



# RECITAL HANDBOOK 2019

Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR 35 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 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 Dance Dance Dance Ltd:**

1212 Forest Avenue  
(718) 981-8869  
dancedancedanceltd@gmail.com  
Diane Bush  
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 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 email on a daily basis, excluding weekends. Feel free to email questions to the office at [dancedancedanceltd@gmail.com](mailto:dancedancedanceltd@gmail.com)

### Website [www.dancedancedanceltd.org](http://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/YouTube

“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, and tune in to our dance company’s YouTube channel, The DK Dance Company.

*Please do not post questions on the school’s Facebook page. Instead, please email them directly to [dancedancedanceltd@gmail.com](mailto:dancedancedanceltd@gmail.com)*

### *Important Dates:*

April 28 <sup>th</sup>	T-Shirt order forms and Program ad letters available	At the studio
May 5 <sup>th</sup>	Ticket Sales <b>Begin</b> 10-2pm	At the studio
May 20 <sup>th</sup>	Program Ads Due	At the studio
May 18 <sup>th</sup> -May 23 <sup>rd</sup>	Costume Try On Week	At the studio
May 31 <sup>st</sup>	DKDC Photo Shoot	At the studio
June 2 <sup>nd</sup>	Non-Company Photo Shoot	At the studio
June 12 <sup>th</sup>	Stage Rehearsal	College of Staten Island
June 16 <sup>th</sup>	Dance Recital	College of Staten Island
June 18 <sup>th</sup>	Photo Viewing Day	At The Studio

# **THERE ARE NO REFUNDS ON RECITAL TICKETS**

## **Performance Music**

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. A copy of your child's dance music will be available upon request for a fee of \$3.00.

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

## **Costumes**

We spend 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, rehearsals 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. Please contact Dance Dance Dance Ltd. office for recommended dressmakers.

- Costumes are always age-appropriate and of the highest quality possible.

## **Costume Distribution**

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. **The deadline for all balances due is May 15th.**

Provided that all class costumes are in, *costume try-on week* will take place from **May 18<sup>th</sup> through May 23<sup>rd</sup>**. This will take place during your child's regularly scheduled class time. For the younger students, a 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**

We recommend that you label all costumes, shoes, accessories, and tights with your child's name. Place *each* costume in a CLEAR garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled 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.

### **Costumes with fringe**

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

### **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.

➤ We recommend that you label all costumes, shoes, accessories, and tights with your child’s name.

### **TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a CLEAR garment bag for travel.
- ✓ Hang and steam costumes before each performance.
- ✓ Place your name in 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 on line at, [www.discountdance.com](http://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.

(Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

Genre	Required Tights
Jazz, Tap, Musical Theatre, Acrobatics and Saturday Lyrical Classes	Bodywrappers Convertible Jazzy Tan Child – C31 Adult- A31
Ballet	Bodywrappers Convertible Theatrical Pink Child – C31 Adult A31
Weekday Lyrical Classes	Bodywrappers Jazzy Tan Stirrup Child – C32 Adult – A32

### 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#17)

**CLASSICAL BALLET Kindergarten and up:** Pink leather Capezio Juliet (#2027)

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

**MUSICAL THEATER:** Caramel Capezio (#EJ2).

**ACRO:** No shoes required.

### 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)
- ✓ 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 recital with snacks or beverages. We will have water and healthy snacks for them during their performance.

***REMINDER, WE ARE PEANUT-FREE.***

## Rehearsal

Participation in the rehearsal is ***mandatory and it is not a dress rehearsal.*** The rehearsal allows the students to become familiar with the auditorium 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. There is a \$20.00 rehearsal fee per student. ***All students must wear their recital t-shirt over their leotard and tights during the stage rehearsal.***

## Why a 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.

And there's another big reason why the rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We run an organized and timely rehearsal; your help with the process will guarantee a professional production. Please arrive at least 15 minutes before their scheduled rehearsal time.

### **Dressing-Room Etiquette**

Students 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. No food or drink is allowed 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 performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.

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 recital. It is important that you pass this policy on to your recital guests.***

## Student Drop-off and Pickup

### Rehearsal

A dance rehearsal for all students will take place on Wednesday, June 12<sup>th</sup>. Parents or guardians should bring the students to door of the Williamson Theater at their scheduled time. They will be checked in and placed under the supervision of the staff. Parents or guardians of small children should remain outside the auditorium until their children have been dismissed.

Students will be dismissed from rehearsal once they have completed all of their routines. Parents are not allowed in the auditorium once the children have been checked in for the rehearsal.

### Recital Performances

Parents or guardians should bring the students to the auditorium lobby where they will be checked in and placed under the supervision 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 back stage 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. The dressing rooms will be stocked with various peanut free snacks as well as a video feed of the performance.

## Recital Photography, Videos, and T-Shirts

### Recital photos

Class photos on will be taken on Sunday, June 2<sup>nd</sup>, at the dance studio. A schedule will be distributed the week of May 15th. All students are required to be present for their class picture. After the group photo shoot, students may choose to have solo portraits done 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 photo shoots tend to run ahead of schedule.



## **DONNER PHOTOGRAPHY**

Donner Professional Dance Photographers will be photographing our students on Sunday, June 2<sup>nd</sup>. Donner 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.

### **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.

### **Photo Viewing and Purchase**

Photos will be available for viewing at the dance school on Tuesday, June 18<sup>th</sup> from 3-8pm.

### **DVD Purchase**

Dance Dance Dance Ltd. works with RA Video Production to produce a professional DVD of the entire recital, including finale and award presentations. The DVD is available for purchase at \$48.95 for standard DVD and \$51.95 Blu-Ray. All DVD's must be pre-ordered. Please use the form below to reserve your copy. DVDs 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.

### **Recital T-Shirt Purchase**

The Dance Dance Dance Ltd. 2019 commemorative recital T-shirt is made available for purchase by students and parents. The professionally designed shirt must be preordered and will be distributed prior to the rehearsal. **All students must wear their recital t-shirt over their dancewear the night of rehearsal.**

## **Recital Tickets**

### **Ticket Policies**

To create an organized and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. ***Due to The College of Staten Island's fire code, children, including infants are not allowed to sit on adults' laps.*** Our recitals are considered family entertainment and are approximately two hours in length.

## **Ticket sales**

Recital ticket sales will *begin* Sunday, May 5<sup>TH</sup> at the studio from 10am to 2pm. All seats are assigned and tickets are \$25.00 each. Families will be able to purchase the following number of tickets per family on that day:

**Show One – 10 tickets**

**Show Two - 10 tickets**

**Show Three – 10 tickets.**

*We will try to accommodate all families in need of extra seating. If you are in need of extra seating for your child's performance please call or email the studio prior to ticket day at, tickets will be available on a first-come, first-served basis.*

➤ All seats are assigned seats. **NO REFUNDS ON RECITAL TICKETS**

## **Recital Policies**

### **Video and photography**

**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.

### **Auditorium rules**

No eating, drinking, or smoking is allowed in the theater during our performances. During the recital, when the dancers are not onstage they must remain in the dressing rooms.

### **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.

### **Props**

All props are the property of Dance Dance Dance Ltd. and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

➤ No video or photography will be allowed at the recital.

### 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 1. 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 must hand in an 8x10 and a 5x7 color head shot on or before May 15<sup>th</sup>.
- All five year award recipients and high school graduates 2019 must hand in a 5x7 color head shot on or before May 15<sup>th</sup>.

### Recital Yearbook/Program

Each year Dance Dance Dance Ltd. publishes an annual yearbook/program for the recital. "Well-wisher" and commercial ads are available for purchase. All students have the opportunity to purchase and sell ads, but participation is not required.

#### Specs and Rate Card for Program Advertising

1/3 page (3" x 1.5")	\$40 (text or business card only <b>no photo</b> )
1/2 page (3.5" x 3")	\$55 (one small photo or business card only)
Full page (4"x7")	\$110 (one photo or business card only)
Inside Front or Inside Back Cover	\$150.00 (one photo or business card only) Depending on availability
<ul style="list-style-type: none"> <li>• Ads may be submitted in JPG form and emailed to: <a href="mailto:dancedancedanceltd@gmail.com">dancedancedanceltd@gmail.com</a></li> <li>• All ads are black and white with the exception of the inside front or back cover.</li> <li>• Use a separate form for each ad submission.</li> <li>• Deadline for all ads is May 20<sup>th</sup>.</li> <li>• Checks should be made out to, Dance Dance Dance Ltd.</li> </ul>	

### 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 35th annual recital will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.