

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
Website: 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, 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.

We answer email on a daily basis, except on weekends and vacations. Feel free to email any questions to beatconnx@aol.com.

Website: Beatconnx.com

Important 2018 Dates to Remember

April 1 – Lottery Numbers picked for accounts that have a \$0.00 balance due

April 15 – April 22 No Dance – April Vacation

May 6 – Studio Rehearsal

May 6 – Ticket Order Form Due if not attending Ticket Sales

May 12 – Ticket Sales & Last Day of Parent Monitor Special (*see attached*)

May 19 – Picture Day

May 20 – Studio Rehearsal

May 26 – May 28 No Dance – Memorial Day Weekend

June 3 – Studio Rehearsal

June 4 – Dress Rehearsal for the 2:00 Show at Melrose Middle School

June 6 – Dress Rehearsal for the 6:30 Show at Melrose Middle School

June 9 – Recital at Melrose Middle School

June 27 – Studio Party for 2017 – 2018 Students

Sunday Rehearsals will be from 12:00 – 4:00.

Detailed Schedules will be released soon for specific times.

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. **You can purchase a garment bag at the studio for \$5.00.**

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.

*****Costume racks – HIGHLY RECOMMENDED (along with a fold out chair)**

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, whose costumes and accessories will be placed in the backstage area.

PART 3: Tights, Shoes, Hair, and Makeup

Tights

Please 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. Tights are available to purchase at the studio. 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.

- 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 EXCEPT WATER.**

If you have any questions regarding costumes, tickets, rehearsals, etc, **DO NOT ask teachers on the day of rehearsals.** 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 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 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; we will run that at the beginning of the show.

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 1 hour before curtain time. 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.

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 will be available shortly.

Recital T-Shirt Order Form

The deadline to order recital T-shirts is May 1, 2016. Forms must be dropped off at the Beat ConnXtionz Dance Studio

Shirts - \$22.00 for 1; \$40.00 for 2



Parent Name: _____

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Student Name: _____

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Size(s): _____

Amount Paid: _____

Return this page with payment to the studio to purchase a recital tee.

PART 8: Recital Tickets

Ticket Policies

Tickets go on sale at the studio on May 12, 2018. The cost per ticket is \$20.00. All studio accounts (tuition, costumes, etc.) must be paid in full before purchasing tickets. 6 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 at the desk and can be emailed to you) and return it to the studio no later than Saturday May 5, 2018. *****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, 2018.***** You do not need to attend ticket sales to purchase tickets. **Tickets will be purchased when your lottery number is called if your ticket order form is handed in on or before May 6, 2018.**

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 \$0.00 by April 1, 2018. 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 23, 2018.

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.

If you are up-to-date with all of your costume and lesson payments, your name will be drawn at random out of hat and that is how the lottery numbers will be picked. Please check with the desk or email us on or after April 23 for your number.

Lottery Numbers	Time
1-10	1:00
11-20	1:30
21-30	2:00
31-40	2:30
41-50	3:00
51-60	3:30
61-70	4:00
71-80	4:30
81-90	5:00
91-100	5:30
101-120	6:00
121-150	6:30
151 - 180	7:00
181 - 210	7:30
211 - 250	7:50 – 8:10

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 1:30)

As of May 13, 2016, 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.
