

Recital Handbook

Dear Parents and Students,

For 8 years, Legacy Dance Company has provided students with an exciting performance experience through our Recital. 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 the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. 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.

That onstage experience 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 studio, and other students and parents. Please read this handbook, re-read it, and keep it close for reference.

Financial Requirements and Commitment

Our goal is to make the annual recital a fun event for both the students and the parents. We want you to have all of the information when you are choosing to be a part of the recital. A Recital Fee of \$75-\$85 is required for each student for each performance class they are enrolled in. The Recital Fee covers expenses for costumes, tights, and accessories. The only additional fees that you will incur are tickets for the performances. Tickets usually cost about \$12 per person and those sales help us pay for the venue, professional sound and lighting, and security or custodial fees. Additionally, we do offer gifts/flowers for purchase for your dancers, and group and individual professional photographs (Picture Day is separate from Recital Day).

Recital Updates

As the season progresses, additional recital information or updates will be posted in our newsletters which are always emailed out, handed to your dancer in class, and posted on our website. Make it your responsibility to keep abreast of this very important information. It is our goal to make the recital

experience organized and exciting for all involved. The annual recital is truly a team effort; students, their parents, the teachers, and the directors are key players in the success of the show. Please make it a priority to keep updated with the latest information.

Important Dates (All Dates are Subject to Change)

November 1st, 2023

Costume fees are due. If you register after 11/1, they are due at that time.

April 20th, 2024

Picture Day. Pictures take place at the Main Studio. As soon as we have order forms and pricing, we will send that information to you.

May 17th and 18th, 2024

***Production Show** (Includes ALL Acro Classes as well as Musical Theater, and ALL Tot Combo classes). The Dress Rehearsal will take place on May 17th and the Show will take place on the 18th with two showtimes. Please plan accordingly.*

May 31st and June 1st, 2024

***Showcase Recital** (Includes ALL other classes not named above in the Production Show). The Dress Rehearsal will take place on May 31st and the Show will take place on June 1st with two showtimes. Please plan accordingly.*

Costumes

Many hours are spent determining the correct costumes for each class. They are always age-appropriate and of the highest quality we can find that relates to the recital song. Technique Only classes do not need costumes.

- A. **Payments.** In an effort to insure costume delivery for photographs and an organized distribution to our students, LDC places orders during December. Costume manufacturers begin their production process as soon as the order and payment are received. They do not accept cancellations or offer refunds; therefore LDC does not offer any refunds for the costumes. All costumes must be paid in full prior to the orders being placed or your order will not be processed.
- B. **Sizing.** Costume measuring will be during the regularly scheduled class time in November. Each child's measurements will be individually calculated by Directors to determine the proper size(s) to be ordered.
- C. **Alterations.** Although rare, if adjustments must be made, once the costume is distributed, the expense of alterations will be the sole responsibility of the student's parent or guardian. Costumes will be tried on in the studio so that teachers can ensure there are no sizing issues or deficits.
- D. **Distribution.** All costumes will be distributed the week prior to Picture Day if tuition up to that point is paid in full and you have no debts to the studio.
- E. **Withdrawal.** If a parent or guardian withdraws their child from LDC anytime after the costumes have been ordered and prior to the recital they will not receive a refund for costume payments.

Parents or guardians may pick up their paid costume (at the studio) at the time of general costume distribution and up to the recital. Costumes that are not picked up 15 days after the season will be property of the studio.

- F. **Costume Expense.** The due date for costume payment is November 1st. Fees range from \$70-\$85 depending on age/size/class.
- G. **Costume Care.** LDC recommends that your child's name be placed in all costumes, shoes, accessories, and tights. Place all costumes in the provided 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 the individual accessories. Please do not clean costumes in your washing machine, dry-clean only (after the recital). If wrinkles are apparent, you may place the costume on a hanger in a steamy bathroom. Do not iron.
- H. **Tights & Shoes.** Tights are provided as part of your Recital Fee. Note: having a second pair of "backup" tights can offer a great sense of security for the student and the parent/guardian. Please check with our office if you want additional tights. Shoes should align with what is required in our dress code for classes.

Makeup, Hair, and Jewelry

- A. **Makeup.** Makeup should be done at home and may need to be retouched by the stage moms. Let's remember that although this is a special time for the dancers they are still just kids and we want to keep it that way for as long as we can. A little blush and lipstick look great on stage for the little ones. Older children should wear lipstick, blush, neutral eyeshadow (not blue), and mascara.
- B. **Hair.** All classes will have assigned hairstyles. That information will be emailed to you in the Spring. For dancers with short hair, it must be pulled away from the face as best as possible.
- C. **Jewelry and Nails.** Dancers should remove all jewelry and bright nail polish before arriving at the venue. It will not be allowed on stage.

Pre-planning

The recital isn't a one-day activity. Gather all of your costumes, accessories, shoes, and makeup several days in advance in case something is missing or isn't exactly right. Make a checklist of your child's routines, listing their costume, the color of tights, shoes, and any accessories. Make sure you have all your supplies before arrival. The checklist helps when leaving to ensure that you have everything.

Extra Everything

You may want to bring at least one extra pair of tights of each color. Hair gel, bobby pins, and hair spray should be packed in a bag for older children. A few less obvious things that have come in handy for others include baby wipes/shout wipes to fix makeup mistakes or dirty hands, Tide pens, baby powder for itchy costumes, safety pins for emergency costume repairs, clear nail polish for minor holes/runs when there isn't time to repair and invisible band-aids.

Dress Rehearsal

- A. **THIS REHEARSAL WILL BE CLOSED TO OBSERVERS.** The dress rehearsal offers your child the opportunity to become familiar with the theater surroundings and become comfortable in their performance, costume, and the stage. It offers your child's teachers and the studio directors the opportunity to be sure your child has the best possible experience. Lighting, music cues, and all other logistics for an organized and professional performance are rehearsed. We run an organized and timely dress rehearsal (although it does run longer than the actual show); the parent/guardian's help with the process will guarantee a professional production. Students are to arrive in their first performance costume. Food and/or drinks during the rehearsals are not permitted in the venue.
- B. **Dressing Room Etiquette.** Students must respect others' space and property in the dressing rooms. More time will be spent in the dressing rooms than on stage, so please do your best to keep the dressing rooms organized and clean. Food or drink is not permitted in the dressing room (except water) so that costumes do not become soiled.
- C. **Dress Rehearsal Drop-Off and Pick-up.** Students accompanied by a parent or guardian are brought to their assigned areas where they will be checked in and turned over to their class mom(s). Dancers need to stay backstage for the entire act they are performing in. Act 1 dancers may check out during Intermission, Act 2 dancers may check out at the end of the show. Parents must bring their student's "check out card" to help our volunteers identify which child should be leaving with which parent. Parents are not allowed backstage or in the dressing areas after the child has been properly checked in the backstage. Students will be dismissed from rehearsal after they've run all of their numbers.

Recital Volunteers

Anyone interested in volunteering to help backstage is welcome. All volunteers must report to a meeting before the recital. As an LDC student, your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool. Most jobs require limited commitment at a specific time during dress rehearsal and/or recital. We encourage you to become involved in some way with our volunteer program and welcome any contribution you are willing to make. All volunteers will receive an identification badge, which must be worn throughout the entire dress rehearsal and performance. Please do not bring guests, including children with you while you are volunteering. Recital week is a hectic experience; all volunteers must work in a cooperative manner at all times.

Class Moms

The goal of a class mom is to ensure the safety of each child in their care and to be sure all children are accounted for. You will be responsible to ensure that each child is in the proper costume, accessories, and shoes, and you must be sure your children or classes are backstage when the stage manager tells you it's time. In addition, you will be responsible to return all children to their appointed pick-up area following their performance. There will be 1 class mom for each class. If we have too many volunteers for

a class you may be asked to work with children from another class. Class moms will walk their group back and then must stay far back from the wings so that the teachers can take over. All volunteers need to be prepared to work within the system to make everything flow. We work very hard to put a system in place that works, please rely on our experience. We ask that all volunteers follow all instructions from the stage manager.

Recital Tickets

All studio accounts (tuition, costumes, etc.) must be paid to date before any family dances at the recital. Tickets go on sale May 6th. Ticket money is for the production of the show (venue rental, workers, lighting and sound costs, custodial, etc). Prices are \$12 per ticket. Our recital is not recommended for children who cannot sit still for 2 hours. Children must have their own seats. Babies and young toddlers may sit on a parent's lap so long as they are not a distraction to other audience members. Audience members who are in wheelchairs will have specific seats designated, please let us know in advance.

Video and Photography

Photography. Absolutely no flash photography is to be used during the shows. This can be distracting to the dancers on stage and ruin the experience for audience members. We encourage you to purchase photos from our professional photographer!

Video. We will NOT have professional videography at the Spring 2024 shows! If you wish to take a video of your dancer, this must be done from your seat without interfering with the view of other audience members. Please be courteous to those around you. Please do not post videos of other dancers online, for the safety of those children and out of respect for those parents.

Audience Etiquette

We want everyone who participates in and attends our recital to thoroughly enjoy the performance. Below are a few items that if followed, will greatly enhance the experience for all concerned.

Courtesy is contagious. If adults practice courtesy, children will learn from their example.

Phones. All cell phones and electronic devices must be turned off or silenced.

Seating. Please stay seated and keep your feet off of the seats in front of you. Per fire regulations, no one may sit or stand in the aisles.

Quiet, please. Please refrain from talking during performances. It is very distracting and unpleasant to those around you and those on stage.

Babies and young children. We encourage this to be a family event, but we ask that if they become restless or begin crying, you accompany them out of the auditorium.

Enter/Exit. Audience members may enter and exit the auditorium between performances and at intermission ONLY. Please do not open and close auditorium doors during performances. Please do your best to remain seated until intermission. Our door security will not open doors during performances unless it is an emergency.

Recital Checklist

- _____ Write Dress Rehearsal and Recital dates/times/locations on your calendar
- _____ April 20th, Picture Day, order pictures
- _____ May 6th at 4 PM, purchase recital tickets for \$12 each
- _____ Get Costume, Shoes, Tights, and accessories together in a bag
- _____ May 17th Production Show Dress Rehearsal 5pm
- _____ May 18th Production Show 11am and 4pm
- _____ May 31st, Showcase Dress Rehearsal 5pm
- _____ June 1st, Showcase Recital 11am and 4pm

2024 Production Show Specifics

ACT ONE

- 1.
- 2.
- 3.
- 4.
- 5.
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- 10.
- 11.
- 12.

ACT TWO

- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Dress Rehearsal MAY 17th (Crook County High School - 5:00pm)

Dress Rehearsals will take place on **Friday, May 17th**. Rehearsal times are as follows:

Act 1 Arrive at 5:00pm; Act 2 Arrive at 6:00pm

Dancers should arrive in their first costume with hair and makeup completed. Dressing Room volunteers will assist younger dancers with costume changes as needed. PLEASE ARRIVE 15 MINUTES EARLY SO THAT WE CAN START RIGHT ON TIME! Dancers may leave after they have performed at rehearsal.

Production Show MAY 18th (Crook County High School - 11am AND 4pm)

1. Dancers from Act 1 need to check in **30 minutes prior** to each show. Dancers in Act 2 need to check in prior to Intermission.
2. Please see the performance order above.
3. After the show has ended we ask that you quickly and swiftly exit the seating/stage area so that we can clean up and re-set for the next show.

2024 Showcase Recital

ACT ONE

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- 2.
- 3.
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- 14.

ACT TWO

- 15.
- 16.
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- 21.
- 22.
- 23.
- 24.
- 25.
- 26.

Dress Rehearsal May 31st (Crook County High School - 5:00pm)

Dress Rehearsals will take place on **Friday, May 31st**. Rehearsal times are as follows:

Act 1 Arrive at 5:00; Act 2 Arrive at 6:00

Dancers should arrive in their first costume with hair and makeup completed. Dressing Room volunteers will assist younger dancers with costume changes as needed. PLEASE ARRIVE 15 MINUTES EARLY SO THAT WE CAN START RIGHT ON TIME! Dancers may leave after they have performed at rehearsal.

Showcase Recital June 1st (Crook County High School - 11:00am AND 4:00pm)

4. Dancers from Act 1 need to check in **30 minutes prior** to each show. Dancers in Act 2 need to check in prior to Intermission.
5. Please see the performance order above.
6. After the show has ended we ask that you quickly and swiftly exit the seating/stage area so that we can clean up and re-set for the next show.

A Note From The Directors

Please note that we ask all dancers to participate in all shows. It's so important for the integrity of the shows that everyone commits to the entire weekend. Your children have been working incredibly hard all year to put on a great show, we are so excited for you to see it! Best, Amanda and Ciera (LDC Directors)