

# *IN-STEP DANCE RECITAL HANDBOOK*

## Philosophy, Policies, and Procedures

Dear Parents and Students,

For 18 years, In-Step Dance has provided students with an exciting performance experience through its recital. The annual staple of the dance school, the recital, conjures images of childhood 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 contributes to a sense of 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.

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.

### **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 on a regular basis. You can ask your instructor for a copy of their music for them to practice.

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

## Important Dates

By allowing your child to participate in In-Step Dance Center's recital, you commit yourself and/or your child to the following dates and events.


## Updates

As the season progresses, additional recital information or updates will be posted on the In-Step Dance website, [www.instepdancecenter.com](http://www.instepdancecenter.com), in monthly newsletters, and on the school's WHAT'S NEW bulletin board at the front door of studio. 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.

## 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. Predance students will need one costume with attachments for their 2 dances; all other students will need one costume for each subject they train in. Shoes and tights are not included.

## 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.**

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. In-Step Dance is not responsible if costumes are not received in time for the recital due to late payments.

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

## Sizing

Costume measuring begins during November and December, during scheduled class times. Each child will be measured in order to determine his or her proper costume size(s).

## 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. Please contact In-Step Dance office for recommended seamstress.

## Distribution

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. The deadline for all costume balances is February 15<sup>th</sup>. Class photos will be taken in June. 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. There will be rooms available for changing into their costumes.

## Withdrawal

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. 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** or pay a \$25 cancellation fee for each costume ordered.

## Costume expense

The cost of costumes is \$70 for pre-dance classes. \$75 for triple combo classes and \$65 for all one hour classes. 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 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.

**TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a container to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

**Tights**

To ensure that there are no discrepancies in color and style, students are required to have the same 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 hand offers students and parents a great sense of security.)

**Shoes**

Should be polished and cleaned up. Pre-Dance classes will paint shoes; your teacher will let you know if your class is Silver or Gold. Each Pre-Dance Class should have bows made for their dance. We need one volunteer from each class to paint their shoes before their picture day. Make sure that all shoes have their name in them. Delegate one mom to make bows so all look alike.

**Hair and Makeup**

All female students are required to wear makeup for the recital: lipstick, blush, eye shadow, and mascara. For the boys, a little blush works well so they are not washed out under the stage lights.

Uniform hairstyles are required. All female ballet and pre-dance students must wear their hair in a bun or French braid. No bangs or beads are allowed unless instructed by teacher. HipHop and Jazz Dancers if NOT in Ballet must wear hair pulled away from Face. Dancers with short hair must pull their hair away from the face and slick it down.

➤ **Having a second pair of tights on hand offers students and parents a great sense of security.**

**PART 3: Be Prepared****Pre-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)

**PART 4: 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, costume(s), 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 curtain time. Students may arrive in their first performance costume or may change in the dressing room.

**Finale**

All students are required to participate in the finale. A run-through of the finale will take place at the dress rehearsal. All students may wear their recital T-shirt at rehearsal but will remain in their last performance costume for the finale during the performance.

**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.

**Dress-Rehearsal Guests**

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! No Additional attendees during the dress rehearsal or performance or they will be asked to leave the building. This is for the safety of your child.

- One parent or guardian may accompany each student to the dress room. Please, no siblings who do not dance!

## PART 5: Student Drop-Off and Pickup

### Dress Rehearsal Drop-Off and Pickup

Parent or guardian should bring the students to their assigned seat in the auditorium, where they will be checked in and placed under the supervision of their backstage class mom(s). Parent or guardian must remain in the auditorium on the upper level until his or her child(ren) has been dismissed. When a class has completed its last performance, the class mom will bring the group to the auditorium to be picked up.

### Dress Rehearsal Dismissal

Students will be dismissed from rehearsal once they have completed all of their routines.

### Recital Performance Arrival and Dismissal

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of their class mom(s). Students will remain backstage for the entire performance. With the exception of Pre-Dance Classes ONLY. There will be 1 row in the back of the auditorium reserved for Pre-Dance I classes only. After the finale, Parents can pick their child up from the stage. Parents are not allowed in the dressing rooms after the children have been checked in for their dance. One Parent is allowed to change their child for their next dance.

➤ Parents are not allowed in the dressing rooms after the children have been checked in for their dance.

### 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. The dressing rooms will be stocked with various activities as well as a video input of the performance.

## PART 6: Recital Photography and Videos

Class photos on will be taken on\_\_\_\_\_. Dates and times are subject to change.

Please confirm your child's time on the updated schedule to be distributed in May. **All students are required to be present for their class picture. There are no exceptions.**

After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled time, since photo shoots tend to run ahead of schedule.

### Photo Shoot Hair and Makeup

Consider it the same as a performance. All female students are required to wear makeup: lipstick, blush, eye shadow, and mascara. For the boys, a little blush works well.

Uniform hairstyles are required. All female students must wear their hair in a bun or French braid. No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

## PART 7: Recital Tickets

### Ticket Policies

Tickets go on sale in MAY and cost \$10.00 each. All studio accounts (tuition, costumes, etc.) must be paid in full before any family member may purchase recital tickets.

We would like to create an organized and professional atmosphere, all tickets are **non-reserved seating, doors will open 20 minutes before each show time, this is a first come first serve seating**. Each member of the family must have a ticket to enter the theatre. No children will be allowed to sit on a parent's lap. Only Under the Age of 2. Please do NOT allow Children to run around the auditorium, this is distracting to audience members. All of our recitals are considered family entertainment and are two hours in length.

### Schedule for Purchase

Sales will begin May 1st at the school. In an effort to keep ticket sales organized, the following schedule will apply. Please do not request an earlier time.

➤ Tickets will be available on a first-come, first-served basis as of May 1<sup>st</sup> .

VIP SEATING \$20.00 per Ticket

Reserved Seating in front ~ first come, first served basis. Includes a program book Limited seating only!

## PART 8: Recital Policies

### Video and Photography

Parents or guardians may videotape or shoot photographs of their children at the dress rehearsal. Due to the large number of cameras, no 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.** Security guards will ask you to bring any cameras back to your car.

### Auditorium Rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. When they are not onstage, dancers must remain in the dressing rooms with their class moms during the recital. Except Pre dance classes will be allowed in the back of the theatre in the last row.

### Backstage

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the 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.

## **Props**

All props are the property of In-Step Dance and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, hats, etc.

➤ **No video or photography will be allowed at the recital.**

## **PART 9: Recital Yearbook-Program**

Each year the In-Step 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. There is a contest for who sells the most ads will be featured on the cover of the Program and then framed and put on the recital wall at the studio. See attached form for Program ad prices.

## **PART 10: Volunteer Information**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required. There will be an orientation for all volunteers before dress rehearsal, and all must abide by the policies set forth by In-Step Dance. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage crew 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 mothers are needed for each class to supervise the dancers. They will still 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 dressing room after their performance. They do NOT change the dancers.

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 backstage door with their teacher and watch the dance from the back of the auditorium. Volunteers or Backstage Moms are not allowed to enter the backstage area. Because there will be live microphones backstage, only dance teachers and assistants will be allowed in the wings.

There will be 2 backstage managers only. One helping with the door and the other making sure the dancers are in their lines. Miss Dana will be managing the entire show with a headset to the sound and lighting crew, so she is not to be disturbed. If there is a question, please ask the door manager or an instructor.



## Volunteer Preference Form

In-Step 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. **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 an interest in. Return this form by May 1<sup>st</sup>. If you have questions, please contact the In-Step Dance office at 281-298-7837. Thank you for your involvement with your child at In-Step Dance. You can email us at [instepdancecenter@sbcglobal.net](mailto:instepdancecenter@sbcglobal.net)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dancer's name \_\_\_\_\_  
Email: \_\_\_\_\_

**Class mom:** Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

**Security:** Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms. Making sure the side doors are not used during performances.

**Usher:** Escort ticket holders to their seats; distribute programs, open doors for intermission.

**Flower sales:** Arrange and sell presentation bouquets at the theater.

**Ticket/Program sales:** Sell tickets and programs at performances.

**Picture Day / Dress Rehearsal:** Help keep the day organized. Hand out T-shirts, programs, helping in the audience, crowd control, runner, etc.

Other : \_\_\_\_\_