Bridgeman Academy of Performing Arts

LA FILLE MAL GARDÉE

HANDBOOK

Bridgeman Academy of Performing Arts
La Fille Mal Gardée Handbook, 2026

La Fille Mal Gardée Production Handbook

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Introduction

Welcome to La Fille Mal Gardée!

We are so excited to have you join us for this special production at Bridgeman Academy. Whether you are a returning student or new to our Academy, we are grateful to have you share your talents as part of this cast. Our mission is to provide a positive, enriching experience where dancers grow artistically, build meaningful relationships, and honor God with their gifts.

This handbook has been created to help all cast members and families—whether from our year-round programs or the broader community—stay informed and aligned with the expectations, policies, and procedures specific to *La Fille Mal Gardée*. Because this is a large-scale production involving many moving parts, it is important that all participants and parents take time to carefully read and refer to this handbook throughout the process. Our goal is to ensure that every dancer feels prepared, supported, and able to fully enjoy the experience of bringing this story to life on stage.

Contact Information

ACADEMY LOCATION & MAILING ADDRESS

Persimmon Pointe Market | 1120 Technology Dr. Ste. 104 | O'Fallon, MO 63368

Tel: 636.244.1530
Email: info@bridgemanarts.com
Website: bridgemanarts.com

Calendar, AUG - OCT 2025

Dates in the below calendar are subject to change. Any changes will be communicated via the La Fille Mal Gardée Cast Group on the Spaces App.

AUGUST

August 3: Costume Fittings, 4:30 pm - 6:00 pm (see fittings schedule)

August 4: Costume Fittings, 4:30 pm - 6:00 pm (see fittings schedule)

SUMMER REPERTOIRE INTENSIVE:

August 17: Rehearsal, 5:00 pm - 9:00 pm (See rehearsal schedule)

August 18: Rehearsal, 5:00 pm - 9:00 pm (See rehearsal schedule)

August 19: Rehearsal, 5:00 pm - 9:00 pm (See rehearsal schedule)

August 20: Rehearsal, 5:00 pm - 9:00 pm (See rehearsal schedule)

August 21: Rehearsal, 5:00 pm - 9:00 pm (See rehearsal schedule)

August 24: Rehearsal, 6:00 pm - 7 or 7:30 pm (Full Season students only)

August 31: Rehearsal, 6:00 pm - 7 or 7:30 pm (Full Season students only)

SEPTEMBER

August 29: Promotional Photoshoot, 3:00 pm *(not all dancers called)*

September 14: First Regular Season Rehearsal, 6:00 pm - 7 or 7:30 pm

September 21: Rehearsal, 6:00 pm - 7 or 7:30 pm

September 28: Rehearsal, 6:00 pm - 7 or 7:30 pm

OCTOBER

October 3: Work Day, 2:00 pm - 5:00 pm

October 5: Rehearsal, 6:00 pm - 7 or 7:30 pm

October 12: Rehearsal, 6:00 pm - 7 or 7:30 pm

October 19: Rehearsal, 6:00 pm - 7 or 7:30 pm

TECH WEEK

October 26: Tech Rehearsal (studio), 5:00 pm - 9:00 pm

October 27: Tech Rehearsal (studio), 5:00 pm - 9:00 pm

October 28: Tech Rehearsal (studio), 5:00 pm - 9:00 pm

October 29: Tech Rehearsal (Theater), 4:00 pm - 9:00 pm

PERFORMANCES

October 30: Performance #1 (Theater), 6:00 pm (Call 5:00 pm)

October 31: Performance #2 (Theater), 1:00 pm (Call 12:00 pm)

October 31: Performance #3 (Theater), 4:00 pm

October 31: Strike (Theater), 6:00 pm

STUDENTS DISMISSED: BY 7:00 pm

October 31: Cast Party! 8:00 pm

COMMUNICATION

Part I : Spaces App

PRODUCTION COMMUNICATION

All important information related to La Fille Mal Gardée — including rehearsal schedules, reminders, updates, cast announcements, costume details, and choreography videos — will be communicated through our designated communication platform. Parents and students are responsible for staying informed by regularly checking these updates. Any information you need regarding the production will be shared through these channels.

Communication Platform:

We will be using our studio app, **Spaces**, to manage all communication for this production.

- **Special Studio Cod**e: W3KBST
- Download the app and join the group titled “La Fille Mal Gardée Cast”.

Parents and students must be available to receive and respond to communications sent through Spaces to ensure a smooth production process. This will be our primary method of communication — please check it regularly and keep notifications enabled.

Part I : Points of Contact

CREATIVE TEAM

Angie Thompson (Production Coordinator) - Main Point of Contact

angie@bridgemanarts.com

Point of contact for: Schedules, Volunteers, Permissions, Costumes...etc.

Elizabeth Bridgeman (Producer / Director)

elizabeth@bridgemanarts.com

Point of contact for: Choreography, Exceptions/Absences

Will Brighton (Asst. Director / Choreographer)

will@bridgemanarts.com

Point of contact for: Choreography

Jared Bridgeman (Tech Coordinator)

jared@bridgemanarts.com

Point of contact for: Website/app issues, Photo/Video assistance

General Information

LaFille@bridgemanarts.com

636-244-1530

Point of contact for: All general inquiries regarding the production

REHEARSALS

Part II : What to Expect

Rehearsal Expectations & Attendance Policy

La Fille Mal Gardée operates on a condensed rehearsal schedule, which means **every rehearsal is critically important**. Most scenes will be taught and rehearsed only **once**, and students must be present to learn their part. If a student misses a rehearsal — even for excused reasons — they may not be able to participate in the affected scene(s).

Students are expected to:

- Attend all scheduled rehearsals.
- **Practice at home** between rehearsals so they return confident and prepared. *Select videos will be posted via Spaces for rehearsal purposes.*

Any students who miss key blocking or rehearsal moments may be **removed from a scene** at the discretion of the creative team. Our goal is to set every student up for success and ensure they feel confident on stage.

Please note:
If a student withdraws from the show for any reason, **there will be no refund on production tuition under any circumstances.**

Weekly Rehearsal Format

Rehearsals will take place on **Mondays**, with **2–3 rehearsals running simultaneously** across different studios. Students will receive a **detailed rehearsal schedule** before their first rehearsal, outlining:

- Which studio they are assigned to
- Which scenes they will rehearse

The specific scenes being rehearsed may shift based on progress in rehearsals. If any changes are made, **updated schedules will be posted in the Spaces app under the "La Fille Mal Gardée Cast" group**. Please check the group regularly to stay informed.

Part II : What to Wear

All students are required to wear appropriate ballet attire to every rehearsal. This ensures dancers are properly prepared, can move safely, and are respectful of the professional environment we aim to create.

Required Attire:

- Leotard and Tights *(any solid color)*
- Shoes applicable to role *(any color)*
    - Ballet, Pointe, Jazz, Character...etc.

Optional Ballet Warmups:

Students may choose to wear ballet-specific warmups over their leotard and tights, such as ballet skirts, leg warmers, or fitted knitwear. Warmups should not restrict movement or visibility of alignment.

Hair:

Hair must be pulled back securely into a **ballet bun** whenever possible.

Part II : What to Bring

What to Bring to Rehearsal

To help students stay focused, energized, and prepared, please ensure they bring the following items to each rehearsal:

- **All required dance shoes** for the day
- **Water bottle** to stay hydrated
- **Protein-rich snack** to maintain energy levels during long rehearsals (e.g., cheese sticks, protein bars, Greek yogurt, etc.)
- **Notebook and pencil** for taking choreography or staging notes (optional)
- **Phone** for recording choreography videos during review time (optional)

Please label personal items whenever possible and encourage students to keep their belongings organized and stored neatly in a dance bag.

Part II : Drop Off / Pick Up

To help rehearsals run smoothly and ensure student safety, please follow the guidelines below for drop-off and pick-up procedures:

Arrival Time:

Students should arrive **15 minutes early** to each rehearsal to allow time to:

- Change into appropriate shoes

- Warm up independently (rehearsals will *not* include a group warmup)
  It is essential that dancers arrive early and **thoroughly warm up their muscles** to help prevent injury and be fully prepared to begin on time.

Drop-Off:

Parents may:

- Drop students off at the front door
- Or walk students into the building

During Rehearsal:

Parents are welcome to wait in the **designated parent lobby** during rehearsal.

Please note:

- **Space is limited** in the parent lobby
- **Parents may not wait in the student lobby**, as it is reserved for dancers due to the high volume of students during rehearsals

Pick-Up:

- **Parents of older students** do not need to enter the building, but a staff member must visually confirm the parent's presence **before a student is permitted to leave**
- **Driving students** are allowed to arrive and depart independently
- **All students must be picked up promptly at the end of rehearsal**

To avoid delays and keep staff schedules on track, **parents should plan to arrive 10 minutes prior to the scheduled dismissal time**.

Late Pick-Up Policy:

If a parent is more than **5 minutes late** for pickup from any production event (including rehearsals, performances, fittings, or work days), a **$20 late fee** will be charged to cover the cost of a staff member remaining onsite with the student.

Part II : Tech Week / At the Theatre

Tech Week Policies (Studio & Theater)

Tech Week is a critical part of the production process, and for the safety, focus, and efficiency of rehearsals, the following policies will be strictly enforced:

Access to Theater Spaces

- Parents are welcome to wait in the **lobby of The Purser Center**, but **access to the theater and backstage areas is limited to approved volunteers only**.
- A **check-in/out station** will be set up near the hall leading backstage. All students must use this station for every rehearsal performance.

Check-In/Check-Out Requirements

- **Students ages 11 and up** may sign themselves in and out.
- **Students under 11** must be signed in and out each day by a parent.
- To request an exception to this rule, please contact **Ms. Angie (Production Coordinator)**. Her contact information is listed in the **Points of Contact** section of this handbook.

Communication During Tech Week

- The **best way to reach staff during tech week** is via **email**. This ensures that all team members are notified and can respond promptly.

- Once we move into the theater, **do not call the studio phone**, as no staff members will be present there.

- **Please do not contact staff via their personal phone numbers**. All questions and concerns should be directed to:

    - **Studio Email:** bridgemanarts@gmail.com
    - Or to individual staff emails listed in this handbook

End-of-Day Procedures

- The theater will assign us a **hard stop time** each day.
- When that time is reached (for example, 9:00 PM), **all students and parents must be out of the building**, and any socializing should take place outside.
- Please be respectful of theater staff and help us maintain a good relationship with the venue by leaving the lobby promptly.

Part II : Work Days

To bring *La Fille Mal Gardée* to life, we rely on the help of our amazing families! We will host **production work days** at the studio where students and parents are encouraged to assist with finalizing:

- Costumes (e.g., rhinestoning, sewing, organizing)
- Character accessories
- Props
- Larger set pieces

We welcome help from **all parents and students**, and we especially encourage **dads and other handy volunteers** to join us—this production includes several large set pieces that require building and transport assistance.

Thank you in advance for supporting the behind-the-scenes magic that makes this production possible!

COSTUMES

Part III : Rental Policy

All students participating in *La Fille Mal Gardée* will be responsible for paying a **costume rental fee** for each costume required for their role(s).

Rental fees range from $20–$50, depending on the costume. Higher-end pieces, such as **professional platter tutus** or **handmade costumes**, may fall at the upper end of the range.

After your student's costume fitting, you will receive a detailed list outlining:

- Which costume(s) your student will be renting

- The associated rental fee for each item

Important Notes:

- Students performing in **multiple roles** will be required to rent **multiple costumes**.
- If a costume is **lost, stolen, or damaged**, families will be responsible for paying the **full replacement cost**, as determined by Bridgeman Academy.
- Students must turn in ALL rental costumes prior to leaving the theater after the final performance.

We appreciate your care in helping us preserve the quality of our costumes for future productions.

Part III : Student Responsibility

Students will **never be asked to provide their own full costume** for this production. All primary costumes will be supplied by Bridgeman Academy through the costume rental process.

However, in some cases, students may be asked to provide a **small accessory or personal item** to complete their character's look (e.g., headband, scarf, gloves). If an item is needed, this will be communicated during rehearsal and/or posted in the Spaces app under the **"La Fille Mal Gardée Cast"** group.

In addition to costumes, **students must provide all shoes** required for their role(s), such as ballet or pointe shoes. They will be given specifics (including color) for their required shoes during the costume fitting.

Part III : Hair and Makeup

Hair & Makeup Guidelines

Each student will receive **individual hair and makeup instructions** based on their specific role(s) in *La Fille Mal Gardée*. These details will be shared during rehearsals and posted in the Spaces app as needed.

If a student is asked to wear **basic stage makeup**, this includes the following:

- **Dark pink lipstick** (Note: Do not use red or overly dark shades)
- **Natural-colored eyeshadow**
- **Foundation**
- **Blush** (this is especially important for visibility under stage lights)
- **Eyeliner and mascara**
- **False eyelashes** are encouraged for **older students**, but **not required for younger dancers**

Proper stage makeup helps ensure facial expressions are visible to the audience and contributes to a polished, unified appearance on stage. Please reach out if you have any questions about application or appropriate products.

PERFORMANCES

Part IV : Performance Day Procedures

Just like during rehearsals, **all students must check in and out at the designated check-in station** for every performance. The check-in station will be located near the hallway leading backstage.

- **Students do not need to check in or out between the performances on Saturday.**

- **Check-in Times:**

    - **Friday Performance:** Call time is **5:00 PM**
    - **Saturday Performances:** Call time is **12:00 PM**

Important: Students are **not permitted to leave** the theater between the performances on Saturday. They will receive a meal break between shows, but **must remain backstage** during this time.

Pre-Show Warm-Up

Before each performance, we will hold a **group ballet warm-up on stage**:

- The warm-up will consist of an **intermediate-level ballet class**, followed by individual time to stretch and rehearse on stage.

- **All students at an intermediate ballet level are required to participate.**
- All other students are encouraged to warm up independently in their dressing rooms.
- **Our 5-8 year old age group will not participate** in the onstage group warm-up.

Post-Show: Strike

Following the final performance, **all students are required to participate in Strike** to help clean up and pack costumes, props, and sets.

- Students have **15 minutes to greet family and friends** after curtain call.
- After that, they must report to the **Stage Manager** to begin Strike responsibilities.
- **Strike ends promptly at 7:00 PM**, so it is essential that **all students—and any available parents—help** to ensure an efficient breakdown of the production. Likely most students will be released prior to 7:00 pm
- During Strike, **students will also return all rented costumes.**
- There will be an optional **cast party** for the entire cast at 7:30 pm on Saturday.

Part IV : Backstage Parents

Backstage Parent Volunteers

With the high number of rehearsals and performances for *La Fille Mal Gardée*, we rely heavily on the support of **backstage parent volunteers** to help ensure everything runs smoothly and safely behind the scenes.

We will need **many backstage parents** throughout the production process to assist with:

- Keeping students organized and calm
- Helping with costume changes
- Escorting students to and from the stage
- Supporting a positive, focused environment backstage

Due to the **high-energy and sometimes stressful nature** of live productions, we ask that all backstage parents commit to being **kind, calm, and encouraging at all times**. Your attitude and presence make a huge difference in the experience of our performers.

If you are interested in serving as a backstage parent, please contact our **Production Coordinator, Ms. Angie**. Her contact information can be found in the **Points of Contact** section of this handbook.

We are so grateful for our volunteers—this production would not be possible without you!

TICKETS

Part V : Where to Purchase

Ticket Information

Tickets for *La Fille Mal Gardée* can be purchased directly through **Bridgeman Academy's website or app**.

How to Purchase:

- **Website:** Visit bridgemanarts.com, go to the **Homepage**, and click the **"Events"** tab.

- **App:** Open the studio app and select the **"Calendar"** tab. All upcoming events will be listed. Locate the *La Fille Mal Gardée* performance(s) and follow the prompts to purchase tickets.

Important Notes:

- Each show will have **its own event page**. Please double-check the **date and time** before purchasing to ensure you're buying tickets for the correct performance.

- Our venue offers a **large seating capacity**, so **we do not anticipate sold-out shows**.

- If the website shows an error stating the show is "sold out," it typically means that **tickets have not gone on sale yet**.

- You will be notified via the **Spaces app** when tickets go on sale and if we are nearing a sold-out performance.

- **No refunds or exchanges** are available for tickets. Please check your details carefully before purchasing.

- **Do not purchase tickets for any performances during which you are volunteering backstage.**

Part V : Ticket Types

There are **two types of tickets** available for *La Fille Mal Gardée*: **Reserved Seating** and **General Admission**.

Reserved Seating

- Reserved seating is located in the **front half of the theater** and offers **closer views of the stage**.
- With this ticket type, you will select and reserve **specific seat(s)** at the time of purchase.
- Reserved seating tickets are priced **higher** than general admission due to location and seat selection.
- **All reserved seat tickets are the same price regardless of age.**

General Admission

- General admission seating is located in the **back half of the theater**.
- This section is **first come, first served** once doors open prior to the performance.
- General admission tickets are available in three categories:

- **Adult**
- **Child (10 and under)**
- **Student** (must show student ID at the door)

Additional Ticketing Policies

- **Children ages 2 and under** do **not** need a ticket **if they will sit in a parent's lap**.
- **Children ages 3 and up** must have a ticket.
- If you plan to bring a **baby carrier**, stroller, or any personal belongings that will occupy a seat, **you must purchase a ticket for that seat**.
- If you think a child under age 2 may want their **own seat**, please purchase a ticket for them as well.

Group Discounts

Discounted ticket pricing is available for groups of **15 or more**. To inquire about **group rates and availability**, please contact:
tickets@bridgemanarts.com

Please remember that **all ticket sales are final**—no refunds or exchanges.

PHOTOS & RECORDING

Part VI : Provided / Purchasable

Photos and video recordings of *La Fille Mal Gardée* will be available for purchase following the performances.

- Once ready, they will be posted in the **"SHOP" tab** on both the **Bridgeman Academy website** and **app**.
- An email will be sent to all cast families once media is available for viewing and purchase.

Promotional Photos

Select promotional photos will be made available for students to share with **family and friends** to help invite them to the production.

- Please use these images **only in the format in which they are provided**.
- If you would like an image with a different background or any alterations, please email your request to the studio at **info@bridgemanarts.com**.

Usage Guidelines

- Any **purchased photos or videos** may be used in personal **reels, portfolios, social media**, and other non-commercial formats.

- Any **photos or videos distributed by the studio for marketing purposes** must only be used **as intended**. These may not be edited,

repurposed, or used for other projects **without written permission** from Bridgeman Academy.

We appreciate your cooperation in respecting media guidelines to protect the quality and integrity of our production branding.

Part VI : Recording & Sharing Policy

Students are encouraged to bring a **recording device** (such as a phone or tablet) to rehearsals to help with **choreography and blocking memorization**.

- Students are welcome to record **any and all parts of rehearsal** for **personal use**, unless otherwise instructed by the director.

- These recordings are valuable tools for practicing at home and staying performance-ready.

Copyright & Sharing Guidelines

Many elements of *La Fille Mal Gardée* are protected under **copyright**, which means:

- **Rehearsal footage may not be posted on social media** or shared with friends or family **without written permission** from Bridgeman Academy.

- If you wish to share rehearsal content, please email us for approval. We are happy to grant permission when possible and love when students share their excitement for the production!

During the Performance

Photography and video recording by audience members is strictly prohibited during all performances.
This is to protect copyright agreements, the integrity of the production, and the safety of performers on stage.

- Any parent or audience member who attempts to take photos or record video during the show will be **asked to leave the theater**.

- Photos and videos will be made available for purchase after the performance.

POLICIES & EXPECTATIONS

Part VII : Code of Conduct

Cast Members:
All dancers involved in La Fille Mal Gardée are expected to demonstrate exceptional behavior, attitude, and work ethic throughout the rehearsal and performance process. Students are expected to:

- *Follow all studio and production rules and policies*

- *Maintain a positive, respectful attitude at all times*

- *Encourage and support fellow cast members, regardless of role or experience*

- *Avoid gossip, negativity, or derogatory conversation*

- *Show respect toward all instructors, staff, volunteers, and fellow cast members*

- *Treat all belongings, spaces, and equipment with care—including costumes, props, and dressing areas*

Parents & Guardians:

Parents play a vital role in fostering a supportive environment for their dancer and the production as a whole. To ensure a healthy and focused atmosphere, we ask that all parents:

- *Refrain from gossip, speculation, or negative conversation related to casting, staff members, or other areas of the production.*

- *Discuss personal or sensitive concerns outside of rehearsals and bring any production-related issues directly to a staff member or the director*

- *Respect all decisions made by the creative team and staff throughout the rehearsal and performance process*

As a community that seeks to model Christ-like character, we take this code of conduct seriously for both dancers and families. Any behavior that violates these expectations—including bullying or harmful conduct—may result in removal from the production. In such cases, previously paid tuition and fees are non-refundable.

We are so thankful for your partnership in creating a positive and professional environment for every student involved.

Part VII : General Policies

- Street shoes are not allowed on the Marley flooring.
- Food and drinks are not allowed in the dance studios with the exception of water bottles.
- All water bottles must be non-spill if tipped over. Stanley Cups are not allowed unless they are spill-proof.
- Snacks and drinks outside of water may be kept in cubbies, lockers, or dance bags for use during breaks.
- Large jewelry (including smart watches) are not to be worn during rehearsal. Small stud earrings are fine.
- In the case of an emergency, you may call the front desk at 636-244-1530.
- All belongings should have the student's name listed. We especially suggest this for dance shoes and water bottles as many students things look similar.

AND FINALLY. . .

Thank you for taking the time to read through this handbook, and **welcome to the cast of *La Fille Mal Gardée* at Bridgeman Academy of Performing Arts!**

We are so excited to work with each of you as we bring this original ballet to life. Whether you are new to Bridgeman Academy or a returning student, we

are honored to have you as part of this cast. If you have any questions or concerns throughout the rehearsal process, please don't hesitate to reach out!

Below, you will find the **Acknowledgement Form**. This form confirms that you have read and agree to the policies outlined in this handbook.

Required:

- **Acknowledgement Form**
- **Photo & Video Release Form**

Please **sign, date, and return both forms via email to**:
📧 **LaFille@bridgemanarts.com**

All forms must be submitted **prior to the first rehearsal** in order to participate in the production.

Acknowledgment Form

This *La Fille Mal Gardée* Cast Handbook has been created to help you and your family understand the policies, expectations, procedures, and overall experience associated with participating in this production at Bridgeman Academy of Performing Arts. It is important that you read the entire handbook carefully.

Please note: Bridgeman Academy reserves the right to update or revise the contents of this handbook at any time. All policies and procedures are subject to interpretation at the discretion of the director and creative team.

After reviewing the handbook, please complete this form and return it via email to **LaFille@bridgemanarts.com**.

By signing below, you acknowledge the following:

- You have read and understood the policies, guidelines, and expectations outlined in the *La Fille Mal Gardée* Cast Handbook.
- You agree to comply with the rules and procedures described and to respect any revisions made throughout the production process.
- You understand that this handbook serves as a general guide and may not address every possible situation.

Student Name (PRINT) _____

Signature _____ Date _____

Parent Name (PRINT) _____

Signature _____ Date _____

Student Photograph & Video Release Form

I grant Bridgeman Academy of Performing Arts and all its representatives and employees the right to use photographs of me, my child, and/or my property in connection with Bridgeman Academy of Performing Arts and the production La Fille Mal Gardée. I authorize the above company to copyright, use and publish the same in print and/or electronically. I agree that the above company may use such photographs of me, my child, and/or my property with or without our names for any lawful purpose, including for example such purposes as publicity, illustration, advertisement, and web content.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational or promotional purposes.

Student Name (PRINT) _____

Signature _____ Date _____

Parent Name (PRINT) _____

Signature _____ Date _____