

## Parent's Recital Guide

### Recital Preparation throughout the Year

**The R.S.V.P.** In November, you will receive a recital R.S.V.P. You will want to complete this form and turn in your recital fee and costume deposit by December 15. In addition to letting us know, if your child is participating, you can: Let us know how you want your child's name to appear in the program, and any schedule conflicts that you foresee (be sure to include spring sports). One of the most important sections for us is the volunteer section. We need serious and dedicated volunteers. Our dancers, studio and staff depend on volunteers to make our recital one of the best in the area. One very important area is chaperoning your child's class. While you may not get to see the show from the audience, you will receive a free DVD of the show, plus the experience of sharing that time with your child.

**Show list and Costume Measurements.** In January, signs go up that list which show(s) your child is in; dancers are measured for costumes (which take 8-12 weeks to arrive); and dancers begin their work on recital. We do not accept new dancers after January 31<sup>st</sup>, because they wouldn't have a costume and would be behind the class. In February, costumes are ordered and you will receive a statement with any costume balance. This balance is due March 1.

**Costumes.** Costumes arrive throughout April and May. First, your child will try her costume on in class. Then, you will need to stop by the office to pay any balance due and pick up her costume. A note will be inside the costume bag. It will list accessories for the costume (shoes, tights, etc.) and make-up that you need to provide. A costume may need minimal sewing on of straps, decorations, and/or hemming. You are expected to provide this sewing and any size alteration for the costume. However, if you are unable to have them done or do them yourself, please stop at the office and a volunteer seamstress will help. We provide most accessories for recital at the store. This would include shoes (expect for pointe), tights, and other dance basics.

**May!** In May, the studio is buzzing with recital excitement. During the first week of May, you will receive a final recital packet. The packet includes: 1) a schedule that will let you know when your child rehearses and performs 2) forms to order shirts, DVD's, flowers, and pictures 3) a recital guideline 4) a recital checklist to help keep you organized for the show. You will want to do two things: read the packet thoroughly, and stop by the office if you have any questions or concerns. Every question is important and we are here to make your child's recital experience as wonderful as possible.

**Tickets.** Tickets go on sale in May. We strongly recommend ordering tickets online through our website. Not only does it save you time, you get to purchase them from the comfort of your own home. Bring your ticket confirmation with you to the show, it acts as your ticket. If you are coming with a group that is not arriving together, you can print off multiply copies of your confirmation for them – a very smooth and easy process.

**Photos, Shirts, DVD's, Flowers.** All of these items are optional. They do make great keepsakes and add to the excitement of recital. The deadlines for ordering are all different. In early May, a photo sign-up sheet goes up in the lobby. If you miss the sign up, the photographer is pretty good about squeezing you in. If you want to purchase a shirt for your child, this form is due about two weeks before the

show. Flower orders are due the week before recital. DVD's are due by the end of the last recital. Your recital checklist will help you keep this organized.

**Rehearsal and Show.** The rehearsal and show schedule may seem complicated. We strongly recommend having the office staff guide you through the packet step by step. A young dancer will practice during a designated one hour time slot on one day for her one show. If she is in the Friday show, she will rehearse on Tuesday, the Saturday matinee show on Wednesday, the Saturday evening show on Thursday. You should arrive 15 minutes early, so that your child is ready to dance at the start of the hour. If there is a separate ballet production, that will rehearse first. The second act is run out of order with younger dancers rehearsing first, so they can get home early. Stage rehearsals do start around 3:45. We realize this is early for working parents, but find it necessary. Otherwise, dancers are at the theatre too late on a school night. Rehearsal is a good time to practice patience. If you have done a performing art, you know that part of the performance process is waiting and repetition. It may be for behind the scenes issues with lights, sound, or props. Or, it may be for spacing or timing issues with the dance. Generally, once a dancer is done with their dance, they can go home. It is a good idea to check with the class chaperone or teacher to be sure.

**Check-in.** For safety and organizational reasons, it is important that your child check-in before all rehearsals and shows. Check-in staff are the communication link between the teacher, volunteer staff, and you. They have order forms, registration forms and information for upcoming programming. Each child receives a small gift as a memento for being in the show that is picked up at check-in.

**What We Expect from the Dancer.** For smooth running recital practice and show: 1) listen and be respectful to staff and volunteers, 2) don't run around or play roughly, 3) be calm and quiet backstage.

**What We Expect from the Parent.** 1) read recital packet, 2) show up on time, 3) bring and label all costumes, tights shoes, make-up, etc. Do ask us your questions and express your concerns. We are here to make this a great experience for your child. Your communication makes this possible.

**What You Can Expect from Us.** We promise to do our best to have you and your child have a positive, organized, and fun recital experience that you will remember for a lifetime.