

# *IN-STEP DANCE RECITAL HANDBOOK 2018*

## Philosophy, Policies, and Procedures

Dear Parents and Students,

For 19 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 result.

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

- T-shirt Order Form
- Recital Book Ad Forms
- Ticket Ordering Information – Your Code for your Tickets \_\_\_\_\_
- Picture Day Information
- The Ballet Extra Rehearsals
- Dress Rehearsals
- Recital Day

You may also find these forms at <http://www.instepdancecenter.com>

Student(s): \_\_\_\_\_

## 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.

## 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.

		<b>Fill in your Date/time</b>
Measurement Week	November	
Video Week	March / April	
Picture Week	June 5-6-7	
Dress Rehearsal Day	June 8	
Recital Day	June 9	

## 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

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.

## **Sizing**

Costume measuring begins during November, during scheduled class times. Each child will be measured 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 \$70 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).

**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 Us – we will pre-order your tights. (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. 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.

**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.

**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. Students will all Receive their participation Trophy. There will also be Student of the Month Ceremony. 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.

## **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 lower 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 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. Except for Pre-Dance Classes ONLY. There will be 1 row in the back of the auditorium reserved for Pre-Dance I classes only if needed. 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.

## 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 will be taken on June 5<sup>th</sup> at WCC and 6<sup>th</sup> and 7<sup>th</sup> at the Sawdust Location. 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 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. There will also be a sign up sheet for those wanting to pay to have their hair and make-up done for pictures and or performance.

## **PART 7: Recital Tickets**

Tickets go on sale in MAY 1<sup>st</sup> through [WWW.TUTUTIX.COM](http://WWW.TUTUTIX.COM) All studio accounts (tuition, costumes, etc.) must be paid in full before you can get your code for your 2 FREE tickets.

We would like to create an organized and professional atmosphere, all tickets are **reserved seating, doors will open 20 minutes before each show time.** 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 and a half hours in length.

VIP SEATING \$25.00 per Ticket  
Reserved Seating in front  
\$15 for General Admission reserved seating

Our online ticketing service will allow easy purchase of tickets for your family and friends. No waiting in line at the studio and spending your valuable time purchasing tickets! You will be able to do it from the convenience of your own living room, office, or wherever you are. Tickets go on sale on May 1st starting at 9 a.m and end online sales on day of Recital. You may purchase tickets by the following

Go to our special Tutu Tix page on your computer, tablet, or smart phone at [www.tututix.com/insteptdancecenter](http://www.tututix.com/insteptdancecenter)

- Visit us [www.insteptdancecenter.com](http://www.insteptdancecenter.com) where you will find the link [www.tututix.com/insteptdancecenter](http://www.tututix.com/insteptdancecenter)
- Call 855-222-2TIX to order
- Order the tickets at the Sawdust Studio during office hours where we will be happy to assist you during class time.
- Each family will receive 2 complimentary tickets per dancer for the dance recital. You will use your unique code located at the bottom of this page to receive your complimentary tickets.

Your Complimentary Ticket Code: \_\_\_\_\_

Additional tickets are \$15.00 Seating is reserved seating, however, all of the seats in the auditorium are good. Limited tickets, based on availability, will be available at the door the day of the recital for \$25.00 Children under age 2 on your lap do not need a ticket. A couple of additional items to note: You need a credit or debit card to buy tickets. Tickets will be sold on a first come, first served basis so buy early!

You will have several options for how you want your ticket delivered. You may have it emailed to you, sent to your mobile phone internet browser, and even add it to your Apple Passbook (if you have the latest iPhone software) at no extra charge! Or you can choose to have TutuTix mail you foil-embossed keepsake tickets for an additional fee with your dancer's name printed directly on the Ticket.

## **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.

## **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.

## **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 always. 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 always. 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.

**RECITAL T-SHIRT ORDER FORM**

Student(s): \_\_\_\_\_

\*One per dancer. Additional may be ordered for \$20/piece.

Circle One:

LOCATIONS: Sawdust or WCC

YOUTH SIZE: \_\_\_\_SM \_\_\_\_ M \_\_\_\_ L

ADULT SIZE: \_\_\_\_S \_\_\_\_ M \_\_\_\_ L \_\_\_\_ XL  
\_\_\_\_XXL

**TIGHTS ORDER FORM**

**All Tights are \$12.00**

YOUTH SIZE: \_\_\_\_4-6 \_\_\_\_7-8 \_\_\_\_10-12

ADULT SIZE: \_\_\_\_SM \_\_\_\_MED \_\_\_\_LARGE

COLOR: \_\_\_\_PINK \_\_\_\_TAN \_\_\_\_BLACK

Use Credit Card on File:\_\_\_\_ Check #\_\_\_\_\_

Total:\_\_\_\_\_

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