



RECITAL HANDBOOK 2024

Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR 40 years, Dance Dance Dance Ltd. has provided students with an exciting performance experience through its June recital. The recital—that annual staple of the dance school—conjures images of childhood and Americana for many. It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

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 and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

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 result.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook to clarify what we expect from you in terms of commitment and responsibility to the annual recital, the school, and other students and parents.

KEY CONTACT INFORMATION

Telephone: (718) 981-8869

E-mail: dancedancedanceltd@gmail.com

Diane Bush and Karen Bush

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.

Newsletters and important updates are emailed and/or handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the Dance Dance Dance Ltd. website.

If you have any questions regarding the information distributed, we encourage you to contact the office at (718) 981-8869 between the hours of 4-8pm Monday through Thursday.

We try to answer our emails daily. Feel free to email questions to the office at dancedancedanceltd@gmail.com.

Website www.dancedancedanceltd.org

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page/Instagram

“Like” the Dance Dance Dance Ltd. page on Facebook to receive updates on studio events and invite your family and friends to give us a thumbs-up! You may also follow us on Instagram @dkdanceltd.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to dancedancedanceltd@gmail.com

Important Dates

May 15th	May, June Tuition & Recital Fee Due	At the studio
May 20th - 10:00am	Ticket Sales <i>Begin on line</i> Union County Performing Arts Center	www.ucpac.org
May 18th	Journal Ads Due	Email: dancedancedanceltd@gmail.com
May 18th - May 23rd	Costume Try On Week	At the studio
June 9th	Photo Day	At the Studio Scheduled times will be given
June 18th	Tech Rehearsal	Union County Performing Arts Center
June 19^h	Photo Viewing	At the Studio 4-8 PM
June 23rd	Dance Recital	Union County Performing Arts Center

Costumes

We spent many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

NOTE: No jewelry or underwear is to be worn with costumes. This includes photo day and performances.

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 Distribution

As per our **student handbook**, all balances, up to and including June's tuition, are due on or before **May 15th**. **Costumes will only be distributed when all outstanding balances for the season (including tuition and recital fee) are paid in full.**

Provided that all class costumes are in, **costume try-on week** will take place from **May 18th through May 23rd**. This will take place during your child's regularly scheduled class time. For the younger students, one female parent/guardian or representative must be present during costume try on week. Instructions will be given pertaining to the costume that you will need to know. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

Costume Care

All costumes are to be placed in a **CLEAR** garment bag with your child's name and routine title on the front of the garment bag. All dance costumes, shoes, accessories, and tights should also be labeled inside with your child's name. If needed, steam all costumes prior to the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

Remove any tags that could hang out of the costume.

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

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn at picture day.

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

Ironing

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please steam costumes with caution because of glues that may have been used to attach appliqués and/or trim.

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.

TIPS: COSTUME COMMON SENSE

- ✓ *Always pack a second pair of tights.*
- ✓ *Place costumes in a clear labeled garment bag.*
- ✓ *Steam and hang all costumes.*
- ✓ *Place your name on all costumes and shoes.*

Quick Costume Changes

During the recital, some students may have quick costume changes. A special team of trained help will assist these students, whose costumes and accessories will be placed in the backstage area.

Tights, Shoes, Hair, and Stage Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their classes. You may purchase these at your local dancewear store or online at www.discountdance.com. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear them before the performance.

Genre	Required Tights
Jazz, Tap, Musical Theatre, Acrobatics, Lyrical, Pre-Ballet and Tap Combination Classes	Bodywrappers Convertible Jazzy Tan Child – C31 Adult- A31
Pointe and Classical Hour Ballet	Bodywrappers Convertible Theatrical Pink Child – C31 Adult - A31

Shoes

The following shoes are required for our recital. Be sure that all shoes are cleaned prior to the recital. If you purchase dance shoes just before the recital, please break them in (indoors) so that they are pliable and comfortable for the recital.

JAZZ: Caramel Capezio Jazz Shoe (#EJ2).

TAP: Younger Students-Caramel Capezio Maryjane (#3800).

Older Students-Black Capezio (CG#19)

CLASSICAL BALLET: Capezio leather Hanami Light Pink Child 2038C Adult 2038W

PRE-BALLET AND TAP COMBO CLASSES: So Danca Bella- Sand #SD69

LYRICAL: Capezio Turning Pointe 55 Sophia Lucia (color NUD.)

MUSICAL THEATER: Caramel Capezio (#EJ2).

ACRO: No shoes required.

HIP HOP: Pastry Pop Tart Grid Black with white bottom Child PK 153100 Adult PA 153100

Hair and Stage Makeup

All students are required to wear makeup for the recital: lipstick, blush, eye shadow, black eyeliner and mascara.

Dance company members will be given the uniform hairstyle that will be required for them. All non-company students must wear their hair in a bun or pulled away from their face in a professional dancer manner. No beads are allowed.

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

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 theater.

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

TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Band-Aids (the “invisible” kind)

Snacks

Please do not send your child to the recital with snacks or beverages. We will have water and healthy snacks for them during their performance. All snacks are peanut free.

Tech Rehearsal

Participation in the rehearsal **is mandatory and it is NOT A DRESS REHEARSAL.** The rehearsal allows the students to become familiar with the theater surroundings and feel comfortable with their performance and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. **All students must wear their recital t-shirt over their leotard and tights during the stage rehearsal.**

Why a Tech Rehearsal?

Often parents question the importance of the rehearsal for their child. In fact, the key to a successful performance for your child is the rehearsal. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- Confidence is critical to a successful performance. The rehearsal offers your child the chance to feel ready for the show.

Rehearsal Times:

Show One Rehearsal – Tuesday, June 18th from 3:45-6:00pm

Show Two Rehearsal – Tuesday, June 18th from 6:45-9:00pm

We run an organized and timely rehearsal; your help with the process will guarantee a professional production. Please arrive at least 10 minutes before their scheduled rehearsal time.

Dressing-Room Etiquette

Students must respect other students' space and property in the dressing rooms.

Audience Etiquette

Our dancers work very hard, and our recital is very important to them. We encourage you to show them respect and support through your generous applause. Please refrain from any inappropriate screaming or chanting during our performance.

Children should **NOT** bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Because we present a professional performance, we ask that everyone remain seated during the entire show. In the event you must leave your seat, you will be allowed to return to it only between dance routines.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the recital. 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 performance. It is important that you pass this policy on to your guests.

Student Drop-off and Pickup

Tech Rehearsal

A Tech rehearsal for all students will take place on Tuesday, June 18th. Parents or guardians should bring the students to the side door of the Union County Performing Arts Center (THE LOFT ENTRANCE) 10 minutes prior to their scheduled time. They will be checked in and placed under the supervision of the staff.

Students will be dismissed from rehearsal once they have completed all their routines.

Recital Performances

Parents or guardians should take their dancer(s) to the side stage door entrance (THE LOFT ENTRANCE) one hour prior to curtain time where they will be checked in and placed under the supervision of our staff. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Students will remain backstage for the entire performance. After the finale, students will be dismissed at the backstage door.

- Parents are not allowed in the dressing rooms after the children have been checked in at the theater.

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 Photos

EAP PHOTOGRAPHY

EAP Professional Dance Photographers will be photographing our students on Sunday, June 9th. Individual and class photos will be taken of each student and class. EAP is the source for the highest quality dance portraiture, costume catalog photography and design, and specialty shoots such as dancer portfolios, performances, or candid photos in the studio. Each class will be notified of their specific time for their photo session. Photos will be available for viewing and purchase at the dance studio on Wednesday, June 19th from 4-8PM.

Hair and Makeup

Hair and makeup should be done as for a performance. All students are required to wear makeup: lipstick, blush, eye shadow, black eyeliner, and mascara.

Extra Step Films

Dance Dance Dance Ltd. works with Extra Step Films to produce a professional recording of the entire recital, including the finale and award presentations. The Flash Drive is available for purchase for \$50.00. All Flash Drives are included with your recital fee. If you wish to purchase an additional flash drive, order forms are available at the studio. Flash Drives will be available for pick-up at the dance studio 9 weeks after the dance recital. Please check our social media and your email for all arrival updates.

Please note: No video recording or flash photography will be allowed at the recital. Security guards will ask you to bring any cameras back to your car.

Recital T-Shirt

The Dance Dance Dance Ltd. 2024 40th Anniversary commemorative recital T-shirt is included with your dancer's recital fee. All students must wear their **recital t-shirt over their dancewear the night of rehearsal.**

Recital Tickets

Recital tickets are available for purchase beginning Monday, May 20th at 10:00am. They are purchased via the Union County Performing Arts website. www.ucpac.org Tickets will be available for purchase up to and including the day of the performance.

Show One begins at 10:00am dancers must arrive at 9:00 am
SHOW ONE - ALL SATURDAY CLASSES, MINI, JR, AND SR COMPANY

Show Two begins at 3:30pm dancers must arrive at 2:30pm
SHOW TWO - ALL DURING THE WEEK CLASSES, MINI, JR, AND SR COMPANY

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including during intermission and before and after the show. 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.

Awards and Recognition

We recognize students who have dedicated their time to dance for 5, 10, 15 and 20 years or more. A list of award recipients will be posted on the school's website by May 5th. Please check the list to be sure that names are spelled correctly and that we have not left anyone off the list.

- ✓ All ten-year award recipients and high school graduates must submit a digital image head shot on or before May 15th. Please email to: dancedancedanceltd@gmail.com

Recital Journal

Each year Dance Dance Dance Ltd. publishes an annual recital journal. Whether a "well-wisher" or a commercial ad, all are available for purchase. All families have been emailed and received handouts regarding advertising in our annual journal. If you need an additional journal ad form, please email, or contact the studio. All ads must be submitted via email, dancedancedanceltd@gmail.com, no later than May 18th.

The Recital Is for Everyone

When everyone puts the children first, the recital experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook. We hope that Dance Dance Dance Ltd's 40th annual recital will be as fun and exciting for you as it is for all our staff. Thank you for working with us to create a memorable educational experience through performance for all our students.