

# **RECITAL HANDBOOK**

## **Philosophy, Policies, and Procedures**

Dear Parents and Students,

FOR MORE THAN 25 years, Clarissa's School of Performing Arts has provided students with an exciting performance experience through its May 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.

### **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 printed and handed out to our students at the conclusion of class. The same newsletters and updates are given to you and posted on the bulletin board in the reception room.

If you have any questions regarding the information distributed, we encourage you to contact the office at 717-597-2420 between the hours of 3pm-10pm.

## **PART I: The Commitment**

### **Important Recital Dates**

By allowing your child to participate in the Clarissa's School of Performing Arts Dance Spectacular, you commit yourself and/or your child to the following dates and events.

<b>Date</b>	<b>Activity</b>	<b>Where</b>
November 16th-20th	Costume deposit due	At the studio
December 7th	Permission Slip Due	At the studio
January 11th-15th	Show Packets handed out	At the studio
February 15th-19th	Costume Balances due	At the studio
April 1st	Program ad deadline	At the studio
May 7th	Recital tickets go on sale	At the studio
To Be Announced Later	Recital photo shoot	At the studio
May 16, 17, 18	Run-through show	At the studio
May 24, 25, 26	Run-through show	Greencastle High School
May 27, 28	SHOW TIME!!	Greencastle High School

### **Updates**

As the season progresses, additional recital information or updates will be posted on the, in monthly newsletters, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort: students, their parents, the teachers, and the director are key players in the show's success.

### **Home Study**

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 starting in March for \$2.00.

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

## **PART 2: Costumes**

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool students will need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

## **Ironing**

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steam iron. Iron 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.**

## **Costume racks**

A wheeled clothing rack is a smart investment if your child has several costumes. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed during the show.

### **TIPS: Costume Common Sense**

- **Always have a second pair of tights available.**
- Place costumes in a garment bag for travel.
- Carry hats in a hatbox or container to prevent them from damage.
- Hang and press 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 moms will assist these students, whose costumes and accessories will be placed in the backstage area.

### **Costume cover-ups**

Students must wear a cover-up when in costume but not performing. A bathrobe or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

## **PART 3: Tights, Shoes, Hair, and Makeup**

### **Tights**

To ensure that there are no discrepancies in color and style, students are required to have tights for their classes purchased at the studio. Tights are available at the studio or from dancewear stores. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance.

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

NOTE: No jewelry or underwear is to be worn with costumes. This includes during dress rehearsals and performances and when pictures are taken.

### **Fees and Payment**

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

The estimated cost of costumes is \$37 for child sizes and \$47 for adult sizes. 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.

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Clarissa's School of Performing Arts is not responsible if costumes are not received in time for the recital due to late payments.

#### **Costume Payment Schedule**

<b>Size</b>	<b>Nov. 16<sup>th</sup> - 20<sup>th</sup></b>	<b>February 15<sup>th</sup> - 19<sup>th</sup></b>	
Child	\$20 per class	Balance of costumes	
Adult	\$20 per class	Balance of costumes	

We will accept cash, checks, or money orders for costume deposits. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

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

### **Sizing**

Costume measuring begins during the last week in November, during scheduled class times. All children will be measured in order to determine their proper costume size(s).

## **Shoes**

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.

## **Hair and makeup**

All female students are required to wear makeup for the recital: mauve lipstick, blush, eye shadow (tans, browns), and mascara.

Please have hair up and out of the face for the DanceSpectacular.

## **PART 4: Be Prepared**

### **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**

- 1 Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- 2 Baby powder (for itchy costumes)
- 3 Safety pins (for emergency costume repairs)
- 4 Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- 5 Your pain reliever of choice
- 6 Band-Aids (the "invisible" kind)

### **Snacks**

Please do not send your child to the dress rehearsal or recital with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice boxes or other sticky beverages. And never give them chocolate bars!

## **PART 5: Dress Rehearsal**

Participation in the dress rehearsal is *mandatory*. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), 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.

## **Why a dress rehearsal?**

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

- 1 The stage is much larger than the classroom and is often intimidating to the children.
- 2 The stage lights can be frightening and disorienting to young children.
- 3 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.
- 4 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.
- 5 Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- 6 The dress rehearsal is the only time of the year when the finale, which involves hundreds of students, is rehearsed in its entirety. Those who miss the dress rehearsal will have a hard time keeping up with their classmates during the finale.
- 7 Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.
- 8 The dress rehearsal is the only opportunity for parents to videotape or take pictures of the show.

And there's another big reason why the dress 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 dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 45 minutes before curtain time. Students may arrive in their first performance costume or may change in the dressing room.

## **Finale**

**All students are required to participate in the finale, which will be rehearsed during the last month of classes.**

## **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.

## **Dress-rehearsal guests**

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! Additional attendees at the dress rehearsal must pay the full cost of a recital ticket.

## **Audience etiquette**

Enthusiastic applause is encouraged; however, it is never appropriate to scream out a child's name or yell in any way.

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.

- **One parent or guardian may accompany each student to dress rehearsal. Please, no siblings who do not dance!**

## **PART 6: Student Dropoff and Pickup**

### **Dress Rehearsals**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the class mom(s). Parents or guardians must remain in the auditorium until their children have been dismissed.

Students will be dismissed from rehearsal once they have completed all of their routines. When a class has completed its last performance, the class mom will bring the group to the auditorium to be picked up. Parents are not allowed in the dressing rooms once the children have been checked in for the rehearsal.

### **Recital Performances**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the class mom(s). 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, one parent will be allowed back into the dressing room to pick up their child.

- **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 activities as well as snacks and water.

### **Recital DVD purchase**

Clarissa's School of Performing Arts works with a professional video recording company to produce a professional DVD of the entire recital, including finale. The DVD is available for purchase and must be preordered. The order form will be in your recital packet.

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

Clarissa's School of Performing Arts commemorative recital T-shirt is made available for purchase by students and parents. The professionally designed shirt must be preordered and will be distributed approximately one month prior to the recital. Order forms will be in your recital packet.

## **PART 8: Recital Tickets**

### **Ticket Policies**

Tickets go on sale May 7th.

To create an organized and professional atmosphere, all tickets are reserved seating. Each audience member must have a reserved seat. Children 5 and under are allowed to sit on adults' laps without a ticket. If the child sits in a seat, they must have a ticket. *Our* recitals are considered family entertainment and are less than two hours in length.

### **Ticket sales**

Sales will begin May 7th at the studio from 8am-12noon. Tickets will continue to be on sell in the studio office and at the High School during rehearsal. It is first come first serve on the ticket sales. Don't worry, there are seats for everyone!!

### **Auditorium rules**

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal and recital, when the dancers are not onstage they must remain in the dressing rooms with their class moms.

### **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 Clarissa's School of Performing Arts, and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.