

Dayton Dance

CONSERVATORY

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2016 Late Spring Recital
Parent/Student Handbook

Victoria Theatre

Saturday, June 11th

Dress Rehearsal – Both Shows (Mandatory)

Sunday June 12th

Show 1 – Curtain 1:00 pm

Show 2 – Curtain 5:30 pm

Dayton Dance

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Dear DDC Students and Parents:

For more than three decades, Dayton Dance Conservatory (formerly the Jeanette Popp School of Dance) has provided students with an exciting performance experience through its annual late spring recital. The annual staple of the dance school, the recital, conjures images of childhood and Americana for many. It serves as a rite of passage for many youngsters; an exciting chance to shine in front of family and friends.

Our recital offers students a professionally directed performance which allows them to display to their family and friends the results of all their hard work, dedication and progress over the past dance year. A big part of the dance training process includes learning through performance. Performance experience helps build self-esteem, self-assurance and contributes to an overall sense of confidence. While performance opportunities can aid in preparing some students for a possible career in dance, they also contribute to children's success in non-dance activities. That on stage experience can help to improve school presentations, social skills, interview 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.

DDC will be holding our 39th Annual Recital on Sunday, June 12th at the Victoria Theatre, downtown Dayton. Dress Rehearsals will be held on Saturday, June 11th. There will be multiple shows and plenty of tickets for families and friends. 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 responsibilities to the annual recital, the school, fellow students and parents. Please take the time to carefully read through this handbook for important details regarding ticket sales, rehearsals, theater etiquette and other essential recital information. **Be sure to keep the following information handy, as it should answer all of your questions regarding this year's dance recital. Please check your calendar NOW to work to eliminate any possible conflicts!**

As the season progresses, additional recital information or updates will be posted on the Dayton Dance Conservatory bulletin board, website, and/or via email. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort! Students, parents, teachers and the director are key players in the success of the show.

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Calendar at a Glance

May 7th – 22nd: Dance pictures **at the Portrait Palace**

May 7th: Recital T-shirt Order Form, Recital Volunteer Form and Program Announcement/Advertisement Contracts and Payment due

Mid-May: Show Presentations and the 5, 10, and 15 year trophy list will be emailed to all DDC families and posted on the bulletin board

May 23rd: Recital tickets go on sale

May 30th: Memorial Day - Studio Closed

June 3rd – 9th: Recital Spirit Week

- Friday, June 3: Mismatch Day
- Saturday, June 4: Pajama Day
- Monday, June 6: Old Costume Day
- Tuesday, June 7: 80's Day
- Wednesday, June 8: Wacky Hair & Sock Day
- Thursday, June 9: DDC Spirit Day

June 4th: All studio accounts must be paid in full for participation in the dress rehearsal and recitals

June 9th: Last day of regular classes

June 11th: Dress Rehearsal Schedule TBA

June 12th: Recital (Show 1) 1:00 Curtain; Recital (Show 2) 5:30 Curtain

Plan Ahead

Attendance

Planning ahead is the key to making the recital a successful and enjoyable experience. This begins with something as easy as coming to class!

Parent and student commitment to dance class attendance is especially important after costumes are ordered and teachers begin preparing their choreography for each class in mid-January. Students are placed in patterns as part of the choreography and when students are excessively absent or drop a class late in the season, it adversely affects the concept of the dance piece, the choreography, the teacher, and the other dancers in the class.

Home Study

To ensure students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. At your earliest convenience, please bring in a **BLANK** music, audio CD-R (no CD-RW's will be accepted) or flash drive, with dancers name/class on it; we will burn a copy of your child's dance music, free of charge. Parents are also welcome to videotape during class to assist their dancer with practicing the routine.

Tuition

Tuition must be current before families may purchase recital tickets. Accounts must be paid in full by Saturday, June 4th for participation in the dress rehearsal and recitals. Tuition payments due will only be accepted by cash, money order or credit card after Saturday, June 4th.

Be Prepared

The recital is not a one day activity. Gather all costumes, accessories, shoes and makeup several days in advance so you will know if something is missing or is not right. Make a checklist for your child's routines, listing their costume, tights, shoes and any accessories. Refer to the list to ensure you have all the necessary supplies before leaving for the theater.

Other helpful items to have on hand:

- Extra hair gel, hair nets, bobby pins and hairspray
- Baby Wipes (to fix makeup mistakes or wash hands)
- Baby powder (for itchy costumes and sweaty feet)
- 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)
- Your pain reliever of choice
- Band-Aids (the "invisible" kind)

Costumes, Tights and Shoes

Costume Instructions

Please keep your costume instruction form in a safe place, as these contain specific directions for recital wear and other minor finishing details. To ensure there are no costume issues, dancers must NOT wear their costumes, accessories or tights prior to their photo session, dress rehearsal or performance.

Alterations

If alterations are needed after the costumes have been distributed, they are the sole responsibility of the student's parent or guardian. Please contact DDC office for recommended seamstresses.

Costume Care

We recommend your child's name be placed in all costumes, shoes, accessories, and tights. Place costumes in a garment bag with your child's name on the outside also. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Steam all costumes prior to dress rehearsal and performance if needed. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

Costume Racks

A clothing rack with wheels can be purchased to eliminate travel complications. If your child has several costumes, a rack is a smart investment. 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 in the show and you are ready and organized to tackle those inevitable quick changes!

Costume Taboos

Underwear is NOT to be worn underneath costumes. Jewelry, nail polish or additional hair accessories are also NOT to be worn with recital costumes. Please leave all jewelry at home; it is not safe in such high-traffic areas as dressing rooms. Eye glasses should NOT be worn on stage. Chewing gum is NOT ALLOWED at the venue either. Please do NOT allow your dancer to eat while in costume, unless completely covered.

Tights

All students received one pair of tights with their costume. If your dancer is in multiple classes, she received one pair of tights in each color needed. If your dancer is participating in multiple classes using the same color of tights, we suggest having an additional pair as a backup. If additional tights are needed, please see the secretary at the front desk as soon as possible, as there are limited quantities available for purchase. Do not wash recital tights before the dress rehearsal or performance.

Shoes

Double knot any shoes with shoe strings. Tap shoes should be tightly buckled. Tuck drawstrings inside ballet shoes (no bows). Costume instruction sheet will also include shoe instructions, if applicable.

Hair and Make Up

Hair

Uniform hairstyles are required. All female students must wear their hair in a middle bun with all hair pulled back, unless otherwise indicated by their teacher. Costume instruction sheet will include specific instructions for hair placement for each costume. No bangs for Level I and higher ballet students. Dancers with short hair must pull their hair away from the face and slick it down. A diagram for bun placement is on the next page and will also be posted on the DDC bulletin board and on the website www.daytondanceconservatory.com.

Make-Up

All female students (Level 2 and above) are required to wear makeup for the recital. The following brands/colors are recommended:

Eye Shadow: L'Oreal # 525 Perfume ID

Blush: Cover Girl #117 Plum Plush

Lipstick: Mabelline # 425 Plum Paradise

***Foundation, eyeliner, mascara & false eyelashes are your own preference**

Eyes:

1. Apply the brown eye shadow color to eyelid
2. Apply the dark purple eye shadow color halfway across crease of eyelid and edge of eyelid just above upper lashes (In a "V" shape). Blend "V" together in a down & out motion.
3. From outside corner of eye to inside, take light brown eye shadow color and shade in at the brow bone.

Cheeks:

For the blush, start at the bottom of the cheekbone (below the outside corner of eyes) and brush upward into the hairline. Darken according to skin tone. For boys, a little blush works well so they are not washed out under the stage lights.

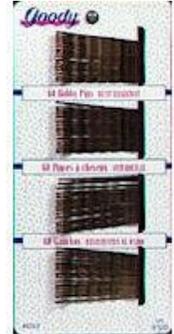
Middle Bun Instructions

Materials

- Spray bottle filled with water
- Hairspray
- Hair gel
- Hair Pins (These are U shaped with plastic tips)
- Bobby Pins Bobby Pins
- Elastic hair band
- Comb and brush
- Hair net



Hair Pins



Bobby Pins

Procedure

1. Dampen hair and hands with water using your spray bottle. This will allow for better control over the hair. Gather the hair and pull it back. Apply a small amount of gel to the hair. If your child has bangs, leave them for now, they will be pinned to the side following the completion of the bun.
2. Use a hair brush to smooth out rough or uneven areas. Form a ponytail by brushing the hair up from the jaw line to the middle of your child's head just above the ears. Use an elastic hair band to secure the ponytail. A tidy ponytail with hair drawn snugly back is the key to making a good bun.
- *Optional – at this point you could also braid the hair, secure the end with a small elastic hair band and coil it into a circle around the base.
3. Apply more water or gel to keep the hair neat and begin to twist the ponytail. Coil the ponytail into a tight circle around the base. Use HAIR PINS all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun.
4. Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Make sure the hair net is the same color as the hair. Use a few more HAIR PINS to secure the hairnet over the bun.
5. Spray hairspray and secure "whispies" with BOBBY PINS. If your child has bangs, dampen them, comb to one side and secure with BOBBY PINS. Spray with hairspray to secure. Have the dancer stand up and jump all around and shake their head as hard as they can. If it doesn't move, YOU'RE BUN IS COMPLETE!



Finished Product



Recital Photos, Videography

Recital Photos

The Portrait Palace will be handling all 2016 Recital photography at their studio again this year. Photos will be taken **May 7th – 22nd** at the Portrait Palace. Please visit www.portrait-palace.com to book your appointment online. Please do not wear stage make up for your photos. Just light make-up of your choice.

There is no obligation to attend or purchase. However, students having their recital photo taken and viewing the proofs will have their photo displayed on the studio wall.

Video and Photography

Parents or guardians may videotape or shoot non-flash photographs of their children at the dress rehearsal **ONLY**. Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged.

***Please note:** Video or flash OR non-flash photography will NOT be permitted in the auditorium at the recital. If caught videotaping, security guards will escort you out of the theater.

Flipbox Productions, an outside videographer, will be taking orders for a professional DVD of each recital. You can order online, in person or by mail. Order forms will be emailed to all DDC families late April and will also be available under the Recital Central section of our website.



Dress Rehearsal

Dress rehearsal will be held at the Victoria Theatre on Saturday, June 11th for both shows.

Dress rehearsal allows students to become familiar with the auditorium surroundings and develop comfort in performing on stage dressed in their costume(s). Lighting, music cues, set changes and all other logistics make for an organized rehearsal and professional performance allowing dancers to make the best impression possible. **Participation in the dress rehearsal is mandatory.**

We run an organized and timely dress rehearsal; your help and cooperation with the process will guarantee a professional production. **Please arrive at least 45 minutes prior to your dancer's scheduled time.** Students may arrive in their first performance costume or may change in the dressing room; however, costumes must be covered upon arrival.

Parking

First Street Parking Garage located next to the Victoria Theatre charges \$5.00 for parking. You may also prefer to park in the Arts Garage located behind the Schuster Center for \$7.00. Or, you can park at any meter for free all weekend long. A detailed map of ALL available parking lots and garages will be emailed to all DDC families.

Dressing Room Etiquette

Students must respect the other student's space and property in the dressing rooms. A parent must change their child's costume during dress rehearsal and the show. The chaperone will be busy with other responsibilities. 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. Dressing room assignments will be emailed to all DDC families and posted to the bulletin board by the end of May.

Guests

Both parents and/or guardians may accompany each student to the dress rehearsal. Students must possess their student pass for admittance into the dressing room area. Parents and guardians must also have their ticket pinned on their body for entrance to the dressing room/theater area. Please, no siblings who are not part of the recital. Additional attendees at the dress rehearsal will be subject to the full cost of a recital ticket. Female dancers will need to be accompanied by a female in the dressing room area.

Drop-off and Pick-up

Students will use their dressing rooms for costume changes. They will then enter the auditorium to wait in the rows marked with their class title and class time. Parents please sit in the auditorium House Left (Stage Right) to watch the dress rehearsal. The Center and House Right seats are for the performers ONLY.

Dancers will be escorted backstage for their dress rehearsal performance. After they perform, dancers will be escorted back to their dressing room. **There are no dressing room chaperones during dress rehearsal.** Please meet your dancer in his/her dressing room following his/her performance. Students are dismissed from rehearsal once they have completed all of their routines.

2016 Late Spring Recital

The 2016 Late Spring Recital will be held on Sunday, June 12th at the Victoria Theatre. There will be two shows to accommodate all DDC Families. Show 1 will be held at 1:00pm and Show 2 at 5:30pm.

Recital Ticket Policy

All studio accounts (tuition, costumes, etc.) must be paid in full before any family may purchase recital tickets. All tickets are for general seating. **Tickets go on sale May 23rd at the Victoria Theatre box office and online at victoriatheatre.com. Tickets will be \$13.75 each.** Children too small **to occupy a seat** (ages 2 & under) are not required to have a ticket. Tickets are sold to cover the cost of the theater rental, union stage workers, backdrops, security guards, props, programs, flowers, trophies, etc. If you have children in both shows you will need to buy tickets for each show you will be attending. **To avoid purchasing tickets for both shows, we suggest you buy tickets for one show and volunteer in the other.**

The theater doors will open 30 minutes prior to curtain for each show. **There are no strollers permitted in the theater.** If you will need handicap seating please notify the studio in advance.

***Please note: Dancers must have a ticket to enter the theater and are prohibited from entering the theater in costume. Dancer tickets will be available for \$5.00 the day of the show.**

Recital Arrival Times

Students performing early in the show must be dressed and ready to go onstage 10 minutes before curtain time. Please arrive at least 45 minutes before your scheduled time. Remember to have your student pass with you. Dancers may bring books to read and games to play with while waiting for their performance in the dressing rooms.

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital; the same applies to intermission and after the show. There is a lot of backstage activity and a limited space, and the dressing rooms are a private area. Please remind your family and guest to be respectful of these areas. Dancers will remain in the dressing room with their class during the recital when they are not onstage. Those who wish to greet a performer or present flowers should do so in the designated area outside of the dressing rooms or in the lobby.

Props

Some props are the property of the studio and must be returned to the backstage managers after their performance. A list will be backstage concerning these prop items.

Trophies

Students receiving a trophy need to be backstage by the second to the last dance for that show. Dancers will receive their trophy in the first show they perform in. The trophy list will be emailed to all DDC families as well as posted on the bulletin board at the end of April. The show presentations will be emailed and posted on the bulletin board mid-May.

Theater Etiquette

Please be aware of the proper rules of theatre etiquette. A live theater performance can be very exciting. All of the individuals involved in the production, both cast and crew, work very hard to be sure they provide a flawless and memorable performance. It is the job of the audience members to help the performers give their best performance possible.

- Arrive to the theater on time.
- Visit the restroom before the performance begins.
- Do not bring outside food or beverages into the theater. Eating and drinking are prohibited in the auditorium and dressing rooms.
- Turn off your cell phone or, if it must be on, put it on vibrate. Do not speak on the phone during the performance. If you must call the person back, do it outside during intermission or after the show has finished.
- Don't speak during the performance...whispering is still speaking, so only in an emergency.
- Remain in your seat for the entire performance. If you must leave, exit during intermission. In an emergency, wait for an appropriate break in the show. It is rude to get up in the middle of a quiet moment...rude to the performers and your fellow audience members.
- Do not put your feet up on the seats or balcony and do not kick the seat in front of you.
- Do not angle your head together with your "special someone" as you obstruct the view of the people behind you.
- Don't put or throw anything on the stage.
- Do applaud when the performance is over...this tells the performers and crew that you appreciate their work.
- Stand and applaud if you really thought the show was great.
- Do not whistle or scream out to the performers except for a Bravo or Brava.



Recital Volunteer & Chaperone Information

Volunteering

Anyone interested in volunteering to help backstage is welcome; a volunteer form is required and is provided on the last page of this handbook. They will also be available at the front desk. You will receive information specifics pertaining to your area of volunteering late May. All must abide by the policies set forth by Dayton Dance Conservatory. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage manager's work very hard to put a system in place that works; we ask all volunteers to rely on their experience and follow their instructions. ALL volunteers will receive an identification badge before dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

Chaperone Details

Chaperones are needed for each class to supervise dancers for the recital. As a chaperone you are committed to being there for the entire show. **Chaperones do not need a recital ticket and will be able to watch their children perform.** Chaperones must assure that each child in her care is safe and accounted for. They are responsible for checking to make sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that children have been returned to their appointed dressing room after their performance with the stage right exit workers. If there are too many volunteers for one class, some may be asked to work with children from another class. During their performance, chaperones leave the students at the stage door with their teacher and the stage left managers and are then able to watch their dancer perform from the back of the auditorium. Chaperones will not be allowed to enter the stage area. Only dance teachers; assistants and stage managers will be allowed in the wings. If interested, please complete and submit the Volunteer Form available at the front desk or on our website under "Handouts & Forms".