

# **2024 Dance Recital Handbook**

*Artistic Director, Ann Boyle*



***RECITAL DATE***

*June 2, 2024*

***Forest Park High School***

***15721 Forest Park Dr, Woodbridge, VA 22193***

## DANCE RECITAL INFORMATION

There are a lot of components involved in staging a dance recital. Please carefully review the information so that both you and your student are fully prepared and ready for the upcoming events. If you have any questions, don't hesitate to contact our registrar at [registrar.danceetc@gmail.com](mailto:registrar.danceetc@gmail.com) or ask at the front desk.

### REHEARSAL WEEK "ZOO WEEK"

#### ALL REHEARSALS ARE MANDATORY.

The rehearsal week before the recital is affectionately called "ZOO WEEK". The only acceptable excuse for missing rehearsals is Graduation or serious illness. A written note AND notification of our registrar is required.

You might ask, why do we make such stringent demands?

1. First, we try to make controlled chaos into a masterpiece! 😊
2. Secondly, the repetition of repeatedly rehearsing in front of their peers prepares your student- mind, body, and soul- for performance day. **\*\*This lessens the stage fright and promotes a "team spirit"\*\*\***
3. These rehearsals allow the staff to "trouble shoot" any problems before the performance.
4. These rehearsals acquaint the young dancers with other staff members, which increases their comfortability with them.

**The result will be a performance that you and your child will feel proud to be in.**

#### RULES TO REMEMBER FOR ZOO WEEK

- Dancers must attend all rehearsals.
- Dancers must have all dance gear with their name on it (especially shoes) and **bring only what is needed**. ANYTHING the dancers brings (water bottles, bags, etc.) MUST have their name on it
- Dancers should eat a good meal and bring water bottles to stay hydrated.
- Everyone should follow the traffic patterns for Drop Off & Pick Up.
- Please be patient and bring your sense of humor.

#### DROPPING OFF AND PICKING UP

**This is the most stressful time for parents. If we all follow these rules and obey the "Traffic Cops" (volunteer parents) it will be Safer, Quicker, and Easier.**

##### **Dropping Off:**

- Please Park and walk in students ages 4-10, through the main door (by the front desk). Escort your student to studio "B" for drop off (right at the front desk).
- A volunteer will escort your dancer to studio "C" for rehearsal
- Exit down the hallway, through the secondary door; follow the signs for the exit.
- Students ages 11+ enter the studio through the main door and proceed to upstairs to studio "D" (upstairs, beyond the green wall). Wait there until a volunteer or your teacher comes to get you.

##### **Pick Up:**

- **PARK YOUR CAR AND GO TO THE BACK DOOR.**
- A volunteer will take your child's name down and bring them to you.
- Sometimes the dancers are running behind. Please be patient.
- **BE VERY CAREFUL IN THE PARKING LOT!!!**

## COSTUMES

- Costume measurements are done the first two weeks of December. When measuring, we use the chart the costume companies send as a guide and we allow room for growth.
  - ✚ Remember not every costume is the same and there may be some irregularities in the fit.
- **Costumes will be handed out in the student's regular class(es) the week before rehearsal week. It is imperative that students attend all classes that week in order to make sure that they are there when the costumes arrive.** The exception is if the costumes are not delivered to us on time.
- **Once you have received the costumes, try them on immediately.**
  - ✚ If there is a small issue, contact a seamstress of your choice.
  - ✚ Dance Etc. has a seamstress available for an additional fee.
  - ✚ Alterations are not the financial responsibility of Dance Etc. We do our best to ensure proper measurements but cannot control several factors that cause small imperfections or improper fit.
  - ✚ If there is a major issue (meaning cannot get costume on, damage, wrong color, etc., notify your instructor immediately.
- **Put your name on all costume items, including small ribbons, accessories, and shoes.** Put costume(s) away until the dress rehearsal.
- Hang your costume up at home to get wrinkles out (**hang ballet costumes upside down**)

## TIGHTS

**Ballet students:** Unless otherwise indicated by instructor, all students are encouraged to wear flesh toned tights with matching flesh toned shoes. When choosing pink tights purchase:

- ✚ Capezio Ballet Pink or Body Wrapper's Theatrical Pink footed (convertible) tights and clean ballet shoes that match.
- ✚ flesh-toned ballet footed (convertible) tights can be worn as long as your student's ballet shoes match their flesh-toned tights.
- **Tap/Jazz/Hip-Hop:** your instructor will inform you of what color tights (footed/convertible) you need to wear (or if applicable); purchase any dance brand tights (*Body Wrappers, Capezio, Bloch*) in black or flesh-toned (even fishnets depending on the style of dance); student must have appropriate jazz, tap, and hip-hop shoes required by instructor.
- **\*\*\*\*\*IN ORDER TO RECEIVE YOUR COSTUMES, ALL ACCOUNT BALANCES MUST BE BROUGHT TO ZERO\*\*\*\*\***

## HAIR AND MAKE-UP\*

- All female ballet students need to have a low bun, unless otherwise specified by their instructor; this includes braids, locs, twists, and natural hair; "donut" hair buns/bun sox can be used for shorter hair.
- Any dramatic haircuts, coloring, or styling is not recommended until after the recital.
- Jazz/Tap/Lyrical/Contemporary- hair will be specified by instructor.
- **\*Please see attached information for stage make guidelines later in the handbook.**

If you need to purchase any items listed above, go to:



Open:  
 M - Th - Fr - 11am - 8pm  
 Tu - Wed - 12pm - 6pm  
 Sat: 10am - 6pm  
 Sun: 11am - 4pm

## RECITAL TICKETS

- Specific seats are not reservable and seating is on a first-come-first served basis

**YOUR SEATS: The \$25.00 recital fee that you paid in March is a participation fee. It does NOT include any tickets. All tickets are \$20 per ticket. Children under the age of 2, do not require a ticket, but recommended they sit on a lap. You may purchase tickets at the following link: [Dance Etc. June 2 Spring Dance Recital Tickets](#)**

## DRESS REHEARSAL& PERFORMANCE DAY IS HERE! This year both are Sunday June 2

### **I need to:**

- do my dancer's hair and makeup before leaving home. There is limited space in the rest rooms and dressing area so please do hair and makeup at home.
- check your costume and dance shoes! All items should have your name and initials in it (including your bag). If you have a garment bag, bring your costume in it.
- bring all accessories for your costume, a make-up kit and extra supplies for any needed touch-ups! (including extra bobby pins, safety pins, hairspray, etc.)
- bring an extra pair of tights.
- **NO ONE SHOULD WEAR HIS OR HER COSTUME OR DANCE SHOES TO THE THEATRE!!!**
- pack water and a non-staining, non-greasy snack and food (apple slices, grapes, pretzels, cheese sticks, crackers, animal crackers). **PLEASE DO NOT BRING NUT PRODUCTS!!**
- takeoff ALL jewelry (including earrings) \*engagement and wedding rings are acceptable.
- takeoff nail polish.
- not wear underwear under the tights.
- **Once you have arrived at the check-in desk, your dancer will be escorted by a volunteer to their dressing room. If the dancer is under 10 years old, their same gender parent or guardian may take them back to their dressing room. Once your dancer is in costume, you must leave the backstage area unless you are a volunteer parent! The ONLY PARENTS allowed backstage are the backstage parents.**
- **Once the dancers are in costume they will proceed to the backstage area. There will be a designated area for each class. If a dancer is under 10 years old, a Backstage Volunteer will be there to help them.**
- **Once the class is gathered in the backstage area, a staff member and volunteers will escort them to the stage at the appropriate time.**
- **After the dancers have rehearsed on stage, they will be taken back to line up for final bows.**
- **When the performance is done, dancers will return to their dressing area and get dressed in street clothes. They will be dismissed at the check-out desk.**
- **After the Sunday afternoon dress rehearsal ends, students will be given a break. During the break, backstage moms will be present. If you would like to take your child during the 30-minute break, you must check them out with the check out desk. Return Call time is 3:00 pm.**

## IT'S PERFORMANCE TIME (SUNDAY 3:30 PM)!!

- ❖ **Dancers are kept in their dressing area FOR THE ENTIRE PERFORMANCE. That means that even if the dancer is only in one dance, they must remain in the dressing room until the Final Bow.** Normal length of the performance is two (2) hours, but we anticipate this year's will be @ 1 ½ hours. Once the performance is over, the dancers will go to the dressing room and change into their street clothes.
  - **You may not pick your child up before the end of the show or after their individual dances.**

- ❖ **Please remember this is a theatre performance, not a sporting event. No shouts or whistles from the audience please.**
  - ❖ **There is NO usage of personal video or photography.** This is HIGHLY distracting to performers and takes away from the experience of the audience. You may get pictures out in the lobby and hallway, or purchase or professional photos and videos of the event.
  - ❖ **At the conclusion of the performance, please wait for your dancer at the check-in desk.** Dancers (10 and under) will be escorted by their room parent or backstage volunteers into the common area to be reunited with their family at the check-out desk. **PLEASE BE PATIENT.** This may take up to 30 minutes to complete.
- \*\* If your dancer is under 8 years old and you have a wrist band, you will be allowed to go backstage and help your dancer after the performance\*\***

### **VOLUNTEER MOMS & DADS**

**You can also ask your child's teacher where you can help.** To facilitate a relaxed and organized recital, your help is crucial!! It would be impossible to produce this event without you.

#### **We will need:**

- Volunteers during rehearsal week at the studio.
  - Email [registrar.danceetc@gmail.com](mailto:registrar.danceetc@gmail.com) if you can help during zoo week during rehearsals AND Saturday during the full cast run through.
- **We need volunteers for ALL BABY CLASSES** (Pre/Advanced Pre classes; students 10 and under)
- Dressing room moms, backstage/scenery crew, runner, front desk (check-in/check-out).
  - **\*\*\*AS of 5/22/2024, we have enough room moms to help dress students, and check in-out, volunteers. THANK YOU!\*\*\***
- **Room Mom Responsibilities:**
  - assist with beginning and younger-aged classes (10 years and below) during dress rehearsal and recital.
  - help corral the younger dancers and get them back and forth to the stage.
  - assist your performers with makeup, hair and costuming.
  - will be assigned a class and responsible for helping each dancer, not just their child.
- **Scenery/Backstage**
  - assist with moving/organizing of props
  - assist moving scenery on and off stage
  - organize classes backstage to go on to perform
  - assist with quick changes if necessary
- **Runner**
  - alert classes next to line up and go to stage
  - escort classes to stage if no room parent
- Front desk check-in/check-out
  - responsible for signing students in/out of theatre
  - run food to dancers brought by parents

**WE REALLY DO NEED YOUR HELP. THIS IS A BIG EVENT FOR THE STUDENTS AND WE CAN'T DO IT WITHOUT YOUR SUPPORT!! 😊**

## **RECITAL CHECKLIST**

### **DO:**

- ❖ Bring a small duffel bag or small rolling suitcase to keep all their items neatly together.
- ❖ Hang your costume up at home to get wrinkles out (hang ballet costumes upside down)
- ❖ Hair and make-up should be done before coming to the theatre.
- ❖ Bring your costume with you on a hanger to theater.
- ❖ Bring a blanket, sleeping bag, or sand chair, to sit on in the dressing areas.
- ❖ Bring a bathrobe/button up sweater, leg warmers as it gets cold in the dressing areas.
- ❖ Bring water and non-staining, non-greasy snacks and food (apple slices, pretzels, cheese sticks, crackers, animal crackers). **PLEASE DO NOT BRING NUT PRODUCTS!! If you must bring nut products, they must be eaten outside of the dressing area and hands washed after consumption.**
- ❖ Bring cards, board games, or puzzles (if a room parent wants to bring device, please know that Dance Etc. is not responsible for lost, stolen, or damaged equipment);there is a lot of downtime so we want to make sure they are not bored. If you bring in any toys or activities please label them so we know it goes back to the right owner.

❖ **Electronics:–DANCE ETC. will NOT be held responsible for lost, stolen, or damaged equipment.**

- ❖ Bring an extra pair of tights.
- ❖ Bring a small bag of make-up for touchups.
- ❖ Bring extra hair accessories (bobby pins, hair net, hairspray, gel, etc.)
- ❖ **Label EVERYTHING** with your child's name.
- ❖ Arrive a few minutes early for your rehearsals and performances.
- ❖ Be on time to pick your child up after rehearsals and performance.
- ❖ Please explain proper backstage behavior to your child—no running, climbing, sitting on makeup tables, no loud voices, etc.
- ❖ Be prepared to sit with your child until his/her volunteer is available.
- ❖ Let our teachers, staff and volunteers help you!
- ❖ If you need help, just ask. We'll do our best to help!
- ❖ Have patience. 😊

### **DON'T!!!:**

- ❖ Play in your costume before the rehearsals or performances.
- ❖ Wear your costume or dance shoes to the theatre.
- ❖ Bring chocolate, strawberries, cheese puffs, or nut products to eat in the costume.
- ❖ Send crayons/pencils/markers to use when in costume.
- ❖ Yell or berate our staff or volunteers. You will be subject to removal from the premises in the event of such behavior.

## RECITAL FAQ- WHAT DO I NEED TO KNOW?

- **All dancers must wear stage make-up.** Any all-day wear make-up is good. Unless there are class specific color requirements (check with your individual instructors for details), choose eye, cheek, and lip colors, that complement your student's skin tone. Male dancers have their own look but must wear make-up. All female ballet dancers will have their hair in a low bun with a hair net. Bangs should slicked back and pinned. Braids are fine as long as they can be secured in a bun. Use a lot of hair gel and hair spray! Talk to your teacher if you need help.

### BASIC SUPPLY LIST NEEDED FOR STAGE PERFORMANCE:

#### **HAIR:**

- All items should match hair color!
- 2-4 elastics
- Set of bobby pins (small or large depending on your hair length and texture)
- Large & small "grandma" hair pins (open ended, U-shaped pins)
- 4 hair nets (color of hair)
- Hair gel
- Hair spray - "Extra Hold"
- Hair "donut", bun sox, or hair piece if you have short hair to give the illusion of a bun (these can be purchased at Liesel's)

#### **MAKE-UP:**

- Facial wipes, baby wipes, makeup remover wipes
- Makeup sponges and brushes
- Make-up primer and/or Setting Spray
- Foundation –
  - Use a warmer foundation than you would for daily wear makeup, since stage lights can make you look washed out.
  - Wearing a darker, warmer foundation **two shades darker** than your natural skin color prevents washout.
  - **For students of color or with deeper skin tones, use a shade that is only 1 shade darker or best matches your skin tone**
- Powder that matches foundation color
- **Eyeshadow**
  - palette with neutral tones like browns, tans, and nude pinks; **OR**
  - pinks, or purples that complements their skin tone; **OR**
  - Color(s) indicated by your instructor
- Eyebrow Pencil
- Black Eyeliner
  - Liquid preferred
  - Pencil for younger students
- False Eye Lashes (optional)
- Black Mascara
  - Waterproof
- Blush
- Lipstick
  - Pink, nude, mauve, or red (older students) **OR** color indicated by instructor
- Lip Liner that matches lipstick

## **How to do FABULOUS Dance Recital Makeup**

**Creating a successful dance recital makeup look can be straightforward and easy with this guide. Concentrate on these five areas and a beautiful look can be achieved for all ages.**

**SKIN:** Prepare a good base for your dance recital makeup. Start with a clean, dry, moisturized face. Use a sponge to apply foundation over your entire face, blending it into your neck. Remember if you apply wet you will get an opaquer look, dry and you will achieve more sheer coverage.

**EYEBROWS:** Get your eyebrows ready by shaping them with a brow brush. Next use a thin eyeliner brush to draw a line down the center of your eyebrow, your brow brush can be used to smooth out and spread color to the rest of your brow.

**If you are doing dance recital makeup for a younger dancer keep these tips in mind:** an eye shadow slightly darker than your hair color will give a less severe look than an eyebrow pencil. A thicker eyebrow gives a more youthful look; a thinner severe line creates a sophisticated dramatic older look.

**EYES:** There are several steps to dance recital makeup when it comes to your eyes. Make sure your eyes are accentuated by first applying a lighter eyeshadow all over the eyelid, as a base. Next, apply a darker shade to the crease of the eyelid, and blend well to soften the line. This will help define the eyes, while opening them up and making them appear wider. Finally, you'll want to use a lighter, shimmery highlight in the corner of the eyes and on the brow bones to make your eyes really pop. You can use a highlighter or champagne shade of eyeshadow for a more subtle finish, or a white eyeliner for a more dramatic look. **For dancers who are seven and up, finish the eye with black water-resistant mascara.**

**IMPORTANT NOTE:** remember that ADDING color is much easier than SUBTRACTING once you've already applied it to your eye. Start out lighter first.

**CHEEKS:** Use a blush brush to apply your cheek color. Begin at the hairline and draw the brush toward the apples of your cheeks. Then use a large powder brush to blend. **Make certain you aren't creating "clown circles" and never let your blush travel below the lip line.**

For young dancers it is especially important to create a soft blended blush line. A severe blush line will make a dancer's face appear older.

**LIPS:** While lip color can be a matter of artistic preference, I believe younger dancers should avoid the bold reds. Lining lips and filling lips with a pink mauve lip liner and using a rose-colored lipstick creates a perfect young dancer look. A mauve color will still highlight a dancer's mouth and help communicate their expressions without aging them unnecessarily.

### **Can I record the show or take photos during the show?**

For safety and privacy reasons as well as to provide the best viewing experience possible, personal photography and/or video recording of the show is prohibited. During dress rehearsal, parents sitting in the audience can take photos or video of their dancer but CANNOT take pictures or video during the performance. We also want to make sure that each person in the audience has a good view of the stage and their dancers. Parents, friends, or a family member standing in the auditorium to take video/photos of their children disrupts the show and the viewing experience for others around them. You may take photos during DRESS REHEARSAL only. A professional photographer has been hired for the performance.