

# RECITAL HANDBOOK

## Philosophy, Policies, and Procedures

Dear Parents and Students,

For eight years, Legere Dance Centre 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 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.

## PART I: The Commitment

### Important Dates

By allowing your child to participate in the Legere Dance Centre recital, you commit yourself and/or your child to the following dates and events. **If there is no sister class, students are expected to be available for both shows.**

Date	Activity	Where
November 1-December 2	Costume payment due	At the school
March 25	Miss Donna's Sunday rehearsals begin	At the school
April 30-May 19	Video orders taken	At the school
May 20-June 22	Video orders taken (add \$5.00)	At the school
June 2	Picture Day	Roosevelt Junior High
June 4-6	Staging rehearsals begin	Trinity High School
June 7-8	Dress rehearsals	Trinity High School
June 9-10	Recitals	Trinity High School

### Updates

As the season progresses, additional recital information or updates will be posted 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 on a regular basis.

➤ 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. All students will need one costume for each subject they train in. Most costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

## Costume Payments

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

Size	By December 2	Dec. 3-Jan. 13	Jan. 13-Feb. 1
Preschool 3s & 4s	\$55.00 plus tax	\$70.00 plus tax	Additional fee
All other classes	\$65.00 plus tax	\$80.00 plus tax	Additional fee

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. Legere Dance Centre 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 the first week in November, during scheduled class times. Each child will be measured in order to determine his or her proper costume size(s). During the first week in January you will be required to sign off on the measurement form stating that you agree with the size(s) to be ordered for your child. You can make adjustments on the form; however, your signature indicates that you take full responsibility for any necessary costume alterations. If a signature has not been received, we will consider it a confirmation of the sizes determined by our staff.

## 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 the Legere Dance Centre office for recommended dressmakers.

## Distribution

Costumes will be distributed when the entire class's costumes have been received. Class photos will be taken June 2. 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 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 90

days after the performance. Costumes not picked up after 90 days will be donated to charity.

### **Additional Costume expense**

Most accessories, such as headpieces or gloves, are included in the cost of the costume. However, some accessories may be added at an additional cost. 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)

#### **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 order tights for their classes. Tights are available to be preordered at the studio. 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**

Please make sure your shoes are clean and pointe shoes broken in. Check with your teacher for the color of shoes required for the costume.

### **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.

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.

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

## PART 4: 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 5: Dress Rehearsal

Participation in the staging and dress rehearsal is *mandatory*. The staging and 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 staging and dress rehearsal; your help with the process will guarantee a professional production. For staging, please arrive 15 minutes prior to your scheduled time. For dress rehearsal, please arrive at least one hour prior to curtain time. Students may arrive in their first performance costume or may change in the dressing room.

**For staging, students must be in class uniform. Dress rehearsal, students must be in costume with full hair and makeup done.**

### 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 (except bottled water).

### **Dress-Rehearsal Guests**

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! Additional attendees at the dress rehearsal will be subject to the full cost of a recital ticket.

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

## **PART 6: Student Drop-Off and Pickup**

### **Dress Rehearsal Drop-Off and Pickup**

A female parent or guardian 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). Parent or guardian must remain in the auditorium until her child(ren) have been dismissed. When a class has completed its last performance, the parent or guardian may go to the dressing room to pick up her child(ren). Parents are not allowed in the dressing rooms once the children have been checked in for the rehearsal.

### **Recital Performance Arrival and Dismissal**

A “Parent Pass” will be given to each student which will allow one female parent or guardian backstage to drop off and pick up. A female parent or guardian 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 or in the balcony for the entire performance. After the finale, the female parent or guardian will be allowed backstage to pick up their child(ren). Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Preschool children performing in the first act will be allowed to join the parents in the auditorium after the completion of the first act. Preschool children performing in the second act will sit with their parents during the first act and will be brought backstage at intermission. They will stay with their class mom(s) until the completion of the second act.

➤ Parents are not allowed in the dressing rooms after the children have been checked in at 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 on Saturday, June 2 at Roosevelt Junior High. Please confirm your child's time on the updated schedule to be distributed the week of May 7. All students are requested to be present for their class picture. 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: red lipstick, blush, eye shadow (not blue), 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.

### **Photo and Video Purchase**

Photos will be available for purchase at Picture Day on Sunday, June 2. Information will be given during Parent Observation Week May 7-12.

HMS Media will professionally videotape the recital. No cameras or video cameras are allowed in the auditorium at any time. Video order forms will be available beginning April 30.

## **PART 8: Recital Tickets**

### **Ticket Policies**

Tickets go on sale May 1.

Each member of the family attending must have a reserved seat. Children under 2 will be allowed to sit on a parent's lap. If younger siblings would be uncomfortable remaining seated for two hours, please don't bring them to the recital. Children who are running around the auditorium are distracting to audience members. All of our recitals are considered family entertainment and are approximately two hours in length.

## PART 9: Recital Policies

### Video and Photography

Parents or guardians may not videotape or shoot photographs of their children at the dress rehearsal. Non-flash photographs may be taken at the staging rehearsals but must be taken from behind the fifth row in the auditorium. **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 auditorium or dressing rooms with their class moms during the dress rehearsal and recital.

### Backstage

A female parent or guardian will only be allowed backstage with a "Parent Pass." 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 Legere Dance Centre and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

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

## 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 this handbook. There will be an orientation for all volunteers, and all must abide by the policies set forth by Legere Dance Centre. 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 mothers are needed for each class to supervise the dancers. 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. The number of volunteers needed for each class will be determined by the number of 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 outside the backstage area. Volunteers are not allowed to enter the stage area. Because there will be live microphones backstage, only dance teachers and assistants will be allowed in the wings.

## Volunteer Preference Form

Legere Dance Centre 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 April 28. If you have questions, please contact the Legere Dance Centre office at 708/771-9500. Thank you for your involvement with your child at Legere Dance Centre.

☐ **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.

☐ **Door Security:** Collect tickets, distribute programs, open doors for intermission.

**I have read, understand and will abide by all policies, fees and information stated in the recital handbook.**

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date