

..... Amy's School of Dance .....

# RECITAL

## *Handbook*

Amy School  
of Dance



## 2024 ANNUAL RECITAL HANDBOOK

Amy's School of Dance proudly presents the 2024 Recital  
Saturday, June 1, 2024 and Sunday, June 2, 2024.

[www.amysschoolofdance.com](http://www.amysschoolofdance.com)

# JUNE 1 AND JUNE 2, 2024



Our ASOD annual Recital is scheduled for Saturday, June 1 and Sunday, June 2, 2024. It is the biggest performance of the year, and we work very hard to rehearse and prepare for this event to showcase what our students have learned over the past 12 months. We aim to make the Recital experience organized and exciting for everyone, but it's a team effort and we need help from every family to pull off this successful event.

We will send reminders closer to the scheduled dates, but it is crucial for each parent to review all the information provided. This will help reduce questions throughout the busiest few weeks of the year. For your convenience, all Recital-related documents will be available on the parent portal, our website and will also be distributed via email.

[www.amysschoolofdance.com/Recital](http://www.amysschoolofdance.com/Recital)

# THE DETAILS



## Recital Fee



We charge a Recital fee for each performer to cover the costs of the venue (i.e. music, lighting, sound, rental fee) as well as all of the behind-the-scenes work (ordering costumes, admin pre/planning, etc). The fee structure is as follows: \$50 for the first child in each family, \$45 for the second child, \$40 for the third child, and so on. This fee will be added to accounts in November each year and is due April 12.

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## Recital Tickets



Tickets for the event will be sold exclusively online starting Saturday, May 4, 2024. Ticket links will be sent via email.



## Recital Photo Day



Class photos will be taken on Saturday, May 18, and we will issue a schedule in advance for Photo Day. While there is no obligation to purchase photos, we kindly request all students to attend so we can have complete class portraits. It's also an excellent opportunity to do the first run-through of costumes, tights, hair, make-up, and so on.

Order forms for purchasing photos will be available for pick-up before Photo Day. For individual photos, students can wear light make-up, and their hair can be styled as they wish. Buns are not mandatory for photos. Please arrive at least 30 minutes before your scheduled photo time. We do our absolute best to stick to the schedule, but sometimes delays or running ahead are unpredictable.



## \* Video and Photography \*

Parents or guardians are permitted to record their children's performances during the dress rehearsal, but should avoid using flash photography for the safety of our performers. Please note that there won't be any professional photographer available during the Recital this year. If you'd like to purchase a DVD of either performance, Amy's School of Dance will offer a pre-order option around Recital time.



## \* Flowers & Gifts \*

It is a long-standing tradition in the performance industry to present flowers or small gifts to dancers at curtain call. While this custom is commonly observed in ballet, this is completely optional. However, for those who are still interested in carrying on this tradition, we have partnered with The Chicken Shed to offer pre-sale arrangements and small gifts that will be available for pickup during the Recital. The Chicken Shed will have a limited variety of flowers available for purchase on the day of the event, but we highly recommend pre-ordering between April 20 and May 24 to ensure availability.

[www.chickenshedprimitives.com/dance](http://www.chickenshedprimitives.com/dance)

## \* Costumes \*

Ordering costumes for our Recital is a significant job behind-the-scenes that our staff works on diligently between October and February each year. We put in many hours to determine the right costumes for each class and choreography, which are always age-appropriate and of the highest quality. To avoid any costume issues during performances, we request that students refrain from wearing their costumes, accessories, or tights before the photo session, dress rehearsal, or the actual performance.





# COSTUMES

Please note that costumes will only be distributed to those students who have paid all outstanding Recital balances in full. It is important to remember that students who have not paid the outstanding balances, including tuition, will not be allowed to participate in the Recital. The deadline for all balances is May 12th, and after this date, only cash or online payment will be accepted.

For the performance, students should not wear underwear under tights. Some students prefer to wear a skin-toned camisole under costumes to allow for privacy while changing, which may also help reduce itchiness, especially for those with tulle or sequins around the neckline or arms. There should be no visible jewelry, except for rhinestone earrings, and no visible tattoos or fingernail/toenail polish. Dancers should not eat or drink while wearing their costumes, unless they are covered by a bathrobe, shirt, blanket, jacket, or similar cover-up.

## Deposits

Costume orders are started in October to ensure timely delivery for photographs. The studio charges a \$50 deposit for the first costume and \$30 for each additional costume, which are added to accounts in November. Please note, costume manufacturers do not accept cancellations or offer refunds, so the studio does not refund costume deposits.

Payments for costumes should be finalized by January 15 to avoid delays. Late orders will incur additional charges - a minimum of \$25 per costume, and may result in costumes being out of stock or requiring a different size. ASOD is not responsible for late orders resulting in costumes not being delivered in time for photos or Recital. In addition, if a costume becomes sold out due to late payment, the dancer may not be able to perform in that specific number. Thank you for your cooperation.





## Sizing

Starting in November, we measure each child for their costume during class time. We order costumes based on the manufacturer's recommended sizing, always choosing a size up if a child falls between two sizes. Some costumes may need adjustments to fit properly.

## Alterations

If alterations are needed after the costumes have been distributed, parents/guardians hold sole responsibility to alter the costume(s). Pinning costumes is an acceptable option, as long as it doesn't alter the look and cannot be seen on the outside of the costume.



## Distribution

Kids will try on costumes during class as they are received from the manufacturers. Only paid costumes will be sent home. Check the parent portal for specific instructions on costumes, accessories, shoes, tights, and alterations. Please contact the instructor with any questions.



## Refunds

No refunds will be made if a parent/guardian withdraws a child from dance after costumes have been ordered and prior to the Recital. In this scenario, those purchased costumes may be picked up from the studio at the time of general costume distribution thru up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.



## Expense

ASOD is committed to keeping costs as low as possible. We know it's an expensive sport, so it's helpful to plan ahead and accordingly. The estimated cost per costume is \$100 or less. We do our best to select combination costumes, especially for younger children, as available. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

## Costume Care

- Label child's name in all costumes, shoes, accessories, and tights.
- Place costumes in a garment bag with your child's name on the outside.
- Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage.
- Press all costumes prior to photo day, dress rehearsal and the performances and ensure all alterations are completed by Recital week.
- Please do not wash costumes in a washing machine; dry-clean them only (after the Recital).



## Costume Racks

If your child has several costumes, a clothing rack is a smart investment (but not required). It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. It's helpful for dancers to hang their costumes on the rack in the order they will be needed in the show.



# Shoes

Please make sure to carefully review the costume notes to get the required information about the shoes. For female dancers, we usually suggest **pink** ballet shoes, **black** tap shoes, **tan** lyrical shoes, and **tan** jazz shoes. Boys are advised to wear **black** ballet, tap, and jazz shoes.

Our experienced dancers highly recommend Capezio or Bloch brands for the shoes. We recommend you purchase the shoes and tights from Mark's Dancewear in Johnston or Discount Dance Supply. (To see ASOD preferred styles in Discount Dance Supply, go to the upper right corner and select "Teachers," and then select "Find Your Teacher." This will populate all ASOD preferred styles.

# Tights

Students are required to have the following tights for their classes. Please be sure to purchase the correct brand, color and style of tights. Please purchase new tights for the Recital, and do not wear or wash them before the dress rehearsal or performance. Tights are needed; not panty hose. (Note: Having a second pair of tights offers students and parents a great sense of security.)

BRAND: Capezio seamless footed or transition tights  
**Ballet Pink** for Tiny Tots, Combo & all Ballet classes  
**Skin Tone** for all other classes  
\*\*\*Students in tumbling will need transition tights





# HAIR & MAKE-UP

## Make-Up

Dancers perform on stage under bright lights. To ensure that their faces are not washed out, it is necessary for our cast to wear makeup. The goal is to highlight the facial features with strong lines around the eyes and mouth, while also enhancing the cheeks. All female students are required to wear makeup for dress rehearsal and Recital.

**Lips: bright pink or red shade (please avoid dark or purple tones)**

**Blush: pink shades**

**Mascara: black**

**Eyeliner (optional): black or brown**

**Eye Shadow: gray, purple, blue, brown or silver shades**

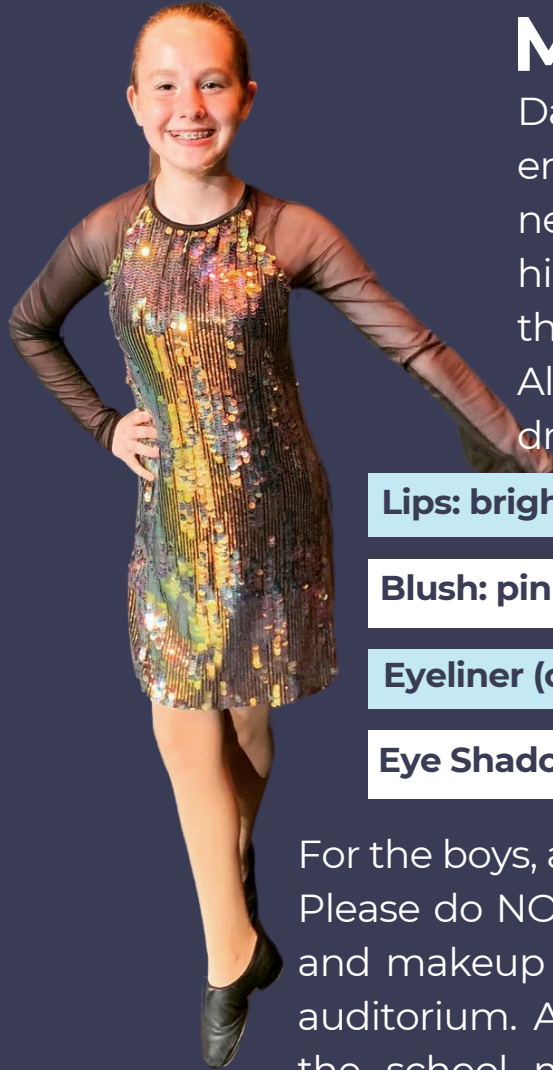
For the boys, a little blush works well but is optional.

Please do NOT send additional makeup with your child. All hair and makeup needs to be done at home before coming to the auditorium. Any application of make-up, hairspray or glitter at the school must be done in the restroom or outside. Any individual not complying with this policy may be issued a \$100 fine by ASOD. We are renting the space we are using and we do not want to jeopardize our use in the future.

## Hair

All female students' hair should be worn in a bun with a left side part, unless otherwise noted in the Parent Portal. Gel/spray is strongly recommended because fly-aways are easily seen on stage under the lights. Hairnets for buns are encouraged as all hair can be contained in the bun, and the bun is more likely to stay intact. (Hair nets can be purchased on Amazon, Sally's and most department stores). Dancers with short hair must pull their hair away from the face and slicked down. All male students must have hair combed neatly or pulled back if length is long enough to hang in the face.

\*\*\*Exception: Tiny Tots may wear hair down and curled, if preferred.



# PRE-PLANNING

To ensure a successful Recital, it is important to plan ahead. Days before the event, gather all costumes, accessories, shoes, and makeup and label them properly. Create a checklist of your child's routines, including their costume, tights, shoes, and any accessories, and double-check to ensure you have all the necessary supplies before leaving for the auditorium. After dress rehearsal, double-check your child's costumes and accessories to ensure they are all accounted for and ready for the next show. Planning ahead and being organized will help make Recital Day stress-free and enjoyable.

## Emergency Kit Suggestions

Extra pair of tights

Safety pins

(for emergency costume repairs)

Hair gel and hair spray

Clear nail polish

Bobby pins

(to repair minor holes or runs in tights when there isn't time to change them)

Hair nets

Baby wipes/Shout wipes

(to fix makeup or clean hands)

Baby powder

(for itchy costumes)

Your pain reliever of choice

Band-Aids

(the "invisible" kind are best)

Activities or things to do while waiting to perform (books, crayons, card games, Barbies, etc)

Bathrobe, jacket or shirt (to wear over costumes while eating)



**ASOD is not responsible for lost or damaged items.**

# VOLUNTEER INFORMATION

Please note that each family is required to volunteer at least once during dress rehearsals or Recital or spring show performances. Volunteer sign-ups will be available mid-April, 2024 via email (more details to come). If someone in your family is available to fill in more than once, it would be greatly appreciated. Our goal is to ensure that every volunteer gets to sit and watch a full performance from beginning to end. If you are unable or unwilling to volunteer, or if you do not show up for your shift, please be aware that you will be charged a \$75 fee.



## Dressing Room

The majority of the volunteers needed for the Recital are to assist in the dressing rooms. These volunteers are available to keep all dancers safe, accounted for, and prepared for their next performance. We also have dressing room “floaters” and a leader to assist you and other volunteers, as needed.

The order of the show will be provided in each dressing room. Feel free to take notes on the order of show sheets in the dressing room to help the volunteers during the next show. Some students in the rooms take other dance classes than the group you’re assigned, so room parents need to take special notes to make sure those students are dressed and ready to go for their other group numbers.

The responsibilities of dressing room volunteers are to:

- Ensure each child is safe and accounted for.
- Ensure each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time.
- Ensure all children return to their appointed dressing rooms after their performance.
- Assist students performing in multiple dances (quick changes) with hanging up or organizing their costumes.
- Keep students in the dressing rooms at all times unless they need to use the restroom or are out in the hall eating.
- Ensure students do not eat food in the dressing rooms and that students eat in the hall with something covering costumes.
- Clean up the room after each performance so everything is ready for the next show.
- Stay in the room until all performers are finished and their parents have picked them up. If your child is finished after the first half of the show but there are students in the room who perform in the second half of the show, you are required to remain in the room to assist.





If there are too many volunteers for one class, some may be asked to work with children from another class. We kindly ask that dressing room volunteers do not enter the stage area. There will be live microphones backstage; only dance teachers and staff will be allowed in the wings.

### **Set Up and Tear Down**

The set-up crew will assist with laying the Marley floor, and transporting props and other necessities for Recital from the studio to the high school. Tear-down includes clean-up and taking all necessities back to the studio after the final performance. The teardown crew will also walk the auditorium and make sure we are leaving it as clean as we found it. These tasks will be led by veteran parents.

### **Front of the House**

Front-of-the-house volunteers are responsible for the set-up of the ticket table, selling tickets, verifying ticket purchases, and running errands as necessary.

### **Stage Crew and Runners**

Runners are needed to gather groups when they are near their performance time in the show. The stage crew are individuals with headsets on either side of the stage, managing stage left and stage right. These tasks are reserved for ASOD teachers, staff, or veteran parents.

### **Cookies**

Volunteers may sign up to bring cookies for intermission (both performances). Cookies can be dropped off during dress rehearsal or prior to the designated show you've signed up for. This volunteer responsibility also includes setting up refreshments right before intermission and cleaning up afterward.

### **Dress Rehearsal Meal**

Volunteers may sign up to bring part of a meal (potluck style) specifically for teachers and staff so they can eat on the run and break only briefly for supper. One lead volunteer will be identified and will coordinate with others signed up.





# DRESS REHEARSAL

Dress rehearsal is mandatory for dancers to prepare for performances. It helps to work out lighting, music cues, set changes and other logistics needed to pull off a great Recital. Dancers will be stage-ready in fully styled hair, make-up and costumes. This allows students to feel comfortable with their performance and surroundings. Participation is a must, and students will be assigned to a designated area and required to stay there throughout the show.

We do our very best to run an organized and timely dress rehearsal. Your help with the process will guarantee a professional production. Despite our best efforts, this evening runs long. Please send a sack lunch for your dancer eat in the hallway when they have a break. The factor that makes this night longer is because we will rehearse more dances than the actual Recital; all soloists/duets will practice in dress rehearsal, but each soloist/duet will perform in one Recital – Friday OR Saturday.



## Finale

There will be bows after the end of the first act and then a finale at the end of the Recital. During dress rehearsal we will run through the bows/finale at the beginning so your child can leave once his/her last dance is finished.

# Dressing Room Etiquette



Students must respect other student's space and property in the dressing rooms. Do not touch other student's props or costumes. 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. Absolutely no food or drink, except water, is allowed in the dressing rooms. If your child needs to eat, he/she should be outside the dressing room, have him/her wear a cover up or bathrobe, or take off their costume entirely. Students are encouraged to bring items for entertainment while they are in the dressing room. Please plan ahead and do not send items that will stain or ruin costumes should there be an accident (i.e. markers, slime, etc).

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## Recital Order & Quick Changes

Creating the Recital order is a complex task, and our staff works diligently to ensure a smooth experience for every student. We intentionally place the youngest dancers in the first act so they can be done by intermission and not have to wait backstage for the entire show. The final order heavily depends on the amount of time each dancer needs to change costumes between routines. While we aim to allot at least two routines between each student's performances, this is not always feasible. In such cases, we have designated backstage areas for quick changes.

We issue the Recital order in advance (usually early April), so parents can plan accordingly. They can choose which performance to buy tickets for and which day to volunteer. Private lessons and soloists are allowed to perform one routine for one Recital performance. The decision for which performance is based on factors such as the type of dance, the age of the dancer, and whether multiple soloists are from the same family.



## Props

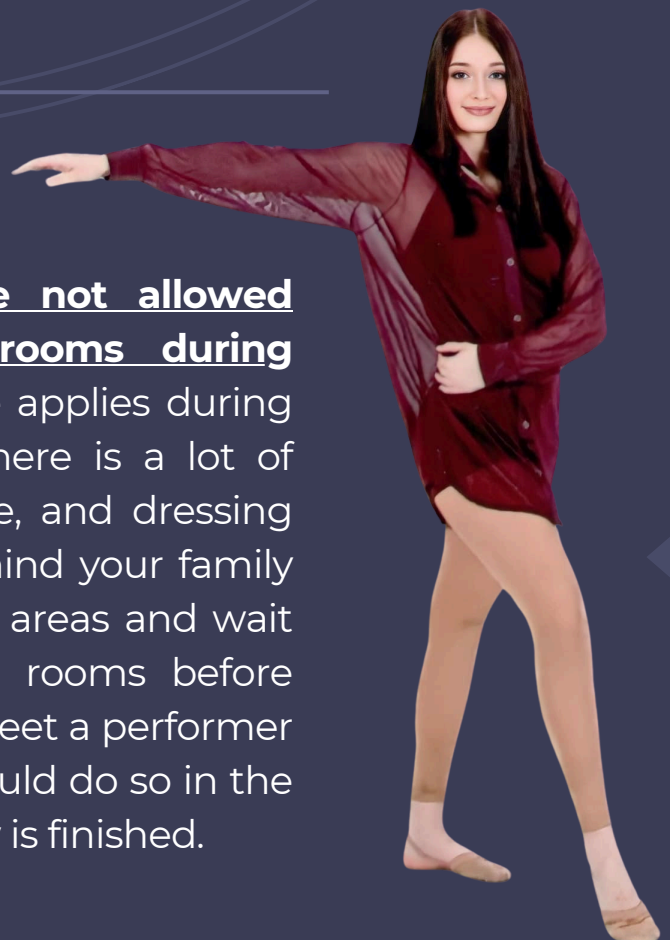
A prop table will be located back stage and dancers will be responsible to gather props prior to performance and return props back to the table after the performance.

## Auditorium Rules

No eating, drinking or chewing gum is allowed in the auditorium or dressing rooms. Dancers will remain in the dressing rooms during dress rehearsal and the Recital when they are not onstage. Students may have a water bottle in the dressing room. All attendees of our Recital performances will be required to purchase tickets for reserved seating. Proof of purchase will be required at the door.

## Backstage

**Family members and friends are not allowed 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 activity backstage in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas and wait for your child to exit the dressing rooms before greeting them. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas or onstage once the show is finished.





# RECITAL SCHEDULE



## Picture Day

◆ ————— May 18, 2024 ————— ◆

Location: Amy's School of Dance Studio

Start Time: 9 am

Schedule to be released at a later date.

## Rehearsal Week

◆ ————— May 20 - 24, 2024 ————— ◆

Location: Amy's School of Dance Studio

Schedule to be released at a later date.

## Recital Week

◆ ————— May 28 - June 2 ————— ◆

Tuesday (28th): First half Recital run-thru, Amy's School of Dance Studio

Start Time: 4 pm

Wednesday (29th): Second half Recital run-thru, Amy's School of Dance Studio

Start Time: 4 pm

(Recital Order will be released in April 20, 2024)

Friday (31st): Dress Rehearsal and Staging, Ballard High School

Start Time: 3 pm (arrive early)

Saturday (1st): Recital #1, Ballard High School

Start Time: 2 pm

Sunday (2nd): Recital #2, Ballard High School

Start Time: 2 pm







# Questions?

Contact Katie Princehouse, Recital Coordinator

📞 Studio: 515-597-3819

Text Katie: 515-205-8250

✉️ [katie.princehouse@gmail.com](mailto:katie.princehouse@gmail.com)

🌐 [www.amysschoolofdance.com/Recital](http://www.amysschoolofdance.com/Recital)

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