

Portage Northern Choirs 2017-2018

Uniform Information

GENERAL

1. In order for our choir program to maintain our uniforms and garment bags, we require a maintenance fee of **\$25.00** per student each year of participation. This fee covers the cost of repairs and cleaning. Uniforms and garment bags will not be released to the student until this signed form is received along with the \$25.00 fee.
2. Checks can be made out to Portage Public Schools. Cash is also accepted.
3. Please check uniforms over for any tears, rips, broken zippers and missing buttons. Please notify us if there are any problems and if you can do the repair. After the first concert, this garment becomes your child's responsibility and there will be an additional charge for damage to the uniform. See replacement fees below. Notification of any uniform concerns should be sent to dmulaykoch@portageps.org.
4. Most garment bags have been noted with any damage but to be sure, if you notice damage to a bag, please send an email to the email address above. Please ask your students to store only their uniforms in their bags as adding additional items like shoes can cause them to tear. To keep the garment bags in good condition, students should not place their school clothes, shoes, school books or undergarments in their choir bags. See the damaged bag replacement fees below.
5. Students should never leave their uniform at school. For choir concerts, it is preferred that students arrive in concert attire before call time.

Portage Northern Uniform Replacement Fees

Tux Jacket	\$70.00
Tux Pants	\$40.00
Tux Shirt	\$16.00
Tie	\$5.00
Cummberbund	\$10.00
Dress	\$70.00
Garment Bag	\$20.00

APPEARANCE

Choir Men

1. For concerts, hair should be neatly combed. If a student has long hair, it is expected that they pull their hair away from their face into a low ponytail.
2. Shirts need to be tucked in and the cummberbund should be around the waist.
3. Students are required to wear black socks and black dress shoes.

Choir Women

1. For concerts, hair should be neatly combed and pulled away from the face into a bun or ponytail if hair is long. We prefer neat buns, giving the choir a feeling of uniformity.
2. You are responsible for hemming the dress that your student will be wearing this year. Please follow the directions on the next page.
3. Only clear nail polish is appropriate for choir concerts.

Please see the important information on the next page.

Directions for Hemming, Care and wearing of Choir Dresses (Please read carefully)

1. Please use **THREAD ONLY** when hemming the dress. NO TAPE, GLUE, ADHESIVE OF ANY KIND, PINS OR STAPLES.
2. **DO NOT CUT** the dress. Even if the hem needs to be doubled over, please do not cut anything. These dresses will need to be adjusted for other students in the future.
3. Mark the hem with concert shoes on. Closed toe black dress shoes should be worn. A short comfortable heel of one inch or less or flats are recommended as students will be standing for long periods at a time. **NO HIGH HEELS OR STILETTOS.**
4. Make sure the student is not looking down when the hem is marked. Mark the hem with a pin so the hem rests on top of the toe of the shoe. When finished, the hem should **NOT** touch the floor.
5. The hem should be sewn **BY HAND**. If your sewing machine has a blind-hem stitch, you may do the hem by machine. However, never hem with a straight stitch or zigzag stitch. Any small, tight stitch is difficult to tear out in the future. If in doubt, please hem by hand.
6. **DO NOT IRON** this dress. If the new hem needs pressing, it needs to be ironed with steam only - on low heat, otherwise the fabric may be damaged. Iron on the reverse side only, using a slightly damp towel between the iron and the fabric.
7. If you, another family member or a friend cannot hem the dress, many alteration shops, such as Roxy's Fine Stitchery, offer this service. **Please make sure that anyone hemming the dress follows the directions listed above.**
8. The dresses will be collected and laundered at the end of the year. If your dress becomes soiled or develops an odor in the meantime, please see Mr. Jordan for laundering instructions.
9. A black traditional style bra is recommended with the dress due to the wide neckline.
10. Please plan ahead and complete the hemming for the Choir Concert on October 25th.

Please sign and detach the slip below and return with your \$25.00 maintenance fee by Monday, October 9th

1. I acknowledge that I have read the directions for the care and altering of my students choir uniform.
2. I agree to oversee the fit and complete any necessary alterations to my child's dress or tuxedo before the first concert on October 25th.
3. I understand that my student's overall appearance is an important element in the professional appearance of Portage Northern's Choir Program.

Student's Name _____

Parent or Guardian Signature _____

For Office Use Only \$25.00 Paid _____