

RECITAL HANDBOOK

2017

PHILOSOPHY, POLICIES, AND PROCEDURES

Dear Parents and Students,

For more than three decades, DCJ Dance has provided its students with an exciting performance experience through the end of year dance concert. It is a rite of passage for many youngsters, a chance to shine in front of family and friends, which they anticipate with nervous excitement.

It is with that same excitement that we present our new and exciting theme for this year's dance concert:

Saturday, June 10

"La Botique Fantastique" (all ballet students)

SHOW # 1: 9:30am

SHOW #2: 11:30am

"Can't Stop the Feeling - Celebrating 40 Fabulous Years"

(jazz, lyrical, hip hop, tap, musical theatre, creative movement students)

SHOW #3: 2:30pm

SHOW #4: 4:30pm

SHOW #5: 6:30pm

Bank of America Theatre, Eismann Center

2351 Performance Dr

Richardson, Tx 75082

The concert 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. This year we will present "mini shows" that will be approximately one hour in length with no intermissions. The ballet will be presented twice and the production show will be presented 3 times.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to a child'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.

DEDICATION TO RECITAL COMMITMENTS IS THE RESPONSIBILITY OF BOTH STUDENTS AND PARENTS.

We've created this handbook in an effort to clarify what we expect from you in terms of commitment, responsibility to the annual concert, the school, other students and parents.

PART I: THE COMMITMENT

CONCERT FEES AND FINANCIAL OBLIGATIONS

Our goal is to make the annual recital a fun event for both the students and the parents. We want you to have all of the information when you are choosing to be a part of the recital.

The recital fee includes awards, theatre, professional sound & lighting, and security during all performances. The only additional fees that you may incur would be additional tickets, program, recital tee shirt, recital photography, and DVD (all of these are optional).

All accounts must be up to date and paid in full before the recital. Students will not be able to participate in the dance recital if the account balance has not been paid in full by May 5th.

Recital Fee - \$75 per student

WE WILL NOT REFUND OR CREDIT ANY PORTION OF RECITAL FEE OR COSTUME PAYMENTS FOR ANY REASON.

No exceptions. Please make sure you are committed to the recital before paying fees. All of DCJ Dance payment policies apply to concert fees and costume payments.

Families who add the recital after November 1st must pay $\frac{2}{3}$ of the recital fee and costume fee. Families who add the recital after Dec. 1st must pay recital & costumes in full; costumes may incur an additional shipping and handling fee, may not arrive in time for pictures, or may not be available.

IMPORTANT DATES

By allowing your child to participate in the DCJ Dance recital, you commit yourself and/or your child to the following events.

| | | |
|------------------------------|-------------------------------|-------------------------|
| Recital fee/costume payments | | Oct. 1, Nov. 1, Dec. 1 |
| Costume measuring | during class | Oct. 14-19 |
| Recital pictures | during class | May 8-13 |
| Studio dress rehearsal | times posted online/at studio | May 30-June 1, June 5-8 |
| “La Botique Fantastique” | Eismann Center | June 10 |
| “Can’t Stop the Feeling” | Eismann Center | June 10 |

UPDATES

As the season progresses, additional recital information or updates will be sent by email, posted on the studio bulletin board, and posted on the studio website calendar. Make it your responsibility to keep abreast of this important information and carefully read all emails. Not knowing about a rehearsal is not an excused absence.

Our goal is to make the recital an organized and exciting experience for everyone involved. It is a team effort; students, their parents, the teachers, and the director are key players in the show’s success.

HOME STUDY

To ensure that students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. If you would like a copy of your child’s music please notify the front desk. Please bring a cd with your child’s name and class written on it. If you would like to video please ask your child’s teacher when would be a good time to record.

PART 2: COSTUMES

COSTUME CHOICES

We spend many hours determining and carefully choosing the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Students will need one costume for each class they are in. Students must purchase tights and shoes as required for each costume.

To ensure that costumes are delivered in time for dance school photographs and an organized distribution to our students, costumes are ordered in October.

Costumes will not be ordered until recital payments 1 – 2 have been made. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. DCJ Dance is not responsible if costumes are not received in time for the recital due to late payments. We cannot guarantee that we can get additional costumes if the deadlines are missed.

ALTERATIONS

We want your child to look their best on stage and in their pictures. Costumes are not custom made and usually require some minor alterations. This is the responsibility of the parent.

DISTRIBUTION

Each class must have a Class Mom and before/after help before costumes will be distributed. You may sign up at the front desk. 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. Costumes are irreplaceable. We cannot replace missing costume pieces.

We send costumes home with instruction sheets for tights, shoes, hair, etc. Make-up instructions are on the next page of this handbook. Costumes should remain hung up and not played with or worn before the recital (except at pictures and dress rehearsal). We recommend that each student's name be placed in his or her costume, 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. Hang ballet costumes upside down. Press or hang in a steamy bathroom all costumes prior to the dress rehearsal and the performance to keep them looking their best! Please do not wash costumes in your washing machine; hand-wash them only (after the performance).

WITHDRAWAL

No refunds for costumes will be made for any reason. Students who change classes after Nov. 1 will not be able to receive a refund for previous class costume and will be subject to additional handling/service charges and availability. We cannot guarantee purchase availability of costumes after Nov. 1. Parents may pick up costumes paid in full at time of distribution.

TIPS: COSTUME COMMON SENSE

Always have a second pair of tights available.

Place costumes in a garment bag for travel.

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 the specific tights for their classes. Tights required for each costume are listed in the costume book and on the instructions with your costume. Tights are available at local dancewear stores. Please keep your new tights for the concert; only wear them for pictures, dress rehearsal and the performance. Please wash tights by hand in cold water separately and hang them up to dry. It is recommended you have at least two pair of tights in case of accidents. Students must have the correct tights/shoes to be included in the group picture.

HAIR AND MAKEUP

Without any make up, students facial features become washed out on stage. Even Creative Movement and Hip Hop students must wear a minimum of blush, red toned lipstick, and some mascara. Base, red lipstick, pink blush, eye shadow (neutral colors), black eyeliner and mascara is a must for all students in Level I and up.

Uniform hairstyles are required. No bangs or beads allowed. Dancers with short hair must pull their hair away from the face and slick it down. All students must wear a slicked back bun with hair net and hair pins. You must use hairspray, gel, wax, paste, etc. to keep hair in place. We have instructions on doing a bun if you need tips and tricks!

PART 4: BE PREPARED

ADVANCED PLANNING

The recital isn't 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 mistakes 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)

Hairspray, gel, or other needed hair products

Hairpins, bobby pins, hair ties, and hair clips

PART 5: DRESS REHEARSAL - May 30-June 1 and June 5-8

THE DRESS REHEARSAL: PARTICIPATION IN THE DRESS REHEARSAL IS MANDATORY

“Can’t Stop the Feeling - Celebrating 40 Fabulous Years” (Everything except Ballet): May 30 - June 1

“La Botique Fantastique” (Ballet only): June 5 - June 8

Rehearsal schedules can be found online or at the studio.

There are no regular dance classes starting May 30 until recital June 10. Instead you will be asked to come for a 2-3 hour block of time according to the attached schedule for full dress rehearsals at the studio. Students will come in full dress, costume, make-up, correct tights, shoes and hair just like for recital. They will run through the dances a few times and also practice finale. If your student has more than one dance in a block of time, they will need to bring all the costumes needed and change just like for the show. Students 8 and under must have a parent or guardian stay to help change costumes. We will do the dress rehearsals in the large front room. We open the blinds so if you would like to watch you may bring a lawn chair and sit on the sidewalk.

The dress rehearsal allows the students to become familiar and feel comfortable with their performance, costume(s), and being part of the entire performance as a whole. Students learn entrances, exits, where to stand, interaction with other classes, and finale/end of show process. 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. This is when and where any kinks are worked out (and there are always kinks).

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 15 minutes prior to your schedule call time. Schedules will be posted in the studio in May.

Wear your first costume to the studio. Students may change into additional costumes in the dressing rooms. Please notify the front desk of any quick-changes. We will do our best to end on time. However, end times are a guideline for your convenience only. Sometimes technical aspects need to be fixed and tweaked during rehearsal and this could take extra time. Please be flexible and patient.

FINALE

All students participate in the finale. Students will wear their last costume in recital during the finale. Students will remain backstage for the entire length of the performance. .

DRESSING ROOM ETIQUETTE

Students must respect other student’s space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the theatre, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms except bottle water with sports cap. All other food or drinks will be taken up and thrown away. Before/After parent volunteers must stay with class.

DRESS REHEARSAL GUESTS

We do not allow dress rehearsal guests. Students **must be** accompanied by one parent (they are not to be

dropped off). Siblings should be left at home if at all possible. No other guests (relatives, friends) are allowed. Parents are welcome to watch from the outside as the blinds will be drawn.

PART 6: STUDENT DROP-OFF AND PICKUP

Recital Performance Arrival and Dismissal

Parents or guardians should bring the students to the backstage sign-in, where they will be checked in and placed under the supervision of their class mom. Before Mom will stay with dancers until they are taken backstage. After performing, dancer will go back to their line up where the After Mom will meet and stay with them. If they have a costume change, parent will need to come to backstage area to change the student and then take them to their next dance line up. Dancers will remain backstage until finale.

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

Recital photos will be taken at the studio during your class. All students will be included in the group photos. After the group photo shoot, students may choose to have solo portraits made in their costume. Individual photos will be taken only of those who order/pay in advance. There is no obligation to purchase photos. Please arrive at least 15 minutes prior to your class time and be completely dressed and ready. We will not be able to wait for you if you are late.

*****YOU ARE NOT ALLOWED TO TAKE ANY PERSONAL PHOTOS AT THE STUDIO ON PICTURE DAY. THIS INCLUDES IN THE DRESSING AREA AND LOBBY. PLEASE RESPECT OUR PHOTOGRAPHER.**

All ballet/tap/jazz combo classes will take their pictures in tap or jazz costume first, ballet second. YOU MUST WEAR THE CORRECT TIGHTS AND SHOES FOR PICTURES. All students must have hair slicked back in ballet bun. No whispies, braids, beads, clips, or individual bows. Dancers with short hair must pull their hair away from the face and slick it down. No jewelry (including earrings), no nail polish, no panties under costumes. Pictures look great with light make up. All students should wear foundation to even out their skin. Pink blush, eye shadow, mascara, and red lipstick - lighter than for the stage - is also recommended. Dark eyes may wear complimentary purple, light eyes a neutral brown.

Photos must be purchased in advance or the day of photos. Purchase the week before photos for a discount! Photos will be deliver to the dance school for pick up. All photos must be picked up by Sept. 1.

RECITAL DVD

The recitals will be professionally taped. You may order in advance and pick up at the studio apx. 3-5 weeks after the show. An email will be sent out when they are ready to be picked up. DVDs must be picked up by Sept. 1. Due to fire codes and the enjoyment of other audience members recording of the performance is not allowed!

PART 8: RECITAL TICKETS

TICKET POLICIES

Tickets go on sale in May and should be purchased directly from the venue (The Eisemann Center in Richardson). 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.

THEATRE ETTIQUITE

This is a family show, however please be courteous of others who have also come to see their dancers. If younger siblings would be uncomfortable remaining seated for the show, please don't bring them to the recital. Children who are running around the auditorium are distracting to audience members. If you must bring small children, please sit toward the back and end of row so that you can take fussy or crying children out of the theater; it is distracting to the dancers and to those around you.

We also ask that you do not enter or exit the theatre during the show. This is discourteous and distracting to the dancers and audience members. If you must exit to do a change of costumes, please sit in the designated area.

PART 9: RECITAL POLICIES

VIDEO AND PHOTOGRAPHY

Video and photography is *not allowed* at the recital. Please do not bring video cameras into the theatre. Do not use Ipads or Iphones for recording. This is extremely distracting to the dancers and people sitting behind you. Please be considerate to the other audience members who have also come to see their child perform. Please do not use your cell phone as a flashlight or video camera and do not let children play any electronic games. It is distracting to the dancers and those who are around you. We thank you for your cooperation on this matter.

THEATRE RULES

NO EATING, DRINKING, OR SMOKING IS ALLOWED IN THE AUDITORIUM OR DRESSING ROOMS. NO SNACKS OR DRINKS IN THE THEATER FOR ANYONE. THERE ARE NO EXCEPTIONS. YOU MAY HAVE WATER BOTTLES WITH SPORT LIDS ONLY IN THE DRESSING ROOMS.

No running or rough-housing in the theater. Children must be supervised by an adult at all times. If you have small children, please keep them seated and quiet. Please exit the theater if you have a fussy child. Please remain seated during the performance. If you must leave, please do so between numbers.

BACKSTAGE

Family members and friends are not allowed backstage or in the dressing rooms during 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 in the lobby areas of the main theater.

PROPS

All props are the property of DCJ Dance and are to be returned to the backstage after the performance.

RECITAL GIFTS

Many parents give a small congratulations gift at the end of the performance. The traditional post performance gift is a bouquet of flowers.

PART 10: VOLUNTEER INFORMATION

RECITAL VOLUNTEER INFORMATION

Anyone interested in volunteering to help backstage is welcome, however if you do volunteer please follow through. We have had many volunteers not show up in years past which leaves classes, students, parents, and teachers in a difficult situation. There will be an orientation for all volunteers, and all must abide by the policies set forth by DCJ 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 and recital, and to assure dancers are supervised. 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 and making sure they show up. 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 the children from another class. During their class performance, class moms and before/after moms will be able to return to the audience to watch (after the dancers are taken to the backstage line up). Volunteers are not allowed to enter the stage area, only dance teachers and assistants will be allowed in the wings.