

# RECITAL AND BALLET PRODUCTION INFORMATION SHEET

## **Dates to Remember:**

**\*Ticket Sales:** Begins Saturday, May 5<sup>th</sup> at 9:30am [doylestowndance.com/tickets](http://doylestowndance.com/tickets)

**\*Program Lines and Advertising Due:** Saturday, May 19<sup>th</sup> [doylestowndance.com/advertise](http://doylestowndance.com/advertise)

**\*Online T-shirt Orders Due:** Monday, May 14<sup>th</sup> [doylestowndance.com/shirts](http://doylestowndance.com/shirts)

**\*Dress Rehearsals-Mandatory AND Picture Days:** Wednesday, June 6<sup>th</sup> and Thursday, June 7<sup>th</sup> at Calvary Church of Souderton. See enclosed schedule for specific rehearsal times.

## **\*Recital and Ballet Production:**

### **Friday, June 8<sup>th</sup>, 2018**

Ballet- "Bach to Beatles" at Calvary Church of Souderton. See enclosed map.

**(Show starts promptly at 6:30pm, dancers arrive at 6:00pm.)**

### **Saturday, June 9<sup>th</sup>, 2018**

Recital Show 1- "Vacationing Across the USA" at Calvary Church of Souderton. See enclosed map.

**(Show starts promptly at 10:30am, dancers arrive at 10:00am.)**

Recital Show 2- "Vacationing Across the USA" at Calvary Church of Souderton. See enclosed map.

**(Show starts promptly at 2:30pm, dancers arrive at 2:00pm.)**

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## **Dress Rehearsal Information:**

Wednesday, June 6<sup>th</sup> and Thursday, June 7<sup>th</sup> are full dress rehearsals at Calvary Church of Souderton. Bring your CAMERA and VIDEO CAMERA! This will be your only opportunity to take pictures/video of your child performing on stage. There will be **no picture taking or videotaping during the Recital and Ballet.** (Enclosed, please find a DVD Order Form as our shows will be professionally taped for you to purchase.)

See enclosed schedule for specific dress rehearsal times. This is MANDATORY for all dancers! It is important that you be ½ hour early for your scheduled time to dance. We don't want anyone to miss their time to practice on stage!

When you arrive please follow signs into the auditorium, find your class, sit together, warm up and wait for your turn to be called backstage. Please arrive in FULL costume, hair, makeup, tights and shoes.

## **Pictures**

Pictures by Showstoppers Photography will be taken at the dress rehearsal! (Enclosed, please find a Showstoppers Photography Order Form.) There will be one camera set up backstage in the wings. As soon as a class has performed their routine on stage they will head over to the side stage camera to have their class photo taken. (For the older girls, we can try to have class photos taken before they run their dance so that hair and makeup stay nice for the picture.) As soon as the class is finished performing and taking their class picture, a teacher or assistant teacher will walk the class back to the auditorium. **Space is limited backstage so we ask that you NOT come backstage to pick up your child after they perform.** Please meet them in the auditorium. If you are interested in having individual pictures taken, please head through the lobby area to Room 218 where a second photographer will be set up taking individual pictures.

**\*\*Please know our Dress Rehearsal Schedule is TOP PRIORITY! If your dancer is scheduled to perform on stage, they need to be on stage, not waiting in line at pictures. We will have both photographers on both days of Dress Rehearsal so there will be plenty of time for everyone to get all of their pictures taken.\*\***

**PARENTS! Our goal is to run each dance ONCE on dress rehearsal nights.** Please have your cameras ready! If we feel it is in the best interest of the dancers to run the dance a second time, we will do so. This is up to the teacher and director. Dress Rehearsal nights are very busy and we need to keep the rehearsal moving.

## Hair/Makeup

**Hair-** please see your child's teacher for specific instructions. Make sure head pieces are secure with several bobby pins. If using elastic, please make sure it matches your child's hair color- not their costume! Ballet students must have hair pulled back in a bun, no bangs, no parts. Please also use a hairnet and hair spray to secure hair and keep it away from the face.

**Makeup-** dancers ages 3-8 (approx) wear rosey pink lipstick, rosey pink blush and blue eye shadow. Heavy stage makeup is NOT required, but it helps to have a little color on their face so they don't get washed out under the bright stage lights. Dancers ages 9+ wear rosey pink lipstick, rosey pink blush and brown eye shadow. If dancers are normally allowed to wear foundation, mascara and/or eyeliner and would like to wear this on stage that is also accepted. If mom and dad approve- so do !!

**Tights-** please see your child's teacher for specific instructions.

**Shoes-** please see your child's teacher for specific instructions.

During the actual Recitals all dancers will be in classrooms and backstage before and after they dance so Dress Rehearsal is their chance to watch other routines. You are welcome to come early or stay late to watch the other dances. We ask though that you limit the noise in the auditorium. Dress Rehearsal is a very busy night and we need your help and cooperation to help things run smoothly.

Food and drink are **prohibited** in the auditorium! Calvary Church is a beautiful venue and we would like to continue to use it for our shows. Please help us by respecting this rule. If you do bring food in the auditorium, you will be asked to take it to the lobby area.

Located inside Calvary Church is Mr. B's Coffeehouse and Playzone (it's pretty fabulous!). Please check their website for current hours of operation. Summer hours are limited. Mr. B's is open to the public so please be prepared to wait.

During Dress Rehearsal we will have DDC Boutique items available for pick up and for sale. Recital and Ballet T-shirts should have been pre ordered. We will have a few extras but not many! Please see enclosed slip for more details.

See you at Dress Rehearsal!

## Recital and Ballet Information:

Our students have worked very hard so in order to make this day run as smoothly as possible, the following is the plan we would like to follow. Please make sure your guests are aware of these instructions as well.

- 1- If our shows are not sold out, there will be tickets available at the door. (Recital Show One ticket at the door- \$25 per person, Recital Show Two ticket at the door- \$25 per person, Ballet ticket at the door- \$25 per person). Each person entering the auditorium must have a ticket.
- 2- Dancers in our Ballet Production – “Bach to Beatles” must arrive at 6:00pm on **Friday, June 8<sup>th</sup>**- show starts promptly at 6:30pm. Dancers in our Recital Show 1- “Vacationing Across the USA” must arrive at 10:00am on **Saturday, June 9<sup>th</sup>**- show starts promptly at 10:30am. Dancers in our Recital Show 2- “Vacationing Across the USA” must arrive at 2:00pm on **Saturday, June 9<sup>th</sup>**- show starts promptly at 2:30pm. Please arrive in full costume, hair and makeup.
- 3- Once you enter the lobby area please follow signs to drop off your dancers in the designated pre/post performance classroom. Parents will be asked to sign their dancer in with our classroom coordinator in the room located to the right as you enter the lobby. We will have several clipboards available for sign-in this year to make it a faster drop-off process. We understand this area can get congested so we are making every effort to improve this task while keeping it safe and fun for our dancers. **(This is a Sunday School Classroom we use as our waiting area for most dancers. Backstage dressing rooms will be assigned to dancers in 4+ numbers, dancers with a quick change and Competition Members).** This is where dancers will be before and after their

performance time on stage. We will have a video, a live feed tv to watch the recital, non-messy activities/games, water and animal crackers. Bathrooms are also located in that area for dancers. If your child is upset or needs you, please know an announcement will be made and you will be asked to remain in the classroom with your child. (A few moms have volunteered to help as class moms but we could use a few more. If you feel your child may have a hard time being away from you during the show, you may want to consider helping. If you are interested please see Miss Dina.) After your dancer is signed in, parents and guests can make their way to the lobby, hand in tickets once auditorium doors open and find their seats. Programs will be available inside the auditorium.

- 4- There is NO food or drink allowed in the auditorium. Mr. B's Coffeehouse, located in Calvary Church may be open that day but all food and drink must stay in that area.
- 5- **NO picture taking or videotaping allowed!** Our show is being professionally recorded for you to purchase if you are interested.
- 6- There will be no opening of the auditorium doors to let people in and out while a class is on stage- only between dances. Please do not move out of/into your seat while a class is dancing. This is extremely distracting to the dancers and other audience members.
- 7- For the Ballet: Dancers ages 10+ years old may exit the stage area to collect their belongings and find their parents. Dancers ages 3-9 years old will be picked up from the stage and are asked to form a line on the left wall of the auditorium to sign-out. **THE SAME PARENT THAT SIGNED THE DANCER IN MUST ALSO SIGN THE DANCER OUT!** We ask for your cooperation to make this happen. **For safety reasons we will not let your child leave with anyone other than the parent that signed them in!** Younger dancers will remain on the stage with the curtain open until they have been picked up by the parent. Please form a line on the left side of the auditorium wall. Parents are NOT allowed on the stage and dancers are NOT allowed to jump off the front. We ask for your patience with this. Pick-up may take time but our #1 goal is to keep our dancers safe!
- 8- For the Recitals: We will follow the same procedure as for the Ballet pick-up. We will have an Act One, 10 minute Intermission, an Act Two and a finale (each class will take a final bow on stage). Immediately following the finale we will have a few special introductions and the 10 and 15 year Awards will be given out on stage.
- 9- All dancers 10+ years old will be dismissed from the stage to head back stage, collect their belongings and find families in the lobby. All dancers 3-9 years old will be dismissed FROM THE STAGE. Please send only one parent to the left side of the stage to pick up your dancer. **THE SAME PARENT THAT SIGNED THE DANCER IN MUST ALSO SIGN THE DANCER OUT!** We ask for your cooperation to make this happen. **For safety reasons we will not let your child leave with anyone other than the parent that signed them in!** Younger dancers will remain on the stage with the curtain open until they have been picked up by the parent. Please form a line on the left side of the auditorium wall. Parents are NOT allowed on the stage and dancers are NOT allowed to jump off the front. We ask for your patience with this. Pick-up may take time but our #1 goal is to keep our dancers safe!
- 10- For those staying for multiple shows, the auditorium must be cleared out quickly so that we can prepare for the next show. You and your guests must exit to the lobby area and when the auditorium doors open again, please have your next tickets ready.

A note to parents who have dancers in several numbers- if your dancer needs your help backstage we ask that you allow plenty of time to come to the backstage area, in between numbers-not interrupting other dances, to assist your child in their quick change. We need parents help with this! There are bathrooms in the backstage area but we will also have three pop up tents to change in on the side wings of the stage. (This area will be set up at dress rehearsal too. Make sure you know where everything is located and that you do not go far from the backstage area.) Make sure that the costume they are quickly changing into is on a hanger, with correct tights, shoes and headpieces labeled with their name. ALL QUICK CHANGES WILL OCCUR ON MISS DINA'S SIDE OF THE STAGE! Whether you enter stage left or stage right for your dance, all quick changes need to happen on that side so that I know each dancer is ready to cue the music.

## **For Our Tiny Dancers**

Many families ask if they have to stay for the full length of the show- Each show will end with a Final Bow where each class gets once last chance to appear on stage in their costume, so we encourage all dancers to stay till the very end. Dancers will remain on stage while teachers are introduced and awards are given out for 10 & 15 year dancers. If you need to leave early, dancers must be signed out by the parent who signed them in. Once a dancer (ages 5 and under) performs, one parent may sign them out of the classroom and have them sit on a lap in the audience for the remainder of the show. To participate in the Finale, the PARENT must bring the dancer backstage 5 numbers before the end of the show to lineup with their class. No one will be allowed to use the stage steps during the show! ALL DANCERS MUST ENTER THE STAGE FROM THE BACKSTAGE AREA to participate in the Finale. Again for safety reasons, we ask that all parents quickly return to the audience for the Final Bows. No parents are allowed backstage during this time of the show.

If you have any questions about the above information, please don't hesitate to ask. We are here to make this day fun for our dancers and their guests!

Thank you! ☺

Miss Dina

## **AUDIENCE ETIQUETTE**

1. Quiet your cell phones.
2. Refrain from conversation during performances.
3. Applaud after each performance.
4. If you must get up to leave, please do so in between performances, never during a performance.
5. Keep the auditorium doors closed during performances.
6. Keep the venue clean.
7. No video or photography allowed.