

STAGE DOOR DANCE PRODUCTIONS

RECITAL HANDBOOK

2010-2011

Recital Handbook

Philosophy, Policies, and Procedures

In our second season, Stage Door Dance Productions will provide students with the opportunity of a fantastic spring recital performance, titled “If the Shoe Fits, Dance!” 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 young dancers to have a chance to shine in front of their family and friends, which, in most instances, they anticipate with nervous excitement each year.

A large 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, the experience also contributes to children’s success in non-dance activities. The 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 for the recital is a tremendous learning experience as well. It helps the children develop retention skills, time management, goal setting and achievement, and, through working with their classmates on a group performance, they learn the positive aspects of working as a team to create a unified end product.

Students and parents hold equal responsibility in committing themselves to our recital production, and it takes our entire studio to make the production a true success—from the instructors to the directors to the dancers to the parents to our volunteers. 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. With a clear understanding of the event, we can provide a calm, family oriented, production that will be remembered by your dancer for many years to come!

PART I: THE COMMITMENT

Important Dates

By allowing your child to participate in the annual recitals, you commit yourself and your child to the following dates:

<i>Date</i>	<i>Activity</i>	<i>Where</i>
March 1 st	Program Ad Packets Available	Stage Door Dance Prod
April 1 st	Recital T-Shirt Orders Due	Stage Door Dance Prod.
April 30 th	Deadline for ALL Program Ads	Stage Door Dance Prod.
May 18 th -19 th	Recital Pictures	Stage Door Dance Prod
May 31 st -June 1 st	In-Studio Recital Rehearsals	Stage Door Dance Prod.
June 2 nd -3 rd	Recital Dress Rehearsals	Stewart Theatre-NCSU
June 4 th	Spring Recital	Stewart Theatre-NCSU

Location

The recital will be held at Stewart Theatre at NC State University. Stewart Theatre is located at 1202 Cates Avenue, Raleigh, NC. For more information about the venue, please visit: www.ncsu.edu/arts/stewart.

Please allow AMPLE time to arrive to all of your rehearsals and events. Pre-planning is critical in making the recital a stress-free experience.

Updates

As the season progresses, additional recital information or updates will be posted on the website/Facebook page (www.facebook.com/stagedoordance), sent home in a newsletter, or mentioned on our Parent Board. It is 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 instructors, and the director are key players in the show's success.

Home Study

To ensure that students feel confident about their performance, we ask that parents and guardians encourage students to rehearse their recital choreography on a regular basis. A copy of your child's dance music will be available at the start of the choreography season (March for the 2011 Spring Recital). A charge of \$5 per CD is required to cover expenses (CDs will contain multiple songs if a student participates in multiple classes). Please note the CD will include only music that the student will be performing to in the recital.

- Our goal is to make the recital an organized, exciting experience for everyone that is involved.

PART 2: COSTUMES

We spend many hours determining the correct costumes for each class. We even attend a costume convention/seminar in New York City to see the best products that are available for our dancers. Our costumes are always age-appropriate. Spring Recital Costumes include all accessories (hats, gloves, tights, etc.) except shoes.

In an effort to ensure that costumes are delivered in time for photographs, costume orders are placed in early November. Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume costs.

Costumes will NOT be ordered until they are paid in full. Parents and guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Stage Door Dance Productions is not responsible if costumes are not received in time for the recital due to late payments.

- Costumes are always age appropriate.

Alterations

Alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. We have had great experiences with Advance Tailor in Brier Creek for quick, reasonably priced, efficient alterations. There are also several mothers at the studio that will perform alternations for a nominal fee. If alterations are required, please be sure to have them completed prior to the picture days on May 18th-19th.

Distribution

Costumes will be distributed in late April-early May. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session. Outside of picture day, students should only wear their costume for dress rehearsal and the performance. After recital, you may use your costume however you please. Costumes will only be distributed if accounts are paid in full.

Withdrawal

No refunds will be made if a parent or guardian withdraws a child from the studio after costumes have been ordered and prior to the recital. Parents or guardians may pick up purchased costumes at the studio at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will become property of Stage Door Dance Productions.

Costume Care

We HIGHLY recommend that each student's name be placed in his/her costumes, shoes, tights, and accessories. Please store all costumes in a safe place. Press all costumes prior to the dress rehearsal and the performance. Hanging them in the bathroom can also work as a steamer. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

- We recommend that each student's name be placed in his or her costumes, shoes,

accessories, and tights.

Costume Racks

Clothing racks with wheels can be purchased for stores such as Wal-Mart or Target. If your child has several costumes, a rack is a smart investment. 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 in the show.

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**
- **Steam and hang costumes before each performance**
- **Place your name in costumes and shoes**

PART 3: TIGHTS, SHOES, HAIR, AND MAKE-UP

Tights

To ensure that there are no discrepancies in color and style, we provide each student with the required tights for your costume. Additional tights may be ordered through the studio. Be sure to purchase the correct style if you misplace or damage the pair that is included with your costume. Please keep your 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

The following shoes are required for all classes:

Little Stars: Pink Stretch Ballet Shoes (Girls), Black Stretch Ballet Shoes (Boys)

Twinkle Tots: Pink Stretch Ballet Shoes (Girls), Black Stretch Ballet Boys (Boys)

Black Mary Jane Buckle Tap Shoes (Girls), Black Tap Shoes (Boys)

Kinder Sparklers: same as Twinkle Tots

Jazz Classes: Black, Slip-On Jazz Shoes

Tap Classes: Black, Oxford Style Tap Shoes

Ballet Classes: Canvas Ballet Shoes

Hip-Hop Classes: Black Jazz Shoes (for Mini & Junior); TBD for Teen/Senior

Hair and Make-Up

All female students are required to wear makeup for the recital: lipstick, blush, eye shadow (earth tones only), and mascara. For the boys, a little blush works well.

Uniform hairstyles are required. Ladies should wear a tight, side bun (unless recital detail sheet states otherwise). Gentlemen should wear their hair neat and tidy.

PART 4: BE PREPARED

Pre-Planning

The recital isn't a one-day activity. Gather all costumes, shoes, accessories, and make-up several days or even weeks in advance so you'll know if anything 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 of your supplies before dress rehearsal and the shows.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hair nets, bobby pins, hairspray, and safety pins.

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 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), finding their dressing rooms and being onstage. Lighting, music cues, blocking, 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 dress rehearsal; your help with the process will guarantee a professional production. Please be ready to perform at least 30 minutes prior to rehearsal time.

Students should arrive in the outfit they will perform in first. We will have limited access to changing rooms at the dress rehearsal, so please take that into consideration.

If you miss dress rehearsal, you will not be allowed to perform in the recital.

Finale

All students are asked to participate in the finale, which will be rehearsed during the last month of classes.

Dressing Room Etiquette

Students and parents 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. Students may bring water bottles with water ONLY into the dressing rooms. Dry, non-messy snacks (goldfish crackers, nilla wafers, granola bars, etc.) may be brought as snacks.

Dress Rehearsal Guests

One parent or guardian may accompany each student to the dress rehearsal. Non-flash photography and videography will be permitted at the dress rehearsal. Please keep talking to a minimum while you are at dress rehearsal—in can be very distracting to our performers.

PART 6: RECITAL PHOTOGRAPHY AND VIDEOS

Recital Photos (posed)

Class and individual photos will be taken at Stage Door Dance Productions on May 18th-19th, 2011 by Photography by Bob Stuart. Please confirm your child's time on the updated and detailed schedule to be distributed with your recital detail sheet. All students are required to be present for their class picture. Class pictures are displayed at the studio and are a great memento of the season. 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 the photo shoot may run ahead of schedule. Due to photographer availability, there will be no photography make-up dates.

Recital Photos (action)

Mitch Danforth will be shooting live, action shots during the Spring recital. Parents will be available to view photographs and purchase pictures of their dancers after the recital.

Photo Shoot Hair and Make-Up

Consider it the same as performance. All female students are required to wear make-up: lipstick, blush, eye shadow (earth tones preferred), and mascara.

For photo day ONLY you may wear your hair how you would like. It is suggested that all female students wear their hair up off their neck and out of their face.

Videography

We will have a professional videographer taping the recital. Advance orders will be required; additional copies may be available for purchase after the recital at a higher price.

PART 7: RECITAL TICKETS

Recital Fee

There is an annual \$25 recital fee per family, which is due February 1st, 2011. Upon payment of this fee, you will be eligible to receive 2 complimentary tickets to the Spring Recital. Complimentary tickets will be distributed in May for Spring Recital.

Ticket Sales

You may also purchase tickets for other family members and friends that wish to attend our production. All studio accounts must be paid in full (tuition, costumes, etc.) before any family member may purchase recital tickets. Additional Spring Recital tickets will be \$10 each. To request additional tickets, please submit the ticket request form you will receive in your recital info packet. Please request your tickets early, as our shows do have a tendency to sell tickets quickly.

Recital Seating

Seating at our recital is general admission. The house will open 20 minutes prior to the show starting. All parents are asked to wait in an orderly fashion in the lobby prior to this time. If you perform in both shows, you are not allowed to leave items in the theatre to save your seats. They will be removed and taken to lost and found.

PART 8: RECITAL POLICIES

Video and Photography

Parents or guardians may videotape or take photographs (no flash photography) of their children at the **dress rehearsal only**. Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged. **PLEASE NOTE: NO VIDEO OR PHOTOGRAPHY WILL BE ALLOWED AT THE RECITAL.** The recital will be professionally videoed and photographed and you may purchase copies.

Auditorium Rules

No eating, drinking, or smoking is allowed in the auditorium or the dressing rooms.

Backstage

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. Any parent that refuses to follow the rules will be asked to leave the theatre.

We will have the opportunity for parents to volunteer as “Backstage Moms”. Backstage Moms will be in the dressing room with their designated class throughout the entirety of the show. Responsibilities will include helping students change costumes, taking younger students to the bathroom, providing entertainment (for younger dancers), and making sure the group is lined up at the appropriate time for their dance(s) and the finale. Backstage Moms will be able to watch their class dance from the wings of the stage.

This year, our young dancers (Little Stars, Twinkle Tots, and Kinder Sparklers) will have their backstage area in the Talley Ballroom. Each class will have a designated space. Students will be entertained with games, coloring, etc.

ALL Backstage Volunteers will have a REQUIRED training meeting on Wednesday, June 1st from 6:30-7:30pm at the studio.

If you have concerns about your children during recital, please address your concerns prior to May 1st. All concerns should be addressed before recital. If your child has special needs, we absolutely, **MUST** know about them prior to the recital. The recital is a busy time and individual concerns will not be able to be fully addressed with the attention they deserve.

PART 9: RECITAL PROGRAM

Stage Door Dance Productions will publish an annual program for our Spring Recital. “Well-wisher” and commercial ads are available. All students have the opportunity to purchase and sell ads, but participation is not required.

Last year, many parents did not realize that you could purchase “good luck” ads for individual dancers in our recital program. You certainly may, and we encourage you to do so! Students love seeing the personalized wishes in the programs, and it serves as a great memento for years to come.

Please refer to your program ad from in your recital detail packet for more information.

If there is anything you feel has not been covered in this guidebook, please contact us with your questions at 919-720-3036 or via email at info@stagedoorraleigh.com