

RECITAL HANDBOOK

Philosophy, Policies, and Procedures

Dear Parents and Students,

For more than three decades, Dianne Cole Johnson School of Dance has provided students with an exciting performance experience through its June recital. The annual staple of the dance school, the recital, conjures images of childhood and Americana for many. It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and self confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

PART I: The Commitment

Important Dates

By allowing your child to participate in the Dianne Cole Johnson School of Dance recital, you commit yourself and/or your child to the following dates and events.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

<u>Date</u>	<u>Activity</u>	<u>Where</u>
Oct 1	Costume Deposit #1	At the studio
Nov 1	Costume Deposit #2	At the studio
Dec 1	Costume Deposit #3	At the studio
March 1	Program ad packets available	At the studio
April 15	Program ad deadline	At the studio
May 9	Recital tickets go on sale	At the studio
May 09-14	Recital photo shoot	At the studio
May 31- June 2	Run throughs for "Wicked"	At the studio
June 4-8	Run-through Ballet Swan Lake	At the studio
June 09	Wicked dress rehearsal	UNT
June 10	Swan Lake Dress rehearsal	UNT
June 11	Swan Lake Recital, 6:00 pm	UNT
June 12	Wicked Recital, 2:30	UNT

Updates

As the season progresses, additional recital information or updates will be posted on the Dianne Cole Johnson School of Dance website, www.dcjdance.com, in monthly newsletters, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the show's success.

Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography season. Bring a CD to the studio to have music recorded.

Our goal is to make the recital an organized, exciting experience for everyone involved.

PART 2 : Costumes

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool (creative movement) students and combo I students will need one costume; combo I/II and combo II students will need two costumes; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

Costume Deposits

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

Costume Payment Schedule

Class	Pay in Full Oct. 1	-or- in 3 installments:	October 1	November 1	December 1
CM	\$66		\$22	\$22	\$22
Combo I	\$72		\$24	\$24	\$24
Combo II/III	\$141		\$47	\$47	\$47
Ind. Classes	\$87 each class		\$29	\$29	\$29
Recital fee	\$57 each student		\$19	\$19	\$19

Costume payments may be made by cash, check, debit, or credit. You may also request your costumes be made by recurring charge to your credit card—please request at the front desk. School tuition must be current before payments will be made toward costume deposits. \$15 late payment fees apply to costume deposits not made by the 5th of Oct, Nov, and Dec. Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Dianne Cole Johnson School of Dance is not responsible if costumes are not received in time for the recital due to late payments.

If you do not plan on being in the year end show, please let us know in writing no later than Sept. 30.

> **Costumes are always age-appropriate and of the highest quality possible.** <

Sizing

Costume measuring begins during the first week in December, during scheduled class times. Each child will be measured in order to determine his or her proper costume size(s). We allow 1-2 inches extra for growth.

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian.

Distribution

Costumes will be distributed in the spring. A class must have a "Class Mom" in order for costumes to be given out. Dancers accounts must be in good standing to receive costume. Class photos will be taken May 9 -14. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Withdrawal

No refunds will be made if a parent or guardian withdraws a child from the school after costume deposits have been made. Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

Costume expense

The estimated cost of costumes is \$66-87. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

Costume Care

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

> We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights.

Costume Racks

Clothing racks with wheels can be purchased; if your child has several costumes, a rack is a smart investment. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed in the show.

Tips: Costume Common Sense

Always have a second pair of tights available.

Place costumes in a garment bag for travel.

Carry hats in a hatbox or container to prevent them from damage.

Hang and press costumes before each performance.

Place your name in all costumes and shoes.

Part 3: Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to have specific tights for their classes. Tights are available from dancewear stores. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. (Note: having a second pair of tights on hands offers students and parents a great sense of security.) Tight/Shoe brand & color will be given out with costumes and is available in the costume book.

Hair and Makeup

All female students are required to wear makeup for the recital: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well. Make up kits will be available for order in the spring.

Uniform hairstyles are required. All female students must wear their hair in a bun or low pony tail (as required for each specific class). No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

PART 4: Be prepared

Pre-Planning

The recital is not a one-day activity. Gather all costumes, accessories, shoes and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also, bring extra hair gel, hair nets, bobby pins and hairspray.

TIPS: OTHER HANDY EXTRAS

- Baby wipes/ Shout wipes (to fix makeup or wash hands)
- Baby powder (for itchy costumes)
- Safety pins (for emergency costume repairs)
- Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- Your pain reliever of choice
- Band-Aids (the "invisible" kind)

PART 5: Dress Rehearsal

Participation in the dress rehearsal is *mandatory*. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costumes, and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 30 minutes prior to your assigned time. Students may arrive in their first performance costume. The schedule for dress rehearsal will be given out in the May newsletter.

Finale

All students are required to participate in the finale, which will be rehearsed during the last month of classes. A run-through of the finale will take place at the dress rehearsal between Acts I and II. All students will remain in their last performance costume for the finale.

Dressing Room Etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms or hallways.

Dress Rehearsal Guests

One parent or guardian must accompany each student to the dress rehearsal. Please, no siblings who do not dance! No other guests allowed at dress rehearsal.

PART 6: Student Drop-Off and Pick-Up

Dress Rehearsal Dismissal

Students will be dismissed from rehearsal once they have completed all of their routines, including the finale. We will rehearse the finale between Acts I and II so that the students who are not in Act II do not have to remain through the end of rehearsal.

Dress Rehearsal Drop Off and Pick Up

Parent or guardian should bring the students to their assigned seating area, where they will be checked in and placed under the supervision of their class mom(s). Parent or guardian must remain in the auditorium until his or her child(ren) have been dismissed. When a class has completed its last performance, the class mom will dismiss the class to the parents.

Recital Performance Arrival and Dismissal

Parents or guardians should bring the students to their assigned waiting area, where they will be checked in and placed under the supervision of their class mom(s). Students will remain backstage for the entire performance. After the finale, parents may pick up their children in the theater.

Special note: Please do not attempt to pick up your child during the performance. All students will be under the supervision of responsible adults and will be safe for the length of the performance.

PART 7: Recital Photography and Videos

Recital Photos

Class photos will be taken during regular class times the week of May 9-14 at the dance school. All students are photographed for their class picture. After the group photo shoot, students may choose to have solo portraits made in their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled class time and be completely dressed and ready!

Photo Shoot Hair and Makeup

Consider it the same as performance. All female students are required to wear makeup: red lipstick, blush, eye shadow (not blue) and mascara. Uniform hairstyles are required. All female students must wear their hair in a bun or low pony tail or as required for the individual class. No bangs or beads allowed. Dancers with short hair must pull their hair away from the face and slick it down.

Photo and Video Purchase

Photos must be purchased the day photos are taken. Photos will be delivered to the dance school for pick up. On the Rock Video will professionally video tape the recital. No personal cameras are allowed in the auditorium. The estimated cost of a DVD is \$35. Order forms will be available at dress rehearsal and the recital for those who would like to purchase DVDs. Photos and DVDs will be available for pick up through Sept. 1st.

NO VIDEO OR PHOTOGRAPHY WILL BE ALLOWED AT THE RECITAL.

PART 8: Recital Tickets

Tickets will go on sale May 9 and cost \$7 each. All studio accounts (tuition, costumes, etc.) must be paid in full before any family member may purchase recital tickets. Tickets will be sold to volunteers on May 9, and all others May 10. Each family will receive two (2) complimentary reserved tickets. All volunteers will receive one additional reserved ticket. In an effort to create an organized and professional atmosphere, all tickets are reserved seating. Each member of the family must have a reserved seat. No children will be allowed to sit on a parent's lap. If younger siblings would be uncomfortable remaining seated for two hours, please do not bring them to the recital. Children who are running around the auditorium are distracting to the dancers and audience members. All of our recitals are considered family entertainment and are approx. 2.5 hours in length.

PART 9: Recital Policies

Video and photography

Parents or guardians may videotape or take photographs of their children at the dress rehearsal. Due to the large number of cameras, we cannot guarantee electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video or photography will be allowed at the recital.**

Auditorium Rules

No eating, drinking or smoking in the auditorium or dressing rooms. When they are not onstage, dancers must remain in their designated area with their class mom(s) during the dress rehearsal and recital.

Backstage

Family members and friends do not belong backstage or in the dressing rooms during the rehearsals or recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so after the finale.

Props

All props are the property of Dianne Cole Johnson School of Dance and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

PART 10: Volunteer Information

Recital Volunteer Information

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in the handbook. There will be an orientation for all volunteers, and all must abide by the policies set forth by the Dianne Cole Johnson School of Dance. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

Class Moms

Class moms are needed for each class for costume distribution, communication and other help at dress rehearsal & recital, and to assure dancers are supervised. They will receive a complimentary recital ticket and will be able to watch their children perform from the audience. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that all children return to their appointed area after the performance. They are responsible for securing the “before/after” mom. The number of volunteers needed for each class will be determined by the number of students in the class. Generally one volunteer is needed for every 9 students. If there are too many volunteers for one class, some may be asked to work with children from another class. During their class’ performances, room mothers leave the students at the stage door with their teacher and watch the dance from the back of the auditorium. Volunteers are not allowed to enter the stage area. Because there are live microphones backstage, only dance teachers and assistants will be allowed in the wings.

PART 11: Recital Yearbook-Program

Each year the Dianne Cole Johnson School of Dance publishes an annual yearbook-program for the recital. “Well-wisher” and commercial ads are available. All students have the opportunity to purchase and sell ads, but participation is not required. Programs are \$5 each; free with 1/4 page ad or more.

Specs and Rate Card for Program Advertising

Booster ad Names or sentence, 10-word maximum, \$10.

Box ad (2.5” x 1.5”) \$25 (Text only; no photo or business card.)

1/4 page (3.5” x 3.5”) \$65 (Text and one photo or business card only.)

1/2 (5 “ x 3.5”) \$85

Full page (7.5” x 5”) \$150

- Ads may be submitted in Microsoft Publisher, Adobe Photoshop, or as JPEG, TIFF, EPS, or PDF files. All ads should be submitted on disk and must be CAMERA READY.
- All ads are black and white.
- Use a separate form for each ad submission.
- A “Program Advertising Kit” will be available at the DCJSOD office beginning March 1.
- Deadline for all ads is April 15.
- Checks should be payable to Dianne Cole Johnson.

Dianne Cole Johnson School of Dance Ad Submission Form

Please submit a separate form and a disk (if applicable) with each ad.

Student Name: _____

Parent or Guardian signature: _____

Telephone: _____

Name of Company Submitting Ad: _____

Company Contact: _____

Company Telephone: _____

Ad size: Booster (\$10) Box (\$25) 1/4 Page (\$65) 1/2 Page (\$85) Full Page (\$150)

Submission Date: _____

Check# _____ \$ _____ payable to DCJ— **Ad & \$ due by April 15**

Volunteer Preference Form

Dianne Cole Johnson School of Dance relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women, which makes it reasonable for families to assume their volunteer responsibility. Older brothers and sisters are also welcome to volunteer and can count this as their community service hours. **We encourage every family to become involved with our volunteer program and welcome any contribution you are willing to make.**

Please check any of the items listed below that you are interested in. **Filling out this form does not obligate you to volunteer in any capacity.** At the appropriate time, we will contact you with more information about the opportunities you have expressed interest in. Return this form as soon as possible. If you have any questions, please contact the Dianne Cole Johnson School of Dance office at 972-446-2220. Thank you for your involvement with your child at DCJSOD.

Dancer _____ Parent _____

Class _____

___ **Class Mom:** Costume Distribution; communication with class. Ensure that children are safe and accounted for when not onstage. Check for proper attire and make sure children have an escort before and after their performances.

___ Before Help @ Recital ___ After Help @ Recital

___ **Security:** Doors to theatre staying closed; checking for cameras and videos during performance; hallway security at theatre.

___ **Usher:** Escort ticket holders to their seats, open doors for intermission.

___ **Tickets/Program/T-Shirt Sales:** Sell tickets, etc. at performances.

___ **Props/Scenery Set Up & Strike:** Help with construction of props and/or set up & strike of theatre.

Volunteers receive priority ticket sales on May 9; volunteer receives one free ticket.