECKLISTS

Winter Performance Class Costume Checklist

A complete Costume Checklist will be available on the FDA website to help prepare your dancer for costume pictures and performances.

Each class checklist includes:

- Costume description and required pieces
- Dance shoes and tights
- Hair, headpieces, makeup, and jewelry
- Accessories and props
- Minor alteration instructions, if needed
- Additional class-specific requirements

PLEASE NOTE: The document includes all participating classes. **Print only the checklist(s) corresponding to your dancer's routines.**

We encourage families to review their checklists carefully before Picture Week and again before the performances to ensure everything is ready!



SHOW HAIR STYLES



Below you will find the Winter Performance Hair Assignments. Specific hairstyle instructions will be included on each class's costume checklist. Please don't worry….especially those with short hair, there will be helpers on hand to assist you as needed.

MINI LEVEL DANCERS: Tiny Tots, Creative Movement, Kinderdance, Pop & Roll	
Mini Hair Assignment:	Hair is to be securely slicked back in a centered bun. Please use plenty of bobby pins & a hairnet around the bun and hairspray to secure any loose pieces.
MINI LEVEL DANCERS: Primary 1 ,2, 3, Mini Acro & Mini Hip Hop	
Mini Hair Assignment:	Main Base Recital Hair: Slicked back in a centered ponytail, then secured in a bun for ballet or otherwise indicated by choreographer on costume checklist (with plenty of bobby pins & a hairnet around the bun and hairspray to secure any loose pieces). (No Hair Glitter Please)
CLASSIC LEVEL DANCERS: Elementary, Junior, Pre-Teen, Intermediate, Intermediate/Advanced, Teen Advanced & Senior	
Classic Hair Assignment:	Left Side Part - Low Curled Pony Tail
ADULT DANCERS:	The Dancer's hair style will be determined by the Choreographer.
SPECIAL NEEDS:	The Dancer's hair will be secured back away from the face.



STAGE MAKE-UP

PERFORMANCE MAKEUP REQUIREMENTS

MINI LEVEL DANCERS:
Tiny Tots, Creative Movement, Kinderdance, Pop & Roll, Primary, Mini & Special Needs.
Light, age-appropriate stage makeup to enhance facial features under stage lighting. Apply foundation, blush, eyeshadow, and mascara. Eyeliner is optional and should be applied conservatively. **Lipstick: BRIGHT PINK**

CLASSIC LEVEL DANCERS | RED LIPSTICK
Elementary, Junior, Pre-Teen, Intermediate/Advanced, Teen, Advanced, Senior & Adult

Full stage makeup, including foundation (one shade darker than natural skin tone), blush, light and dark brown eyeshadows with bright highlights, winged black eyeliner, and generous black mascara.

False Eyelash Requirements:

- **Optional:** Elementary & Junior
- **Recommended:** Pre-Teen & Adult
- **Required:** Intermediate/Advanced, Teen, Advanced & Senior

Lipstick: BRIGHT RED with matching lip liner

IMPORTANT – ALL DANCERS: Colored nail polish is not permitted. Only natural nails or French manicures are allowed.

ALL THINGS PICTURES



Picture Week Schedule Link

WINTER PERFORMANCE PICTURE WEEK

Picture Week: November 19-20th, 2026

A professional photographer will be at FDA to photograph all participating Winter Performance classes for our Christmas Show Program Book. While pictures are optional, we strongly encourage every dancer to participate in their **complimentary class photo** to be included in the program.

Individual Portraits: Optional individual photos will be available for families wishing to purchase portrait packages or program book advertisements.

Orders & Payment: Portrait order forms and envelopes will be available at the studio. Payment, including the photographer's sitting fee, is due directly to the photographer on your scheduled picture day.

IMPORTANT – CLASS SCHEDULE CHANGES: Regular classes will **NOT** follow their normal schedule during Picture Week. Dancers should report only at their assigned picture time unless otherwise notified. Teachers may schedule additional or modified rehearsals as needed.



Important Picture Day Guidelines

BEFORE YOU ARRIVE

- **ARRIVE 20 MINUTES EARLY!** Dancers must be picture-ready with hair and stage makeup complete. Late arrivals may miss their class photo.
- **Costumes & Accessories:** Follow your class Costume Checklist and confirm you have the correct shoes and tights. FDA will provide designated wardrobe accessories.
- **Arrive in Costume:** Dancers with only one costume should arrive fully dressed. Those with multiple costume changes may use the dressing rooms.
- **Practice Your Pose!** Choose a favorite dance pose or skill for your individual pictures, stretch beforehand, and don't forget to SMILE!

DRESSING ROOMS & PHOTOGRAPHY LOCATIONS

- **Female Dancers:** Enter through the rear entrance of **Studio B (Girls' Dressing Room).**
- **Male Dancers:** Enter through the **front entrance** near Studio A. The male dressing room is located in the back teacher's room.
- **Studio C:** Class group photos. Dancers should line up by height before entering.
- **Studio A:** Optional individual portraits on the gray marble backdrop.
- **Program Book Ads:** Photographed on the **WHITE backdrop ONLY**, after class photos to avoid disrupting the schedule.

Parent Access: Only designated Dance Moms and Dance Dads are permitted in their respective dressing rooms. **NO PARENTS are permitted in Studios A or C.**

For dancer safety and privacy, photography in dressing rooms is strictly prohibited.

PICTURE DAY POLICIES

- **Schedule:** Picture times are approximate. Photos may be taken early ONLY when all dancers are present. Otherwise, we will wait until the scheduled time, but cannot hold for late arrivals.
- **Missed Class Photos:** Individual portraits may still be taken if a dancer misses their group photo.
- **Space:** Bring only necessary items. No food or beverages in dressing rooms, except water.
- **Parking:** Parking is limited. Additional parking is available along the Moss Creek exit. **Do NOT drive across the apartment building's lawn.**

STAFF & ASSISTANT ATTIRE

- **Student Assistants:** White shirt and blue jeans with minimal distressing; barefoot.
- **Faculty & Staff:** Black shirt and blue jeans; barefoot.

PORTRAIT ORDERS & PICKUP

- **Payment:** Portrait order forms and sitting fees are payable directly to **Deborah Ware Photography** on Picture Day.
- **Photo Pickup:** Orders are expected in December. Families will be notified when photographs are ready.

A FINAL REMINDER

Picture Week runs smoothly when everyone arrives prepared, follows the schedule, and cooperates with our staff. We appreciate your patience and teamwork as we capture these special memories!

Remember: If you're not early, you're late! Stretch, strike your best pose, and say CHEESE!

WINTER PERFORMANCE PROGRAM BOOK ADS

Program Ad Order Form Link

Families and businesses are invited to purchase advertisements in our Winter Performance Program Book. Ad forms are available on the FDA Website under **Documents → Documents & Forms → FDA Studio Forms → Program Order Form**, or through the link above.

TWO AD SUBMISSION OPTIONS:

- **Option 1 – Custom Ad ($25 Setup Fee):** Have your photo taken during Picture Week, and FDA will create your ad.
- **Option 2 – Camera-Ready Ad:** Submit your own print-ready advertisement (business card or digital file). **Any ad requiring adjustments will be considered Option 1** and incur the $25 setup fee.

DEADLINE: NOVEMBER 20, 2026

All Program Ad Forms must be submitted by the deadline, preferably on your scheduled Picture Day.

AD PHOTOGRAPHY REQUIREMENTS:

- All ad photos **MUST be taken on the WHITE backdrop in Studio A**. Photos taken on the gray marble backdrop cannot be used.
- Ad photos may be taken during Picture Week but must not interfere with scheduled class group photos.

PAYMENT: All ad purchases and applicable setup fees will be billed through Dance Studio Pro (DSP). Checks are accepted from outside businesses for program advertisements only.

CHRISTMAS COMPANY REQUIREMENT: All FDA Christmas Company dancers are required to secure **$100 in program ad sales.**

PROGRAM AD FEES

Option 1: Camera Ready Ad (Emailed to the studio)	
Business Card Ad (⅛ page)	$25.00
Quarter Page Ad	$50.00
Half Page Ad	$75.00
Full Page Ad	$100.00
Inside Cover Full Page Color	$500.00

Option 2: Designed Ad ($25.00 Graphic Design Fee)	
Business Card Ad (⅛ page)	$50.00
Quarter Page Ad	$75.00
Half Page Ad	$100.00
Full Page Ad	$125.00
Inside Cover Full Page Color	$500.00



SHOW SPONSORSHIPS

WINTER PERFORMANCE SPONSORSHIPS

Forest Dance Academy is pleased to offer Winter Performance Sponsorship opportunities! Your generous support helps offset production expenses, including theatre rental, backdrops, and production crew costs.

Additionally, a portion of winter performance sponsorship proceeds will benefit our **Special Needs Programs** and the **Blackbird Legacy Scholarship**.

SPONSORSHIP LEVELS

- **Bronze | Gingerbread Village:** $25
- **Silver | Ribbon Row:** $50
- **Gold | Elf Academy:** $75
- **Platinum | Reindeer Ridge:** $100
- **Titanium | North Pole:** $150+

All sponsors will be recognized by name in our **Winter Performance Program Book** under their respective sponsorship levels.

We sincerely appreciate your generosity and support in making this holiday production memorable for our dancers and families!

Winter Performance Sponsorship Form Link

Website Fees Link

REQUIRED PERFORMANCE PACKAGES

WINTER PERFORMANCE PACKAGE – $125 PER DANCER

Each participating FDA dancer (**not per family**) is required to purchase a Winter Performance Package. **No order form is necessary**; your Dance Studio Pro (DSP) account will be automatically billed.

YOUR PERFORMANCE PACKAGE INCLUDES:

4 Show Tickets	**$80**
2 Program Books	**$20**
1 Show Shirt	**$25**
TOTAL	**$125**

The Performance Package helps cover theatre rental, program design and printing, performance shirts, lighting, backdrops, sets, videography, and other production expenses.

BILLING & PAYMENT

- **Billing Date:** November 1, 2026
- **Auto-Pay Date:** November 1, 2026 (charged to the card on file)

SHOW SHIRT VERIFICATION

IMPORTANT: Please review the **Show Shirt Verification Link** below to confirm your dancer's shirt information and size are correct.

Show Shirt Verification Link



Master Order Form Optional Add On Link

Optional Add-Ons & Additional Purchases

The Master Order Form is for optional purchases BEYOND the $125 Performance Package already included in each dancer's account.

To purchase additional merchandise or keepsakes, complete the FDA Master Order Form and return it to the studio by **November 5, 2026**. All orders will be billed automatically through Dance Studio Pro (DSP).

OPTIONAL ADD-ONS

Item	Price	Details
Additional Tickets	$20 each	First come, first served
Additional Show Shirts	$25 each	Parent and sibling shirts; pre-order only
Additional Program Books	$10 each	Pre-order to guarantee availability
Souvenir Posters	$10 each	Limited quantities available at performances
Performance DVDs	$50 each	Professional recording of the Winter Performance

IMPORTANT ORDERING INFORMATION

Additional Show Tickets

Additional Tickets go on sale November 19-20th, 23rd-24th, 5:00–8:00 PM, in person at FDA. All ticket sales are final; exchanges may be made based on availability.

Performance Shirts

Each dancer receives one show shirt with their name on the back and the production design on the front, included in the Performance Package. Shirts may be worn during Barestage Rehearsals. Additional shirts for family members must be pre-ordered.

Program Books & Souvenir Posters

Pre-order to guarantee availability. Limited quantities may be sold at the theatre. Pre-ordered program books will be available at the Academy Center of the Arts.

Performance DVDs

Professional recordings may be ordered through the Master Order Form. Additional DVD order forms will be available at FDA and the Academy Center of the Arts. Families will be notified when DVDs are ready for pickup after the holidays.

PPSAD SCHOLARSHIP FUNDRAISER

The PPSAD $25 winter performance commemorative keepsakes support:

- FDA Special Needs Dance Program
- The Blackbird Legacy Scholarship

REMINDER: The Master Order Form is required ONLY for optional add-ons. Your basic Performance Package is billed automatically.

PERFORMANCE ASSIGNMENTS & TICKET DISTRIBUTION

Dancer's Main Show Assignment Link

To accommodate all FDA families, we will present **three identical Mini Showcases and three identical Classic Productions**, with the same dancers performing in each respective production.

DANCER PARTICIPATION

- Dancers are **REQUIRED to participate in ALL performances** featuring their class.
- Consistent participation ensures accurate choreography, formations, and partnering while giving every family the opportunity to enjoy the show.

MAIN SHOW ASSIGNMENTS & TICKETS

- Each dancer receives **4 tickets** as part of their required Performance Package.
- Class rosters will be randomly divided into three groups, assigning each dancer a designated **"Main Show"** for their family's attendance.
- Your dancer's 4 included tickets will correspond to their assigned Main Show.
- Additional tickets may be purchased for any performance, including your Main Show, based on availability.

PARENT VOLUNTEERS

We ask families to help as **Dance Moms or Prop Dads** during a performance they are not attending as audience members. Rotating volunteer responsibilities allows everyone to enjoy the show while ensuring our productions run smoothly.

Thank you for helping us make every performance a wonderful experience for our dancers and families!

TICKETING & SEATING

PERFORMANCE TICKETS

- Each dancer receives **4 tickets to their assigned Main Show**, included in the required Performance Package.
- Tickets may be picked up anytime before **1 hour prior to showtime**. Unclaimed tickets will be released for sale at the door.
- Additional tickets may be purchased based on availability.
- **All attendees must have a ticket.** Dancers do not need tickets for performances in which they are participating.

GENERAL ADMISSION & SEATING

- All seating is **general admission, first come, first served**, with no assigned seats.
- Guests may line up outside the Warehouse Theatre entrance before the lobby opens and at the theatre doors once inside.
- **Theatre doors open 30 minutes before each performance.**
- **Seat saving is not permitted**, except for designated graduating senior and faculty/staff seating.
- Accessible seating is available upon request, with **one accompanying guest per accessible seat**, subject to availability.

TICKET POLICIES

- **All ticket sales are final.** No refunds; exchanges are permitted based on availability.
- FDA family ticket purchases will be billed through Dance Studio Pro (DSP). Cash and credit cards will be accepted from outside patrons at the door.

DANCER & REHEARSAL POLICIES

- All rehearsals are closed to spectators, except authorized, badged Dance Mom volunteers.
- We encourage our Mini dancers to attend a Classic Production as audience members!

Thank you for helping us maintain an organized, professional, and enjoyable theatre experience for everyone!

BOX OFFICE HOURS & TICKET PICKUP

The FDA Box Office will open at **Forest Dance Academy** and move to the **Academy Center of the Arts (ACOA) Warehouse Theatre** during performance week.

FOREST DANCE ACADEMY | Studio Lobby

- **November 16 - 24th:** Pick up your dancer's 4 included Main Show tickets during regular studio hours.
- **November 19 – 20th, 23rd - 24th | 5:00–8:00 PM:** Additional tickets available for purchase for any performance, subject to availability.

ACADEMY CENTER OF THE ARTS | Warehouse Theatre Lobby

- **November 30–Dec. 2 | 5:00–8:00 PM:** Box Office open for ticket purchases, subject to availability.
- **December 3–5:** Box Office open prior to each scheduled performance.

CONCESSIONS & DANCER SNACKS

Performance Concessions: The Academy Center of the Arts will offer a variety of snacks, candy, soft drinks, and bottled water for purchase in the Warehouse Theatre lobby before performances and during intermission.

Rehearsal Snacks: Concessions will NOT be available during rehearsals. Please provide your dancer with plenty of water and healthy snacks, such as fruit, granola bars, or other nutritious options. **Please avoid candy, fast food, and soda.**

IMPORTANT: Alcoholic beverages are prohibited at all FDA performances. We also ask everyone to help keep the theatre and dressing areas clean and dispose of all trash properly.

Thank you for helping us maintain a safe, clean, and enjoyable environment for our dancers and guests!

VIDEOTAPING POLICY

Professional Recordings: All FDA Winter Performances will be professionally recorded. DVDs may be pre-ordered through the **Master Order Form Optional Add On Form or DVD Order Form**.

STRICTLY PROHIBITED: Personal video recording and flash photography are NOT permitted during Barestage, Dress Rehearsals, or Winter Performances. These policies protect our dancers, minimize distractions, and ensure a professional theatre experience. **Violators may be asked to leave the theatre.**

WHEN RECORDING IS PERMITTED:

Parents are welcome and encouraged to record their dancers during **Parent Observation Week at our In-Studio Dress Rehearsals**. Teachers may also invite parents to record choreography during designated class times to help dancers practice at home.

Thank you for respecting these policies and helping us maintain a safe, distraction-free performance environment!

DVD ORDER FORM LINK

FDA GIVES BACK ~

Each year, the Forest Dance Academy family comes together to make the holiday season a little brighter for those in need! This year, we've chosen to support our furry friends! In partnership with **Central Virginia Regional Rescue**, we will be collecting wet and dry cat and dog food at FDA from **November 9th–19th**.

Monetary donations are also welcome and can be made directly through the rescue's website via check, Venmo, PayPal, or credit card. Thank you for joining us in making a difference this holiday - one paw at a time! 🐾

FDA GIVES BACK LINK



IN-STUDIO DRESS REHEARSAL & PARENT OBSERVATION WEEK

PARENT OBSERVATION WEEK | NOVEMBER 12th–18th

Parents are invited to join us for Parent Observation Week! This is a wonderful opportunity to see your dancer's progress and experience a complete class, from warm-up and technique to choreography and performance preparation. Teachers will be available to answer questions, and photography and video recording are welcome.

Please Note: Seating is limited. We look forward to sharing your dancer's progress with you!

In-Studio Dress Rehearsals will take place at Forest Dance Academy during regularly scheduled class times, coinciding with **Winter Parent Observation Week (November 12th - 18th)**.

These rehearsals allow dancers to practice in costume before heading to the theatre and give our Wardrobe Department an opportunity to check fit, comfort, and make any necessary adjustments.

MINI LEVEL DANCERS

- Arrive **IN COSTUME**, ready for rehearsal.
- Wear regular class tights rather than new performance tights.

CLASSIC LEVEL DANCERS

- Bring all costumes needed for that day's classes on hangers or in a garment bag.
- Dancers will change into their costumes during class and should report to their designated dressing rooms.

ALL DANCERS

- Follow your class **Costume Checklist** for required shoes, tights, accessories, and hairstyles.
- **Stage makeup is required** for Dress Rehearsals and all performances.
- Arrive prepared with all necessary costume pieces and accessories.

PARENTS WELCOME! Families are invited to observe and record their dancers during designated In-Studio Dress Rehearsals.

These rehearsals are an important opportunity to ensure every dancer is comfortable, confident, and stage-ready!

COSTUME CHECKLIST LINK

BARESTAGE REHEARSAL

Barestage Rehearsals will take place at the **Academy Center of the Arts - Warehouse Theatre** and allows dancers to practice performing **without the assistance of mirrors**, building confidence, independence, and stage awareness. We will also rehearse stage entrances and exits, including entering from Stage Left and exiting Stage Right.

DANCER PREPARATION

- **NO COSTUMES:** Wear regular dance class attire.
- Bring all required dance shoes.
- Hair must be neatly secured away from the face.

OUR GOAL: To help dancers confidently execute their choreography, formations, and stage transitions in preparation for the theatre.

Barestage Rehearsal Schedule Link

DRESS REHEARSAL

Dress Rehearsals will take place at the **Academy Center of the Arts – Warehouse Theatre**. These rehearsals allow us to coordinate staging, lighting, sets, recording, and other technical elements while preparing dancers for their performances. We appreciate your patience as these details are finalized.

DANCER PREPARATION

- Report to your assigned dressing room at your scheduled call time.
- **Arrive with show hairstyle and stage makeup COMPLETE.**
- Follow your class **Costume Checklist** for all required costumes, shoes, tights, headpieces, and accessories.
- Arrange any assistance with hair, makeup, or costumes **BEFORE your call time**.

IMPORTANT: Dress Rehearsals are **CLOSED TO PARENT VIEWING**, except for authorized volunteers.

REMEMBER: If you're not early, you're late! Arrive prepared and ready to rehearse.

Dress Rehearsal Schedule Link

REHEARSAL SCHEDULES & UPDATES

Specific rehearsal dates, times, and running orders will be posted on the **FDA Winter Performance Schedule**.

IMPORTANT: This is a living document and will be updated as schedules are finalized. Please check regularly for changes.

If your dancer has any rehearsal or performance conflicts, **notify the FDA front desk immediately** so we can explore possible accommodations.

Thank you for helping us keep rehearsals organized and our dancers performance-ready!

Winter Performance Schedule At-a-Glance Link

ALL SHOW REHEARSALS

Rehearsal times are approximate, and while we strive to stay on schedule, our priority is ensuring every dancer feels confident, comfortable, and prepared for the stage. We appreciate your patience and flexibility!

Choreography will be completed by November 5th. As performances approach, dancers will begin rehearsing more independently, with less assistance from teachers and student assistants. Classes will also perform for one another to build confidence and become comfortable dancing in front of an audience.

For rehearsal questions or concerns, please contact your teacher or the FDA office.

Thank you for helping us prepare our dancers for a successful Winter Performance!

PERSONAL BELONGINGS & CELL PHONE USAGE

Inspiration Inc., DBA Forest Dance Academy is not responsible for lost or stolen items. We ask that you not bring valuables (including currency/electronics) for rehearsals and performances. If you choose to bring personal items, it is at your own risk. Dancers cell phones should be securely put away while in rehearsal and at the theatre.



AT-HOME PRACTICE & ATTENDANCE

ATTENDANCE: With limited rehearsal time during the fall season, consistent attendance is essential. If your dancer misses class, please make every effort to learn the missed choreography through class videos or a fellow dancer. Teachers must continue progressing with technique and choreography and cannot routinely reteach missed material.

For practice videos and important updates, please join our private **FDA 2026–2027 Season Facebook Group**. You may also contact your dancer's teacher for video assistance.

AT-HOME PRACTICE: Parents play an important role in helping dancers feel confident and performance-ready! We encourage families to set aside a few minutes several times a week to review choreography and celebrate progress.

Consider using the **At-Home Practice Chart** below with small rewards to make practicing fun and motivating.

OUR GOAL: Every dancer takes the stage feeling prepared, confident, and excited to perform. Your encouragement and support make all the difference!

Dance Reward Chart Link

SHOW MUSIC

By following the link below you will find all of our show music labeled by class #, class name, genre and routine name. Winter Performance Music is still in process of being edited each day, so please check back often if you do not see your music in the file yet.

Edited Winter Performance Music Link



PARENT VOLUNTEERS NEEDED!

At Forest Dance Academy, we don't just put on dance recitals—we create **Broadway-style productions** complete with elaborate sets, backdrops, props, lighting, narration, and more! Bringing these productions to life takes many hands, and **WE NEED YOU!**
There are four primary volunteer opportunities:

- **Dance Moms:** Dressing room assistance and costume changes
- **Wranglers & Runners:** Dancer supervision and backstage coordination
- **Lobby Assistants & Ushers:** Guest assistance and theatre seating
- **Prop Dads & Crew:** Set changes, props, and production support

Detailed descriptions of each position can be found in the information below.

Thank you for being part of the magic behind the curtain! Your time and support help make these performances an unforgettable experience for our dancers and families.

DRESSING ROOM "DANCE MOM" & "DANCE DAD" VOLUNTEERS

(Stays with the class 100% of the time)

Dressing Room Dance Mom/Dad Link

Our Dressing Room Dance Moms and Dads play an essential role in keeping dancers safe, organized, and performance-ready!

Dressing Room volunteers are required for **Dress Rehearsal and all three performances**, with assignments rotated to accommodate families' designated Main Shows.

- **Mini Levels:** Tiny Tots, Creative Movement, Kinderdance, Pop & Roll, Primary 1–3, Mini Acro, and Mini Hip Hop.
- **Classic Levels:** Junior and Pre-Teen classes.
- **Dance Moms:** Supervise assigned female dancers.
- **Dance Dads:** Supervise assigned male dancers.

ROLE & RESPONSIBILITIES

- **Arrive 10–15 minutes early** and check in for your assigned class.
- All volunteers must check in and obtain an authorized **Backstage Pass**.
- Volunteers are responsible for **their dancer's entire assigned class**, not just their own child.
- **Dancer Check-In/Out:** Ensure parents sign dancers in and out. Dancers must remain under your supervision until released directly to their parent or guardian.
- **Costumes & Preparation:** Confirm all dancers have proper costumes, shoes, hair, makeup, and headpieces. Collect your class's headpiece bin and assist with quick changes as needed.
- **Restroom & Supervision:** Have dancers use the restroom before performing. Keep dancers together, seated, and occupied with quiet activities.
- **Backstage Coordination:** Assist the Dressing Room Coordinator and assigned Runners with lining up, escorting, and returning dancers safely.
- **Dressing Room Safety:** Remain with your assigned class throughout your shift. Dancers may not leave unaccompanied.

IMPORTANT POLICIES

- **NO photography or video recording in dressing rooms** to protect dancer privacy.
- **NO dancers are permitted in the theatre** during their performances.
- **NO costumes are permitted in the theatre or lobby.**
- Only authorized volunteers with Backstage Passes may access designated backstage and dressing room areas.

THANK YOU, DANCE MOMS & DADS! Your time, patience, and care help ensure a safe, smooth, and memorable performance for every dancer.

To sign up, please visit the Sign Up Sheet in the FDA Studio Lobby or email the studio email with your preferred sign up



DANCER "WRANGLERS" & "RUNNERS"

(Retrieves class from Dance Mom, runs them to and from the stage)

Backstage Dancer Wranglers & Runners Link

Our Wranglers and Runners are essential to keeping performances organized and running smoothly! These female volunteers are responsible for gathering dancers, checking costumes and accessories, and safely escorting groups to and from the stage.

ROLE & RESPONSIBILITIES

- **Arrive 10–15 minutes early** and check in with the Backstage Manager.
- **Assigned Routines:** Each Runner will be responsible for designated group routines and/or featured cast members.
- **Dancer Lineups:** Use the lineup sheets provided by the Backstage Manager to ensure all dancers are present, in order, and performance-ready.
- **Backstage Flow:** Maintain our performance sequence:
    - One routine **ON STAGE**
    - One routine **IN THE WINGS**
    - One routine **LINED UP IN THE HALLWAY**
- **Stage Entrances & Exits:** Dancers enter **Stage Left** and exit **Stage Right**. Assist with transitions, especially for younger dancers.
- **Costumes & Accessories:** Check that all accessories and headpieces are properly secured. Assist with quick changes as needed.
- **Dancer Supervision:** Account for every dancer in your assigned groups, including both male and female performers.
- **Return to Dressing Rooms:** Meet dancers as they exit the stage and safely return them to their assigned Dressing Room Dance Mom or Dad.

IMPORTANT: Dancers must remain under authorized supervision throughout backstage transitions. No dancer should be left unattended.

THANK YOU, WRANGLERS & RUNNERS! Your organization, attention to detail, and teamwork keep our dancers safe and the show running on schedule.



FRONT OF THE HOUSE "LOBBY ASSISTANTS & USHERS"

Front of the House, Lobby, Ushers Link

Our Front of House volunteers help create a welcoming, organized, and enjoyable experience for our audience. Dance Moms, Dads, and Alumni are invited to assist in the **Warehouse Theatre lobby and audience seating areas**, with duties assigned by the House Manager.

ROLE & RESPONSIBILITIES

- **Arrive 10–15 minutes early** and check in with the House Manager.
- **Guest Arrival:** Organize audience lines and assist with orderly entry into the theatre.
- **Box Office:** Assist with ticket sales and pickup as needed.
- **Ticketing:** Collect and validate tickets at the theatre entrance.
- **Programs:** Distribute performance programs to guests.
- **Seating:** Help patrons locate available seats and assist with accessibility needs.
- **Inside Usher:** Remain inside the theatre to assist guests exiting between dance numbers.
- **Outside Usher:** Monitor theatre doors and hold late arrivals until the current routine has finished to avoid interruptions.

IMPORTANT: Theatre doors should remain closed during performances. Guests may enter or exit between routines to minimize distractions for our dancers and audience.

THANK YOU, FRONT OF HOUSE VOLUNTEERS! Your hospitality and teamwork help ensure a smooth, professional, and memorable theatre experience for everyone.



BACKSTAGE "PROP DADS" & "CREW"

(Set Build, Load-In, Prop Setting, Strike)

Our Backstage Crew brings the magic of our productions to life! We welcome **Dads, Moms, Grandparents, Alumni, and anyone willing to lend a hand** with sets, scenery, props, and stage preparations.

PRODUCTION LEADERSHIP

- **Crew Chief:** Jason Thomas
- **Production Manager:** Maria Hayden
- **Props Manager:** Caitlin Pugh
- **Set Manager:** Trey Tanner

Crew assignments will be coordinated by our production leadership team.

ROLE & RESPONSIBILITIES

SET BUILD & LOAD-IN

- Arrive **10–15 minutes early** and check in with your crew leader.
- Load and transport sets, scenery, and props from FDA to the Academy Center of the Arts.
- Unload and assemble sets, flats, risers, and props.
- Install Marley dance flooring and secure it with appropriate stage tape.
- Hang backdrops, stage legs, and pipe and drape as needed.
- Mark scenery and stage positions with glow tape for dancer safety.

REHEARSALS & PERFORMANCES

- Set, move, and remove props, mats, and scenery according to the running order.
- Assist with stage transitions and maintain a safe, organized backstage environment.

STRIKE & LOAD-OUT

"Strike" refers to dismantling and removing sets and equipment at the conclusion of the final performance.

- Remove floor tape and stage markings.
- Dismantle flats, risers, casters, and support legs.
- Lower, fold, and prepare backdrops for return shipping.
- Break down FDA and ACOA pipe and drape, returning each to its designated storage location.
- Return ACOA tables, chairs, and equipment to their proper locations.
- Load and transport FDA sets, props, and equipment back to the studio.

TRUCKS & TOOLS WELCOME! Volunteers with pickup trucks, cordless drills, and basic construction experience are especially appreciated.

All equipment installation, elevated work, and heavy set movements must be coordinated with the Crew Chief.

THANK YOU, PROP DADS & CREW! From the first piece of scenery to the final curtain, your hard work makes our Broadway-style productions possible.



DRESSING ROOMS

DRESSING ROOM SUPPLIES

Each dressing room will contain a production dressing room kit. Each kit will contain items that can and will be used during the rehearsal and production process. Each kit must stay in its assigned dressing room and only be accessed by the designated staff or dance mom assigned to that specific dressing room.

DRESSING ROOM RULES & ETIQUETTE

Please do not consume food/drinks while in costume other than clear beverages such as water or light colored power or gatorade. No Pictures are allowed in the Change Rooms, please remind all Dancers and Parents to avoid embarrassing photographs and postings. Absolutely no dancers in costume will be allowed in the lobby prior to or during the performances, photos may be taken after the show.

DRESSING ROOM ASSIGNMENTS

All Dressing Rooms have been assigned as listed below. This will also be posted at the Lower Level Registration Desk at the Academy Center of the Arts. Dancers will enter on the lower level of the Warehouse Theatre off of Commerce Street and must sign-in and report to your assigned dressing room and remain there for the duration of the show. A Dressing Room Co-ordinator will direct you to your assigned dressing room during Dress Rehearsal, and your assigned dressing rooms will remain the same throughout Dress Rehearsal, and the 3 Performances. Dancers may not wander throughout the building and must stay with assigned classes at all times.

Dressing Room Assignment Link
(Assignments Coming Soon!!)

STUDIO CLOSINGS

The studio will be closed for Thanksgiving November 25th - 28th. After the presentation of our Winter Performance, the FDA Dancers will head back into the studio for 2 more weeks of dance classes and holiday fun before we close for the season. FDA will close for Winter Break on December 18th. FDA PC Rehearsals will resume on January 2nd and FDA Regular Classes will resume on Monday, January 4th. This and more dates can be found on the **Season Calendar Overview** For studio closings due to inclement weather please check the FDA Season facebook page and the **ANNOUNCEMENT BAR** located on the Homepage of **THE FDA WEBSITE!**

A big thank you to all our FDA Students and Parents for your help, participation and cooperation during this busy and exciting Winter Performance preparation time as this show will certainly be a great way to kick off the Holiday season.

PRODUCTION DO's and DON'TS

(What TO DO and what NOT TO DO while backstage)

PRODUCTION DOs

Do stand back behind the spike tape in the wings
Do stand quietly and refrain from talking in the wings
Do enter the stage in a hurry….one class must enter as one class exits
Do enter the stage quietly (especially in tap shoes)
Do…practice A LOT at home before the production
Do get your costumes ready for the stage….
Do invite your family and friends to the shows…
Do purchase snacks from the concessions…
Do understand that rehearsals are to prepare the dancers for the show...they are closed except for parents/guardians & siblings
Clap loud and cheer on your amazing dancers and their accomplishments!!!
Do have fun and dance from your HEARTS!

PRODUCTION DON'Ts

Don't peek out and wave to GRANDMA from the wings
Don't talk to your neighbors while waiting in line
Don't lollygag or casually meander onto the stage
Don't giggle, flap or shuffle your feet entering the stage
Don't rehearse in the halls, if you don't know it by now…
Don't wear your costume in the LOBBY or AUDITORIUM!
Don't bring your BOYFRIENDS to rehearsals!!!
Don't run a tab at the concession table…
Don't consume food, drink or any concessions (other than water) in your costume



MISC NOTES FOR ASSISTANTS

- ☐ Wear any White Shirt and Blue Jeans for Assistant picture
- ☐ Stay with your class during picture week (Dancers arrival time = Assistants arrival time)
- ☐ Stay with your class during all rehearsals (In-Studio, Barestage and Dress)
- ☐ Know the choreography and be able to assist either from the stage or the wings
- ☐ Connect with the assigned Dance Mom for each show, and assist when you can
- ☐ Know the classes placement for line-ups and be there to line them up (When it doesn't interfere with your routines)
- ☐ Know the entrances and escort the dancers to the stage (If possible)
- ☐ Know the exits and escort the dancers to the dressing room (If possible)
- ☐ Help your class with headpieces & accessories
- ☐ Help your dancers with potty breaks
- ☐ BE PROACTIVE!

SUMMER 2027 & BEYONDs

DATES TENTATIVE

MAY 2027	Tentative Spring Production Dates	May 16th - 21st
JUNE 2027	Acrobatic Arts Camp (Ages 2 and Up)	Mon-Thurs 9:30AM-12:00PM Showcase Thurs 11:00AM
JUNE 2027	Special Needs Dance Camp (All Ages)	Mon-Thurs 12:30PM-2:30PM Showcase Thurs 1:30 PM
JULY 2027	Summer Mini "5678…" Dance Camp (Ages 2 and Up - Tiny Tots thru Primary)	Mon-Thurs 9:00AM-12:00PM Showcase Thurs 11:00AM
JULY 2027	Summer Classic Dance Camp (Ages 10 and Up - Elem thru Advanced)	Mon-Thurs 1:00PM-6:00PM Showcase Thurs 5:00PM
AUGUST 2027	FDA Performance Company Choreography Workshop (Primary thru Advanced)	Mon-Thurs 4:30PM-8:00PM
AUGUST 2027	FDA Performance Company Auditions	Thurs 4:30PM-8:00PM
SEPTEMBER 2027	FDA 2027-2028 Season	Classes Begin

FDA Dancers and Parents,

Are you curious about our companies? Would you like to be part of our Dance Team?

The Forest Dance Academy Performance Company offers dancers the chance to enhance their current performance opportunities beyond the Annual Showcase & Production. The Company is designed for the serious dancer who has chosen the art of dance as their 'sport'. FDA PC Dancers travel to various Conventions to train beneath some of the world's top Choreographers, Dancers and Teachers in the industry. PC Dancers also perform in an annual Showcase as they prepare for competition, the LDC Showcase and other Community performances.

We invite you to come and see what we are about!

PERFORMANCES:
Annual Performance Company Showcase, located at the Academy Center of the Arts, Warehouse Theatre.
Community Performances

COMPETITIONS: (Local Examples Below)
March 5th-7th - Star Talent Competition, Roanoke, Virginia
April 16th-18th - Inspire Competition, lynchburg,Virginia

CONVENTIONS: ALL FDA DANCERS INVITED TO REGISTER!!!
Forest Dance Academy sends an open invitation to all of our dancers by inviting you to travel with us to one of our Dance Conventions. This is an awesome opportunity for you to further your dance education beyond the studies offered by your regularly scheduled classes.

The FDA PC company would be thrilled to have your support!

The FDA PC Choreographers and Staff