

# RECITAL HANDBOOK

Dear Parents and Students,

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 dance training is learning through performance. 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. The performing experience helps build self-esteem, self-confidence and improved social skills.

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.

## **Key contact information for Beat ConnXtionz Dance Company:**

304 Lincoln Avenue  
Telephone: 781-254-0385  
Email: [beatconnx@aol.com](mailto:beatconnx@aol.com)  
Website: [Beatconnx.com](http://Beatconnx.com)

## **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information. If you have not received any of the Beat ConnXtionz newsletters by email, be sure to email us at [beatconnx@aol.com](mailto:beatconnx@aol.com), with your current email. Important information is updated on our website and our facebook page.

If you think you may have missed information, you can always check the RECITAL tab on the website for recital information. [Beatconnx.com/Recital2020](http://Beatconnx.com/Recital2020)

We answer email on a daily basis, except on weekends and vacations. Feel free to email any questions to [beatconnx@aol.com](mailto:beatconnx@aol.com).

**Website: [Beatconnx.com](http://Beatconnx.com)**

## Important 2020 Dates to Remember

- April 19 April 19– April 26 No Dance – April Vacation
- April 27 Lottery Numbers listed at desk
- May 3 Studio Rehearsal (12:00 – 4:00)
- May 6 Ticket Order Form Due if not attending Ticket Sales
- May 9 Ticket Sales (9:00 – 5:00)
- May 16 Picture Day (2:30 – 6:30)
- May 17 Studio Rehearsal (12:00 – 4:00)
- May 22 May 22 - May 24 No Dance – MDW (Fri– Sun)
- May 31 Studio Rehearsal (12:00 – 4:00)
- June 2 Dress Rehearsal for dancers in the 2:00 show only at MMS\*\*
- June 4 Dress Rehearsal for all dancers in the 6:30 show at MMS
- June 6 Recital at Melrose Middle School
- June 24 Studio Party for 2019-2020 students 6:00 – 8:00 p.m.

Detailed schedules for picture day and rehearsals will be released soon for specific times.

*\*\* June 2<sup>nd</sup> Dress Rehearsal: if you are in both shows(the 2:00 and 6:30) then this is not a Dress Rehearsal for you. You can wear your class uniform-black leotard and tights with any black accessories. If you have a quick change it is not mandatory but encouraged to bring the costumes that you have the quick change to and from for the extra practice of changing costumes.*

### Recital/Studio Information

Additional recital information or updates will be posted on the Beat ConnXtionz website, [beatconnx.com], in monthly newsletters, and will be in the studio waiting room. **Make it your responsibility to keep informed of 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.

### **At Home**

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

### **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.

### **Costume care**

**We recommend that you label all costumes, shoes, accessories, and tights with your child's name.** Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled with your child's name). Hats should be stored in a hatbox or similar container to prevent damage. Steam all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine.

Remove any tags that could hang out of the costume. When you receive costumes, you should immediately take them out of bags and hang them if they did not come hung.

If costume straps do not have snaps or are not attached, please sew them prior to dress rehearsal. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. Please ask the teacher how the headpieces will be worn, or you can email the studio.

NOTE: To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the dress rehearsal, or performance.

### **Steaming Your Costume**

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steamer. Steam costumes with caution because of glues that may have been used to attach appliqués and/or trim. Do Not Iron Costumes. If you do not have a steamer run a hot shower and hang costumes in the bathroom.

### **Tutu maintenance**

Grasp the waist and give it a gentle shake, then use your fingers to "comb" out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower or use a handheld steamer.

➤ We recommend that you label all costumes, shoes, accessories, and tights with your child's name.
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### **\*\*\*Costume racks – HIGHLY RECOMMENDED**

A wheeled clothing rack is a smart investment if your child has several costumes. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed during the show.

### **Quick costume changes**

During the recital, some students may have quick costume changes. A special team of moms/assistants will assist these students. If a dancer has less than 3 numbers to change please let us know.

## **PART 3: Tights, Shoes, Hair, and Makeup**

### **Tights**

ALL DANCERS NEED TIGHTS; unless your costume is pants. You will need to purchase tights at the studio so they are the color and style needed for their costume. Do not wear or wash tights before the dress rehearsal or performance. Having a second pair of tights on hand offers students and parents a great sense of security. All tights are \$10.00 with the exception of the Adult convertible tights that are \$12.00.

### **Shoes**

Please email us or check with the teacher if you are unsure of the shoe style/color. You do not have to buy new shoes for the recital you can purchase dance shoe paint.

### **Hair**

BALLET: if your only dance is ballet your hair should be pulled back neatly and/or secured in a bun. You may wear this hairstyle for any dance. Please be aware if your costume includes a headpiece or hat before getting your hair done. If your only dance is hip hop you can wear your hair however you would like, **NEATLY**, and not in your face.

### **Makeup**

All students should wear some make-up the day/night of the show. Hair and make-up should be done **BEFORE** you arrive at the auditorium the day/night of the show.

**Picture Day** – May 16<sup>th</sup> (2:30 – 6:30 detailed schedule available soon)

All Costumes, tights and shoes should be ready by picture day. Please see the costume binder at the desk to check what you need or ask Candice.

Picture day is not mandatory but you should be there even if you do not want to purchase pictures. By being there your child(ren) will be included in the class picture that may be used for the website or flyers. A group photo and a single photo will be available to purchase for \$25.00. (\$5.00 for each additional class photos). If your child is in 4 classes – that means you will receive 4 group photos and 4 single photos of your child for \$40.00. There isn't a way to view the photos beforehand, but the photographer Renee is excellent and captures beautiful photos. You **do not** pay for the pictures on picture day. Pictures are ordered online when they are ready for purchase, usually end of June/July.

When we receive your payment from our website for pictures we will respond to the email associated with the payment with your pictures.

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

## PART 4: Be Prepared

### **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 the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the auditorium.

Bring extra hair gel, hairnets, bobby pins, and hairspray.

- 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)
  - ✓ Band-Aids (the "invisible" kind)

### **Snacks**

Please do not send your child to the dress rehearsal or recital with snacks that could stain their costume or beverages other than water. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Do not send juice boxes or other sticky beverages. NEVER give them chocolate.

## PART 5: Rehearsals

All rehearsals are mandatory & very important

When at the auditorium there are **NO SNACKS** allowed. The rehearsals are approximately three hours and you can leave when your last dance has performed. **Do not bring any food or beverages into the auditorium seating area.**

If you have any questions regarding costumes, tickets, rehearsals, etc, please ask us but **DO NOT ask teachers on the day of rehearsals or recitals.** All teachers are extremely busy on rehearsal days, do not interrupt any teacher for any reason during these rehearsals. If you have an emergency please bring it to the attention of one of the girls who work the desk.

One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsals, the result can be confusion for the remaining students (an absence affects spacing and timing).

### **Studio Rehearsals**

Please drop off dancers at the studio rehearsals. For approximate pick up/drop off time please look at the time chart that will be hanging in the studio the week before rehearsals. It will also be emailed. If you have not received our Beat ConnXtionz emails please email us at [beatconnx@aol.com](mailto:beatconnx@aol.com) and you will be added to the list.

### **Melrose Middle School (“MMS”) Dress Rehearsals**

Parents are responsible for their own children at MMS Rehearsals. Teachers, Assistants and Dancers ONLY are allowed on stage and behind stage. For safety reasons people who are not permitted to be on stage or backstage should remain in the audience. It is preferred that one parent or guardian brings your child to the auditorium rehearsal. Family and friends are not allowed at rehearsals.

Do not roam the hallways or run around the auditorium. Parents are responsible for their children at the auditorium rehearsals, if a student is acting up or running, the parent is responsible for stopping them.

Finale will run at the beginning of dress rehearsal, and then the remaining rehearsal will run in the exact order of the show. Students can leave after they have danced their last dance. Do not wait for the finale at rehearsals; we will run the finale at the beginning of the 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), lighting, music cues, and set changes. This will run in the exact order of the show.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive one ½ hour before curtain time for dress rehearsal and 1 hour on the day of recital. Students may arrive in their first performance costume or may change in the dressing room. If you choose to wear your first costume to the auditorium, you are responsible for any damage. You should wear something over the costumes (example, sweatpants and a robe). If you spill something on the costume or fall and tights are ripped they cannot be replaced.

## **PART 6: Recital**

### **Arrival Time:**

On the day of the show, please arrive to the auditorium 1 hour before performance time. Recital will start at 2:00 and 6:30 p.m. Dancers should be at the auditorium by 1:00 and 5:30. If your child is in 1 or 2 dances and those dances are both at the end of show see Candice.

## Student Drop off and Pickup

Parents/guardians should bring dancers to cafeteria, where they will be checked in and placed under the supervision of the class mom(s). When entering the Auditorium go directly to the cafeteria.

A record of where each students guest(s) are seated on the night of the recital will be with the teachers in case of an emergency.

**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.

### **\*\*RECITAL DISMISSAL – PICKING UP AFTER THE SHOW\*\***

At the end of the show one parent should remain in the auditorium. We will keep all children on stage after the finale. Everyone is in the finale and should be on stage, **parents should not dismiss their children before the end of the show unless there is an emergency.** The curtains will re-open approximately 5 – 10 minutes after the show ends (or when the seated auditorium area has been cleared). Youngest students will be released first to one parent and you can take your child back to the dressing room at that time.

### **Audience etiquette**

Because we present a professional performance, we ask that everyone remain seated during the entire performance. Audience doors will only be opened in between dances. You will be allowed to exit and enter into the auditorium only between dances. The doors will not open during dances. This rule is strictly enforced; do not create a disturbance with the auditorium ushers in regard to this policy. **Turn all electronics off. Enthusiastic applause is encouraged.**

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members. All children regardless of age must have a ticket and their own seat to sit in for safety reasons

Children must remain seated for the entire performance. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members. Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience. **The use of video or flash photography is strictly prohibited during the recital. It is important that you pass this policy on to your recital guests.**

## **PART 7: Videos and T-Shirts**

### **Recital DVD purchase**

The Beat ConnXtionz Dance Studio works with Gary Antle Productions to produce a professional DVD of the entire recital. Order forms are at the studio desk and can be handed in at ticket sales.

Please note checks and card information will not be cashed or charged until the recital day or after, when the recital is recorded.

### **Recital T-Shirts**

Recital images will be available online soon. Shirts can be ordered online or at the studio when photo is released.

## **PART 8: Recital Tickets**

### **Ticket Policies**

Tickets go on sale at the studio on May 9, 2020. The cost per ticket is \$20.00. All studio accounts (tuition, costumes, etc.) must be up-to-date before purchasing tickets. 10 tickets may be purchased when your number is called in order to give equal opportunity for all families to get tickets for the show. If you would like to purchase additional tickets you may do so any time after ticket sales, when the last number is called. A ticket order form can be filled out for additional tickets.

### **Ticket Order Forms**

If you cannot attend ticket sales please fill out a Ticket Order Form (copies are available at the desk and also by email) and return it to the studio no later than Wednesday May 6, 2020. **We will pick tickets for you when we get to your lottery number if your ticket order form is received on or before May 6, 2020.**

All tickets are **reserved seating**. Each audience member must have a reserved seat. Children are not allowed to sit on adults' laps. **All children need a ticket to the show regardless of age.** Each person at the show needs a seat for fire and safety reasons.

### **Lottery Numbers**

If you would like a lottery number your account balance must be up-to-date. If you are up-to-date with lesson and costume payments you will receive a lottery number to purchase tickets. Number one will pick their tickets first. Lottery numbers will be listed at the desk on April 27, 2020.

If you would like to come to ticket sales to purchase tickets please see the schedule to the right. We assure you if you are not able to attend have no worries, we will pick the best seats available at the time your number is called.

<b>Lottery Numbers</b>	<b>Time</b>
1-10	9:00
11-20	9:30
21-30	10:00
31-40	10:30
41-50	11:00
51-60	11:30
61-70	12:00
71-80	12:30
81-90	1:00
91-100	1:30
101-110	2:00
111-120	2:30
121-140	3:00
141-160	3:30
161-181	4:00
182 - 250	4:30-5:00

**This time schedule is to reduce wait time to purchase tickets; BUT this does not eliminate wait time. If you do not want to wait please fill out the ticket order form. Include a number you can be reached at in case we have any questions when picking your seats. .**

### **Ticket Sales....How does it work?**

To keep ticket sales organized, the above time schedule will apply. Please do not request an earlier time. Numbers will be called in order starting with 1, if number 1 is not there and there is not a ticket order form on file, we will move to number 2 and number 1 will lose their spot in line. You will need to wait until the end of ticket sales to purchase tickets if you miss your number, unless your number block finishes early and the next block of numbers cannot be started. We will not move to the next block of numbers if it is not time. (Example: we will not call number 11 if it is before 9:30)

**As of May 11, 2020, remaining tickets will be available on a first-come first serve basis.**

## **PART 9: Recital Policies**

### ***Video and photography***

Parents or guardians may videotape or photograph their children at the dress rehearsal. **No video or photography will be allowed at the recital.**

### **Auditorium rules**

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the recital when dancers are not on stage they must remain in the dressing areas, they are not allowed in the audience.

### **Backstage**

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including before and after the show. One parent will receive a backstage bracelet at drop off. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas.

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

**DRESSING AREAS** – in areas where females are changing – male parents/guardians are not permitted. If you are a dad/male guardian there will be a separate changing area available for you if needed.

*We look forward to a great recital with all of you! Please let us know if you have any questions. We would rather you ask and know what to do than to be confused. See us or call us at the studio 781-254-0385 or email Candice at beatconnx@aol.com*