

RECITAL PACKET 2016

Hello Studio Family! Can you believe RECITAL TIME is just around the corner? As this time nears, we thought it would be helpful to cover as many details as possible now before it gets too crazy! Please keep this packet in a safe spot where you can refer to it when needed. **I know this is lengthy, but it is truly filled with very important information and answers to many questions.**

ALL FAMILIES NEW AND RETURNING NEED TO READ!

Before we begin, I want to explain why there are so many “rules”. When we started over fourteen years ago, most of these rules were non-existent. With each problem that arose, we tried to implement policies to correct these situations in the best way possible. Please know that our goal is always for our students and their families to have the best experience possible. Some rules may seem silly or pointless, but please trust our judgment as professionals that these rules do indeed have reasons. They NEED to be in place in order for us to perform our jobs to the best of our abilities.

They apply to EVERYONE, and your respect and understanding is so appreciated! We are committed to being equally fair to ALL of our families. In order to attain this we ask that you **PLEASE REVIEW THESE POLICIES WITH YOUR DANCERS**, and please understand why we ALL must adhere to these policies. With everyone’s cooperation, we will have an amazingly wonderful “smooth sailing” rehearsal and show!

😊😊😊 VOLUNTEERS 😊😊😊

REHEARSAL And RECITAL VOLUNTEERS: SEE SIGN-UP GENIOUS for volunteer opportunities.

The staff at LAD is excited to announce that again this year; we will be offering professional room supervision for our backstage dressing rooms. All room personnel are qualified school teachers with state clearances and best of all some of our very own LAD dance alumni! Your dancers are in the best of care, so sit back and enjoy the show!!

There are many different Rehearsal Volunteer and a few recital day opportunities available for our families. All volunteers will be able to purchase tickets early on your reserved day: Tuesday, April 12 9am-1pm, Wed. 3-6pm, Thurs. 10-1pm.

****You MUST be confirmed (an email will be sent) to purchased tickets early. You will need to provide the volunteers name and job before purchasing tickets, at that time you will be marked off.****

PICTURE DAY

Picture Days are Friday, April 8 and Saturday, April 9 here at the Studio. Please note that no one is required to purchase photos! We do, however, ask that if possible students do come for their group photos so that we may have group photos of as many of our dancers as possible. ***PLEASE WEAR COSTUMES, REQUIRED SHOES AND TIGHTS, and RECITAL HAIRSTYLE!*** The schedule has been emailed and at the studio.

QUESTION AND ANSWER OPPORTUNIES FOR “NEW” PARENTS

We will go over the recital information and answer any questions that you may have. This is intended for **New** families, but anyone may join us for a refresher “class”. The Q & A will be during all Combo classes beginning Saturday, April 16. Hope you can join us at one of these times: Saturday 9:15am and 10am/ Monday 5:45pm/ Wednesday 5:45pm/ Thursday 10am, 10:45am, 12:45pm, 4:30pm and 5:15pm

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RECITAL TICKETS

As stated in the Recital Contact, tickets will be sold on April 15 from 6-9pm for \$17/seat

Monday, April 11.....**Senior Parents** 6-9pm
Tuesday, April 12**Confirmed Volunteers** 9am-1pm
Wednesday, April 13.. **Confirmed Volunteers continued** 3-6pm
Thursday, April 14.....**Confirmed Volunteers continued** 10-1pm
Friday, April 15..... **Open to Studio Families and Public** 6-9pm

After April 15th, tickets can be purchased at the studio during normal office hours.

-Just a few reminders and HOW-TO's-

-All accounts must be in good standing (paid in full) before purchasing recital tickets. If you plan on paying off your account during your ticket purchase, you will need 2 separate checks. You will write one check to the office for tuition, late fees etc. and the second will be for tickets. Thank you!

-The studio will be open for regular Friday classes. If you are NOT purchasing tickets you may accompany your dancer inside thru the outside door of the Orange Room, the lobby door will remain locked until ticket sales begin. **If you ARE purchasing tickets, we ask that you form a line at the main lobby door.** It will remain locked until ticket time. Signs will be posted. Thank you!

-We only accept cash or checks (make payable to LAD)

-All tickets (including child) are \$17 per seat. *Excluding Combo Class dancer ticket which is \$10; those leaving at intermission to see the show, see below. There is no limit on the number of tickets purchased at one time.*

-Tickets are sold at the studio. We would appreciate if you would use the parking lot located in the rear of the building.

-Before purchasing tickets, please know which recital day you will be needing- Saturday or Sunday or Both. The Show day and order are posted in the lobby.

-When you arrive at the studio, you will be given a number in the order you arrived. This will give you the opportunity to leave and return. If your number is called while away, you will enter with the next group called. We will be calling approx. 5 at a time to the room.

Before entering the room, please check your family file (in front of the desk) for any credits or balance due. If you have a balance due, you will need to pay the desk BEFORE entering to purchase tickets. You will then go into the studio- While waiting your turn, please have an idea of the seats you would like to purchase. All colored seats indicate that it has already been sold. Thank you in advance for your patience.

-We cannot leave one empty seat in the middle of a row. We can leave a seat at the end of a row. We must leave an empty seat next to the handicap seat. There is not a bad seat in the building!

If your COMBO (tap/ballet) dancer is going to sit in the auditorium in the 2nd half, you will need to purchase a dancers ticket. The ticket for the younger dancer is \$10.00. Because of the individual seating, children must have their own seat for the show. Out of respect to fellow viewers, dancers cannot sit on the lap of someone else- Thank you!*

As always, **NO REFUNDS OR RETURNS FOR TICKETS.** If you arrive at the show without tickets, you will need to purchase tickets to enter. No refunds will be given on tickets! Audience members will need tickets/ticket stubs to enter and re-enter the auditorium. -we **cannot** hold tickets for anyone at the door. Please be sure to give tickets to your guests prior to show time.

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DRESS REHEARSAL AT MANHEIM TOWNSHIP H. S.

Thursday, May 5 @ 5pm (Rehearsal for Saturday Recital)

Friday, May 6 @ 5pm (Rehearsal for Sunday Recital)

PLEASE ARRIVE NO LATER THAN 15 MIN. PRIOR TO START TIME!!!

MTHS is located on Blue Streak Boulevard, off Valley Road in Neffsville. When ALL dancers arrive,

We want this to be such an enjoyable day, but we need to know where students are at all times, and we need to keep the rehearsal going as smoothly as possible. Without everyone's cooperation, this cannot happen.

Students will rehearse in full costume and makeup (see instructions) and should arrive at the school this way.

Simply wear street clothes or a large shirt over the costumes when coming to and from the high school. We will run the rehearsal as closely to the recital as possible, rehearsing not only the dancing, but also the entire operation. **THIS IS TO MAKE THE ACTUAL RECITAL RUN AS QUICKLY AS POSSIBLE.** This is why we run in order and have students practice the dressing room scenario.

What to know prior to arriving: Dancer's will arrive fully dressed in their 1st recital dance costume, with hair and recital make-up done. **ALL DANCER'S NEED TO WEAR A SHIRT OVER THEIR COSTUME AT ALL TIMES.**

ALL CLASSES WILL PRACTICE THE FINALE FIRST- THEN WILL START THE SHOW IN ORDER.

When you arrive: Older Dancer's please put your bags in your respective dressing rooms. Lobby dressing room will be locked- please use back room for rehearsal (follow posted signs). YOUNGER Dancer's, leave over shirt and shoes on- all other items with parent.

- Dancer's will be escorted to their assigned seats/section
- Finale will be performed first- then the show in order.
- **AFTER THE FINALE REHEARSAL... IF YOUR DANCER IS IN THE LATER PART OF THE 1ST HALF OR SECOND HALF, THEY MAY LEAVE THEIR SEATS AND GET DINNER OR SIT WITH YOU- THEN RETURN TO THEIR SEAT 8 NUMBERS PRIOR TO PERFORMING.**
- Dancers are excused after they perform their number or last number
- Combo dancers should be picked up in the lobby immediately following their number.
- Older Dancers, please have a meeting place with your family. When an older student has finished their **last** number he/she may return to the dressing area, collect their belongings, and sit quietly in the audience or meet your family in a preplanned location.
- PARENT'S SIT IN THE UPPER SECTION OF THE AUDITORIUM-Please not in the Dancer's section. Video and picture taking is allowed at rehearsal.

PARENT INFORMATION FOR REHEARSAL

Parents will have open seating in the rear of the auditorium *only*. Parents are permitted to video/photograph the Dress Rehearsal. You may do so FROM THE BACK SECTION OF THE AUDITORIUM ONLY! Front section is for dancers, teachers and volunteers! **Note: ONLY Parents and guardians are allowed at Dress Rehearsal. PLEASE no friends, extended family, etc. This is a CLOSED REHEARSAL...Open ONLY to Dancers and one parent and or guardian. You DO NOT have to stay for rehearsal, once your dancer is settled, you may leave. HOWEVER, all Combo dancers must be picked up immediately following their dance. We do not have child care for them.**

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Thank You for your much needed cooperation.

RECITAL

Manheim Township High School

Saturday, May 7 at 2:00pm

Sunday, May 8 at 2:00pm

MTHS Request No food or drinks permitted in the Auditorium at any time!

NO Video Taping of Recital!

PLEASE SILENCE ALL CELL PHONES AT THE SHOW!

Sorry- NO Dads OR videotaping (camera or phone) are permitted backstage or in any dressing rooms!

ENTER/EXIT Dancers must arrive in dressing room **NO LATER THAN 1:30pm on Saturday and Sunday- NO Earlier than 1:15pm NO supervision will be available.** Rooms will be arranged according to number of classes, as well as age- all combo classes will be grouped together. Two very large music rooms are used as dressing rooms, as well as 3 additional large dressing areas. Once you have arrived, please fill out an index card with dancers name and tape it to a wall or desk to “claim” an area where his or her items will be kept.

Drop-Off for Hallway Dressing (OLDER DANCER’S) Room - Students who are in back “music room-backstage” must be dropped off at the outside entrance towards the center parking lot (MT band lot). The door will be clearly marked. Dancers will not be allowed to walk through the lobby area- they will be asked to walk around! PLEASE drop them off at the door! And then park your car.

Drop-Off for Lobby Dressing Room (YOUNGER DANCER’S)-The dancers in Room A (Lobby Dressing Room)- Dancers maybe dropped off in a carpool style lane. Adult Volunteers will be at the curb to assist all parents and will take your dancer and their things and help them get situated in the dressing room. **OR** if you would like to bring your dancers in yourself, please park first and enter the center parking lot (band lot) door entrance. All younger dancers are suggested to wear a large t-shirt over their costume. All doors will be marked during rehearsal so you can see before arriving on recital day. *Signs will be posted.*

VERY IMPORTANT REMINDER: As stated in your recital contract, Children are **NOT** permitted to leave the backstage/dressing room areas **during** the show. If you must leave the recital or need to get your child, we need to ask that this be at intermission **only with PRIOR permission!** This is a HUGE safety and security issue, and cannot be allowed. Thank you for your understanding.

MUST READ*All Combo Parents ONLY*****

During intermission at the recital, parents may either pick their children up and leave, may take them out into the auditorium, if you have purchased a dancer’s ticket (\$10) prior to the show OR your dancer may stay backstage during the second half. They will have supervision and can see the show via live feed. If you know your child will be staying, let us know... this way we have an idea of the numbers. Thank you!

INTERMISSION We will have a 15-minute intermission midway through each show.

INTERMISSION FOR Younger DANCER’S

Combo dancer’s are allowed to leave. Parent’s must sign them out by last name, at the lobby door only.

INTERMISSION FOR THE OLDER DANCER’S: We will once again be selling soft pretzels and water backstage during intermission. Each item is \$1. Since dancers are not allowed to leave and parents are not

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allowed to come backstage, the dancer's have the opportunity to purchase these items without leaving their designated area.

During this time we ask please refrain from visiting dancers backstage. A pre-approved "pass" and name will be on a list at the curtain, to gain access to backstage. Miss Leslie will be at the curtain for assistance. This causes a HUGE commotion, and poses safety and security issues. If your child may need you for **any** reason, we will locate you via the public addresses system. **THANK YOU!**

WHAT THE DANCER SHOULD BRING

Each dancer must have all costumes and shoes (***LABEL EVERYTHING!***) A supply of bobby pins, hairspray, combs, brushes and make-up. Clear nail polish is great in case of a run in tights! Any students with multiple dances can bring a clothing rack to hang costumes. Quiet games, cards, books, are also wonderful. Crayons and colored pencils with coloring books are fine, but we ask that students do NOT bring markers or pens. ****With the exception of water bottles (with clear liquid ONLY) and a finger friendly costume friendly light snack.* There will be a designated space in each room for eating your snacks. PLEASE- no candy or drinks in the dressing rooms or stage areas. **THESE ITEMS WILL BE TAKEN AWAY.** Please have all dancers eat a wonderful dinner/lunch before coming to the school. Please make all snacks **NUT FREE!**

ALL you need to know about HAIR, MAKE-UP & COSTUMES

Hair: Unless otherwise specified, our standard hairstyle is a professional bun with the hair slicked back- NO part. If you put your fingers behind your ears and trace straight to the back of your head, that's where the bun would go. Bangs **MUST** be off the face. Hairnets are definitely preferred for your bun, and can be found in drug stores. They keep your bun nice and neat. Please be sure your hair and headpieces are tightly secured. Hair should be done before arriving to the school. Please slick short hair the same way and secure with a barrette.

Make-up and Nail Polish: The purpose of stage make-up is to be sure that the dancer's face is not "washed out" in the stage lights. Please apply your average amount of make-up (blush, non-frost lipstick, brown eye shadow) older girls may add a little mascara, eyeliner, foundation, powder, etc- or slightly more-just enough so not to appear washed out. Older dancer's, please have your lipstick color approved. Please no "clown makeup." Make-up should be applied before coming to the school. Please no body or face glitter! **No nail polish, except for clear. NAIL POLISH WILL BE REMOVED!!** Please try not to develop noticeable tan lines, this can be distracting on older dancers!

No jewelry, except for small *ear* studs. All other piercing must be removed, along with bracelets! The dancer will be asked to remove it; in this case, **LAD is not responsible for keeping any jewelry safe.** They will also not be allowed to leave backstage to give it to their parent. Our procedure is to remove it and put in a baggie with child's name. It is handed back, once they are off stage. It is up to the child to put it back on or in their bag. **LAD is not responsible for lost jewelry.**

Costumes: **PLEASE LABEL EVERYTHING!** Shoes, headpieces, tights, you name it. This is very exciting time for students, and things have a way of being misplaced! Before you leave your house, please triple check that you have everything you need- all garments and accessories. One suggestion would be to put all accessory items in a large zip-loc bag labeled with the dancers name and song. Please no underwear! The main reason for this is the noticeable panty lines. In addition, in many costumes, the underwear sticks out. This is why tights are required even with costumes consisting of pants, to offer the appropriate coverage. Again, we ask this to never call attention to the dancer's, well, "underwear area"!

Dancers with more than one number: After each dance, you must change immediately into your next performance costume! **NO EXCEPTIONS!** This is the only way our room staff can easily locate you by sight.

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STUDENTS ARE ASKED TO FOLLOW THESE VERY IMPORTANT GUIDELINES:

1. All Dancers must respect and listen to their room chaperones.
2. Students **MUST** remain with their chaperones backstage! Students must stay in their designated rooms until called to leave.
 3. No chewing gum.
 4. No loud talking in the hallways and wings.
 5. Please leave valuables at home. If you choose to bring handheld games, DVD players, iPods, etc, neither the Lititz Academy of Dance, nor the Manheim Township High School are responsible for the lost items.
 6. Quiet games, cards, books, are wonderful to bring. Crayons and colored pencils with coloring books are fine, but we ask that students do **NOT** bring markers or pens.
 7. ***With the exception of water bottles and a finger friendly costume friendly light snack, PLEASE- no candy or drinks in the dressing rooms or stage areas. **THESE ITEMS WILL BE TAKEN AWAY.** This has been a huge problem in the past, resulting in the high school being very upset. Please have all dancers eat a wonderful lunch before coming to the school. Soft Pretzel and bottled water will be sold during intermission for the older dancers back stage.
 8. All dancers **MUST** keep their space picked up at **ALL** times. Please keep all personal items in a labeled bag.
 9. Most importantly- Respectful, courteous behavior is expected at all times. We are very grateful to have such a lovely facility. Let us please show our appreciation by cleaning up after ourselves and conducting ourselves as wonderful young ladies and gentlemen. Please cheer each other on and build each other up.
10. The only time dancers are allowed in the backstage wings is when you are waiting to go on stage.

OLDER STUDENT: Please remember the example you present to our younger dancers. Give them love, encouragement and be wonderful role models for them to look up to.

We love you!

<p>Any Items left at the school after the recital, can be picked up at the studio any time before August 15th. After the 15th, all items will be donated. Studio and Office hours will be sent out in April along with summer and Fall Registration Information.</p>
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