

RECITAL PARENT MEETING PACKET

June Recital 2019 “Dancing in HD”

The staff of Take Five Dance Academy is proud of the professional manner in which we produce our annual dance production. The policies that we have created are the result of many years of hard work. Please read the following information carefully. We need everyone to follow and trust in the policies that we have set forth. Successful shows will be the direct result with everyone’s help.

1. DRESS REHEARSALS:

Dress Rehearsals will be at Westview High School Theatre

10850 W. Garden Lakes Pkwy in Avondale (107th Ave., South of Indian School Rd.)

The Dress Rehearsal Schedule is available online at www.TakeFiveDance.com (on our Production page), the Production Bulletin Board and at the Office.

Dress Rehearsal Dates: ***THERE WILL BE NO DANCE CLASSES***

Monday, June 17, 2019 • Tuesday, June 18, 2019 • Wednesday, June 19, 2019

Dress Rehearsal is the opportunity for dancers to become acquainted with the stage, lights, audience and backstage area. It is also a chance for them to practice on the stage with their costumes. All dancers need to have their hair and makeup done for dress rehearsal as if it were their real performance. This gives the teachers the opportunity to make any necessary changes before show time.

For dress rehearsal, ARRIVE 30 MINUTES BEFORE your scheduled time. Dancers and parents need to go their designated dressing room to put on costumes. Once your child has their costume on, you may go into the theatre, find their other classmates and sit together as a group. Teachers and production staff will come and get each group when it is their time to practice on stage.

PARENTS ARE ALLOWED TO VIDEOTAPE AT DRESS REHEARSAL ONLY! Once your dancer is finished with their rehearsal, take them to their dressing room to take off their costume. Take all belongings home. Do not leave costumes overnight in the dressing rooms.

2. FAQ-WHY IS DRESS REHEARSAL SCHEDULED DURING RECITAL WEEK?

Dress Rehearsal has been “thoughtfully” scheduled for the Monday, Tuesday and Wednesday before performances for a couple of reasons. First, we are already taking up an entire weekend for the performances. Conducting rehearsals the weekend before would be conflicting for most of our families. Two weekends out of a vacation month would have to be devoted to the shows. Too many dancers would miss rehearsals. Secondly, by having our dress rehearsal immediately before the performances gives our 1st time performers the ability to remember stage directions and choreography notes given by their teachers. In addition, it helps dancers to be less nervous for the shows. We schedule dress rehearsal in sections so that most of our families do not have to be at the theatre for a long period of time.

3. RECITAL PERFORMANCES

Go to our website to see the Performance Schedule: <http://takefivedance.com/productions.htm>

This will tell you your child's specific date and time of performance.

Recital Performances will be held at **WESTVIEW HIGH SCHOOL THEATRE**

10850 W. Garden Lakes Pkwy in Avondale (107th Ave., South of Indian School Rd.)

Wednesday, June 19, 2019 @ 6:30 pm

Thursday, June 20, 2019 @ 6:30 pm

Friday, June 21, 2019 @ 6:30 pm

Saturday, June 22, 2019 @ 10:00 am

Saturday, June 22, 2019 @ 2:00 pm

Saturday, June 22, 2019 @ 6:30 pm

Sunday, June 23, 2019 @ 2:00 pm

4. ARRIVAL TIMES AT PERFORMANCES

Dancers need to arrive at least one hour before their show time. Auditorium doors open one hour before show time.

5. TICKETS WILL BE SOLD ONLINE ONLY

\$12.00 - Seated Child (Ages 6-12) \$19.00 - Adult (Ages 13+)

Tickets will be available for purchase online as of **May 29, 2019 at 7:00 am**.

Website: <https://26330.danceticketing.com>

Print out your tickets. Lap children ages 5 and younger are permitted and do not require a ticket.

They must remain on an adult lap during the entire performance.

6. MAKE-UP/HAIR/ TIGHTS/SHOES

Make-up:

- Brown/Earth tones or purple eye shadows are best. No blue eye shadow.
- Mascara, (False Lashes - for Mini & Youth Ensembles, Jr. & Fifth Element and Company levels only)
- Eyebrows darkened, if needed • Eyeliner • Blush, blended
- Lipstick should be Mauve tones. • If costume is red, dancers need to wear red lipstick.
- 3-6 yrs olds: Keep makeup natural, accent their features, stage lights will make them appear "washed out".

Hair:

Same hairstyle as picture day. Refer to the Costume Description handout that came with your costume or ask your Teacher.

Prepare your make-up and hair at home for Dress Rehearsal and for the Performances.

Apply lipstick and do any touch ups at the school. It is very busy and distracting in the dressing rooms.

The less you have to do at the high school, the easier it will be for you and your dancer.

7. ROOM MOMS - REQUIRED FOR CLASSES FOR RECITAL

Dancers and a parent/guardian need to arrive to their dressing room and "Check In" with their Room Mom by initialing next to their child's name on the class roster. Room Moms will be wearing a name badge. Room Moms will be in the dressing rooms and backstage to assist with dancers at all times. Your child will never be left alone. A parent must "Sign Out" their dancer at the end of each show. **It is extremely important that every family follows this policy. It is for your child's safety that we do this.** Please NO FATHERS, UNCLES, GRANDPAS OR BROTHERS in the dressing rooms.

8. RECITAL VOLUNTEERS NEEDED - ASK FOR FLYER IF YOU'RE INTERESTED

A. Room Moms - SIGN UP WITH YOUR INSTRUCTOR

SAVE MONEY ON A TICKET! You will be able to see your dancer perform from backstage.

B. Theatre Usher, Ticket Collector, Program Volunteers -

SIGN UP AT THE OFFICE

SAVE MONEY ON A TICKET! You will be able to see your dancer perform from the auditorium.

9. IMPORTANT RECITAL NOTES - PLEASE READ CAREFULLY!

A1. FULL JUNE TUITION and any OUTSTANDING BALANCES must be paid by Monday, June 10th in order for your dancer to participate at Dress Rehearsal and in the Shows.

No exceptions! Please plan accordingly.

A2. All Take Five transactions at Westview High School, during Dress Rehearsals & Recitals will be cash or Visa/MasterCard only. Please tell your family and friends.

A3. Show Line Ups are available to download at www.TakeFiveDance.com.

A4. Handicap Seating Available (Limited seats) –When purchasing tickets, click on the handicap space. The adjacent companion seat will automatically be selected to be purchased as a pair. The companion seat is for an additional person to sit next to their family member.

A5. DANCERS ARE NOT ALLOWED TO SIT IN THE THEATRE DURING THEIR SHOW.

We need every seat in the theatre to be available for your guests. Also, the Take Five Dance staff must be able to account for the dancers at all times. At the end of each show we will have a **Finale** which will consist of a parade of all dancers participating. The stage will be filled with all of our talented dancers for the final curtain. Dancers will be taken back to the dressing rooms and monitored until parents arrive to "sign them out."

A6. Water Only and 100% NO FOOD in theatre. For dressing rooms, water only and approved snacks allowed: Goldfish crackers, Regular pretzels/crackers, and Cheerios. Please label water bottles/snacks with your child's name.

A7. For young children backstage, bring a blanket, toys, quiet games, books, or any other items to help entertain them while in the dressing rooms. No markers or anything that can get on costumes. You may also want to bring a small portable fan.

(CONTINUED)

A8. No flash photography. It is very distracting to the dancers, and it may cause disorientation which could result in injury.

A9. No personal videotaping will be allowed at the performances. However, you may video tape at Dress Rehearsal. Please let your family and friends know of this policy. **Our production security will be in the theatre during the performances. This policy will be strongly enforced.**

A10. NEVER WEAR YOUR COSTUME TO AND FROM THE SCHOOL. ACCIDENTS CAN HAPPEN.

Costumes can be torn or soiled. **Extra Clothing** - Bring a complete change of clothing in case of any accidents. **Label everything** that is being taken to Dress Rehearsal and to the Performances.

A11. If you *have* to wear earrings, make sure they are small, stud earrings only. • No jewelry • No hoops
• No bracelets • No underpants under costumes • No nail polish on toes or fingers • No tattoos

A12. Intermission - There will be a 15 minute intermission. Out of respect and courtesy to other audience members, please do not get out of your seat while a dance is being performed on stage. You may only leave the theater in between routines and intermission.

This policy prevents audience members from being constantly disturbed by the movement of others. It also prevents people from obscuring the view of our professional videographers by having audience members walking in front of their cameras. **Please plan ahead if you feel you need to leave the theater and most IMPORTANTLY, please tell family and friends of this policy.**

A13. Dancers are only allowed to use the bathrooms in the backstage hall at the theatre. Restrooms are available in the lobby for audience members only. Dancers are not allowed to walk around outside or in the lobby during intermission.

A14. DVD and Blu-Ray Order Forms must be **submitted to Gotham Arts**. They will have a representative at a table at all of the performances.

A15. Recital T-Shirt Order Forms must be **given to the Take Five Dance Office**. Form is included in this packet.

A16. Merchandise & Gifts - Flowers, mini balloons, stuffed animals, Take Five apparel and more will be available to purchase in the lobby at the shows. Supplies are limited.

A17. Special Office Hours: *THERE WILL BE NO DANCE CLASSES*****

Monday, June 17th 10:00 am - 6:00 pm

Thursday, June 20th 10:00 am - 4:00 pm

Tuesday, June 18th 9:00 am - 6:00 pm

Friday, June 21st 10:00 am - 4:00 pm

Wednesday, June 19th 9:00 am - 4:00 pm

Saturday, June 22nd 9:00 am - 12:00 pm

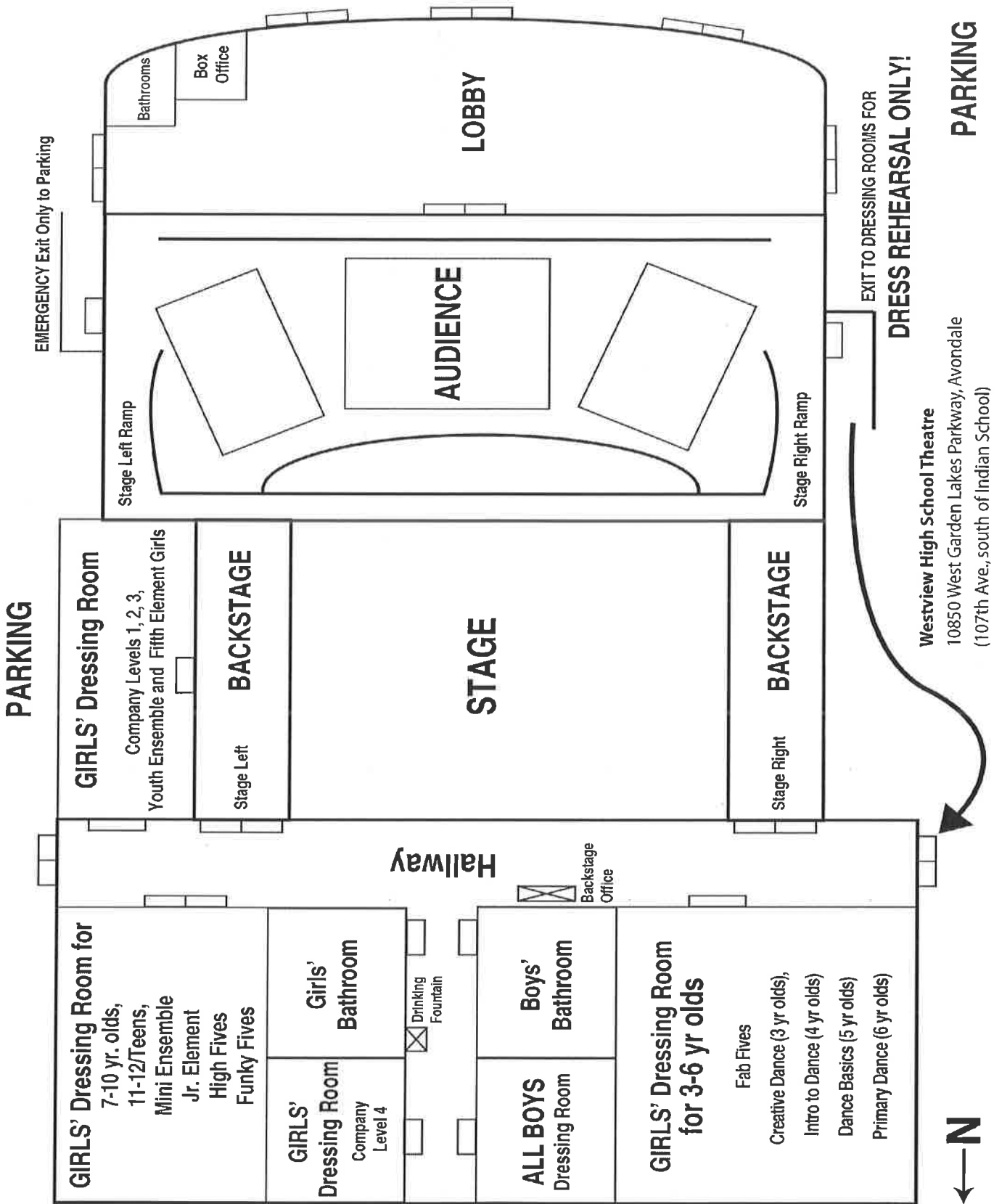
***Please note that the purchase of DVDs, Blu-Rays, Recital T-Shirts and Gifts are optional.
We provide these products as a service for you.***

★ ★ ★ REGISTER TODAY! ★ ★ ★

Classes are filling up. New dance season begins July 8th!

ASK ABOUT OUR DANCE CAMPS FOR AGES 3-9

Information is available at the Office or online at www.TakeFiveDance.com



"Dancing in HD" 2019 June Recital T-shirts

Please fill out form completely and return it with your payment to the Office.

TAKE FIVE DANCE ACADEMY • 623-932-1342 • INFO@TAKEFIVEDANCE.COM

Final shirt orders will be available for pick-up at Dress Rehearsals.

Description: Light Daisy Yellow t-shirt color, double sided printing in bright blue, bright green, and hot pink inks.

T-shirts start at \$20.00 each

Orders must be prepaid and turned in by **Wednesday, May 29, 2019**

STUDENT'S FULL NAME: _____

YOUTH SIZES & QUANTITIES - XS _____ SC _____ MC _____ LC _____

ADULT SIZES & QUANTITIES - SMALL _____ MEDIUM _____ LARGE _____ X-LARGE _____

TOTAL NUMBER OF SHIRTS _____ x \$20.00 = \$ _____

ADULT SIZE & QUANTITY - XXL _____

TOTAL NUMBER OF SHIRTS _____ x \$22.00 = \$ _____

TOTAL AMOUNT DUE \$ _____

Payable by Cash or Visa/MasterCard Only



FRONT



BACK

OFFICE USE ONLY: REC'D BY _____ DATE ____ / ____ / ____

“The Wizarding World of Harry Potter”

2019 Ballet Production Tanks/T-shirts

Please fill out form completely and return it with your payment to the Office.
Final shirt orders will be available for pick-up at Dress Rehearsals.

Description: Black Tank or T-shirt color, double sided printing in white and yellow inks.

Tanks or T-shirts start at \$25.00 each

Orders must be prepaid and turned in by Wednesday, May 29, 2019

STUDENT'S FULL NAME: _____

TANKS

YOUTH SIZES & QUANTITIES - 6X _____ SC _____ MC _____ LC _____

ADULT SIZES & QUANTITIES - SMALL _____ MEDIUM _____ LARGE _____ X-LARGE _____

TOTAL NUMBER OF SHIRTS _____ x \$25.00 = \$ _____

ADULT SIZE & QUANTITY - XXL _____

TOTAL NUMBER OF SHIRTS _____ x \$27.00 = \$ _____

T-SHIRTS

YOUTH SIZES & QUANTITIES - 6X _____ SC _____ MC _____ LC _____

ADULT SIZES & QUANTITIES - SMALL _____ MEDIUM _____ LARGE _____ X-LARGE _____

TOTAL NUMBER OF SHIRTS _____ x \$25.00 = \$ _____

ADULT SIZE & QUANTITY - XXL _____

TOTAL NUMBER OF SHIRTS _____ x \$27.00 = \$ _____



FRONT

BACK

TOTAL AMOUNT DUE \$ _____
Payable by Cash or Visa/MasterCard Only

OFFICE USE ONLY: REC'D BY _____ DATE ____/____/____

**Take Five
Dance Academy**
"Dancing in HD"
June Recital 2019
—
Westview High School

GOTHAM ARTS HD VIDEO ORDER FORM

**COMPLETE THIS FORM AND RETURN IT TO
GOTHAM ARTS HD AT THE SHOW OR BY FAX**

Personal video cameras are not allowed at the performance.

1 >>> PLEASE PRINT CLEARLY

DANCER'S NAME: _____

PARENT'S NAME: _____

PHONE: (_____) _____ - _____ E-MAIL: _____

2 CASH CHECK # _____ CC > CREDIT CARD PAYMENTS PROVIDE BILLING ADDRESS BELOW ↓

BILLING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

AMEX/VISA/MC/DISCOVER _____ - _____ - _____ - EXP ____ / ____ CVV ____

PRINT NAME ON CARD _____ SIGNATURE _____

FOR OFFICE USE • 19TAKFV

> CASH IN _____ > CHECK IN _____ > CC IN _____ DATE ____ / ____ / ____ VIA _____ TN _____

3 JUNE RECITAL • 2019 > Discounts for multiple VIDEOS are for *different shows only*

PRICING > DVD > \$45/ea for 1 • \$80 for 2 • \$105 for 3 • \$120 for 4 • \$25/ea for 5 or more
Blu-Ray > \$55/ea for 1 • \$100 for 2 • \$135 for 3 • \$160 for 4 • \$35/ea for 5 or more

DVD	BRD	QUANTITY	SHOWS	AMOUNT \$
<input type="checkbox"/>	<input type="checkbox"/>		Wed, June 19 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Thu, June 20 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Fri, June 21 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 22 @ 10:00 AM Show (Matinee)	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 22 @ 2:00 PM Show (Matinee)	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 22 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sun, June 23 @ 2:00 PM Show (Matinee)	

4 ORDERS WILL BE DELIVERED TO STUDIO unless Ship to Home is requested. > Ship to Home +\$8.00

SHIP TO HOME CHECK BOX ABOVE & PROVIDE SHIPPING ADDRESS ON REVERSE IF DIFFERENT THAN BILLING ADDRESS →

ALL ORDERS placed after 6/23/19 must add \$15 (SHIPPING INCLUDED) > Late Fee +\$15.00

TOTAL \$ _____

FILL OUT & TEAR OFF FOR YOUR RECORDS

DVD / BLU-RAY	QUANTITY	SHOWS ORDERED	TOTAL \$

PAY METHOD _____ # _____ DATE ____ / ____ / ____ IN: _____

Last Name of Person Ordering _____

- > We accept cash, check, VISA, MasterCard, American Express and Discover.
- > If you are paying by credit card, you may FAX this form to: (623) 376-7579
- > If you are paying by check, please make checks payable to: Gotham Arts HD
- > Orders can be mailed to the address below.

GOTHAM ARTS HD
Professional Video Services in High Definition™
19TAKFV

7942 W Bell Rd, Ste C5-615, Glendale, AZ 85308
Tel: (623) 376-7578 Fax: (623) 376-7579
gothamartshd.com • contact@gothamartshd.com