

Recital 2017

PLEASE READ THESE INSTRUCTIONS CAREFULLY!!!

- 📌 Location: Glenwood High School Auditorium
- 📌 Mandatory Dress Rehearsal, Monday, May 22nd beginning at 4:00 (see schedule for details)
- 📌 Recital Performance A... Tuesday, May 23rd 5:30 pm... Pink Tickets
- 📌 Recital Performance B... Tuesday, May 23rd 6:30 pm... Blue Tickets
- 📌 Recital Performance C... Tuesday, May 23rd 7:30 pm... Yellow Tickets
- 📌 Require 2 volunteers per class (see form for details)

We are excited to again hold our recital at Glenwood High School Auditorium. Each show will be just over a half hour, which makes it nice for your guests and easy for the little ones performing! Most dance recitals run over 2 hours and some as long as 3-4 hours!

Attached you will find a schedule for the dress rehearsal, accessory requirements, and instructions on hair and make up. Please make sure that you look over this information CAREFULLY. If you do not understand the hair and make up instructions, please ask, or take your child to someone who can help! Our staff and volunteers are not responsible for doing hair and make up, but our office staff and instructors would be glad to answer your questions. Unless a child's hair is chin length, it needs to be in a bun for ballet. Boys please have hair trimmed so that bangs are not in the eyes. Jazz, tap and modern classes have different instructions, so please look those over carefully.

We hope to give your child a magical experience on the stage. Please let us know if you have any questions or concerns about the event.

Miss Ronda

- 📌 Ballet attire (ladies)
 - 📌 **NEW** pink tights ordered through us (order form available online http://www.springfielddance.com/pdf_forms/merchandise%20order.pdf in office)
 - 📌 Costume
 - 📌 Pink ballet shoes (ballet classes only)
 - 📌 Hair in a bun (unless hair is CHIN length)
- 📌 Ballet attire (boys)
 - 📌 Costume
 - 📌 Black ballet shoes
- 📌 Hip Hop
 - 📌 Costume
 - 📌 All students will go barefoot

Tickets:

Your Recital fee covered the rental of the auditorium for the performances and dress rehearsal. We do, however, need to issue tickets (no charge) to ensure that we do not over crowd the theatre. If you volunteer, you will not need a ticket. Children three and under may sit on a lap and will not need a ticket. If you plan on giving them their own seat, they will need a ticket. Wheel chair guests will not need a ticket (they bring their own seat!). Each child participating in the performance will be receiving 5 tickets. If your child is in both performances, you will receive tickets to both shows, but you could invite different guests! If you do NOT need all of your tickets, please turn them back in (send me an email IMMEDIATELY so that I can release those tickets to someone who needs them). If you need more tickets, please let us know and we will put your name on a list (5 additional tickets MAX) and you will get the tickets you need. Please keep this in mind when inviting guests. Please make sure that everyone understands that there are no tickets available at the door and there will be NO WALK UP SEATING.

Dress Rehearsal:

We will begin our dress rehearsal at 4:00, but you do not need to arrive until the time listed on the chart. All children should arrive in their costume with their make up applied. We will have ushers stationed in the lobby to direct you to your area (Recital A and C will be to the RIGHT of the auditorium in the chorus room and Recital B will be to the left of the auditorium in the home ec room). All children need to report to their area and wait to be called to the theatre to perform. The volunteers will escort the children to and from the stage. Once your child has practiced on the stage, the volunteers will bring them back to their area and release the children to the parents. You are welcome to stay for the entire evening if you want to see all the dances. This will be the only opportunity that the dancers have to watch the show. We will be offering a photo opportunity once the children are finished dancing. **See the list of times for dress rehearsal. This schedule is not the same as the show.**

Recital:

Please arrive at the theatre 15-30 minutes prior to the start of the performance, in costume with make up applied. Dancers will report directly to their designated area, where one parent will sign them in with the volunteers. All dancers need to stay with their group until the recital is over. At that time, we ask that only one parent get the child, and the rest of the family should go to the LOBBY ENTRANCE in order to meet and greet the kids. Please make sure that your guests follow these instructions, as we have another show beginning a half hour after later and guests for that show will be lined up ready to enter as you are exiting. We will have people stationed around the dancer area, keeping the area clear for dancers only. We will have volunteers handy to usher people in the correct direction, but it will be helpful if you pass these procedures along to your guests.

If you have tickets to return, please do so immediately or send me an email letting me know that you have un-needed tickets.

IMPORTANT RECITAL INSTRUCTIONS

Dress rehearsal

- park in either the west or the east lots and enter through the big glass doors.
- Go straight to the dressing room to meet your chaperones 20 minutes prior to your rehearsal call.
- Please arrive with hair and make up done and costume on. (bring multiple costumes if it applies)
- Once children have met with chaperones, you may sit in the auditorium to watch. If you have other children with you, they must sit quietly with you. We can not be responsible for children wandering the theatre and the school.
- it is theatre policy that there will be NO EATING OR DRINKING IN THE AUDITORIUM OR DRESSING ROOMS. Get the kids a snack before arrival, and something for when they are finished.
- As soon as the kids are finished with their dance(s) they may leave UNLESS I HAVE SPECIFIED THAT WE WILL NEED TO RUN IT AGAIN AT THE END OF THE REHEARSAL (typically only the older groups).

Recital

- Arrive at the theatre with hair and make up done by 5:00 (for the first performance), 6:00 (second performance) and 7:00 (for the third performance). Go directly to the dressing room where you will settle your child in with the chaperones. If the volunteers are already there, you may go to the theatre and wait for the performance.
- THE THEATRE WILL NOT BE OPEN UNTIL 5:15 for the first performance, 6:15 for the second performance or 7:15 for the third performance. You may not save seats if you are not sitting in the theatre. This is a general admission performance. You may not TAPE anything to the seats to rope them off. If you need to save seats, bring someone with you to sit at one end and you sit at the other.
- The first performance will begin at 5:30 and will be concluded by 6:15, the second performance will begin at 6:30 and will be concluded by 7:15 and the third performance will begin at 7:30 and will be concluded by 8:15.
- Following the performance, one parent will be allowed in the dressing room to pick up your child. You will have to give your name to the volunteers working and your child will only be released to you. For the children's safety, you may meet groups in the lobby entrance or in the parking lot weather permitting door. For your child's safety, it is necessary that you wait until the show is over to get your child.
- A little bit of advice...Little girls LOVE flowers, especially after working so hard for this special day.

If you have any other questions, email me at spidance@comcast.net or call 483-7373

Thanks!
Ronda

Recital Checklist

- Costume (includes NEW pink tights & pink ballet shoes for all female ballet students and black ballet shoes for male ballet students)
- BOX of large bobby pins (roller pins) AND BOX of small bobby pins (available at Sally's)
- Hairnets (can be purchased in the hair supply section of any drug store or Sally's)
- Goody ponytail holders (regular size--not small or fat, braided kind)
- Barrettes (plain ones without designs on them) close to the color of your hair
- Aqua Net hair spray (it is super cheap, but it holds better than the non-aerosol kind) or Hair Gel
- Base or foundation 1 shade darker than "normal" skin tone (unless you are naturally dark or tan, then just foundation for normal skin tone)
- Eye shadow--medium brown
- Blush--medium brown or deep burgundy
- Eyeliner--black
- Mascara--black WATERPROOF--I hope we don't have any tears, but just in case, we don't want any "raccoon eyes"!!!!
- deep burgundy lipstick

NO ONE IS TO WEAR UNDERPANTS DURING THE RECITAL (females only)! You do not wear underpants with leotards and tights. The tights are made to function as underpants and most of the good tights come with a cotton crotch. If you are concerned with your child not wearing underpants with their costume, please email me. There are options we can chose for you.

How to make a bun

TIP: START WITH WET OR DAMP HAIR THAT WAS WASHED THE DAY BEFORE. It is easier to work with when it is not freshly washed, and its stays in place better.

Start with a low ponytail wrapped LOOSELY as many times as possible with a regular "Goody" ponytail holder (the braided kind) Bangs that are SHORTER than the eyebrows may be left down, anything else is too long and must be pulled back securely with a barrette. All whispies need to be jelled back smoothly off of the face--WHISPIES LOOK VERY MESSY ON STAGE. take a hair net and wrap it 2x around your fist and set it aside.

For short hair:

You may be finished after the first couple of steps. If your child's hair only fits back into a ponytail and is too short to wrap, leave it pulled securely back into the ponytail and clean up the whispies and extra hair that might not have fit by using barrettes and gel.

For medium length hair:

Especially if the hair is thin, you may want to "tease" it a bit to give it more body.

take the already teased hair and start loosely wrapping and molding into a bun shape and put a couple of pins in it to loosely hold it in place you may want to spray it at this point to keep it in place put the hairnet over the top so that the elastic part completely covers all of the hair. Slightly push the hair towards the child's head and put at least 10 pins into the bun/hairnet. If the child shakes her head and the bun wiggles, put a little more pressure on the bun and shove some more pins in.

For long hair:

Carefully and loosely wrap the child's hair around the ponytail holder, putting in a few small hairpins along the way.

you may want to spray it at this point to make it easier to work with put the hairnet over the top so that the elastic part completely covers all of the hair. Slightly push the hair towards the child's head and put 20-30 pins into the bun/hairnet. If the child shakes her head and the bun wiggles, put a little more pressure on the bun and shove some more pins in.

Make up

Evenly apply base to face and neck so that no streaks or lines show have the child "suck in" cheeks and apply blush with applicator brush to the hollow place in the cheeks. **Blend** it in so that it is evenly distributed in an upward motion.

Apply eye shadow evenly from lashes to brow bone using a large applicator brush. Blend it so that there are no harsh lines.

Eyeliner should be applied on the upper eye lid from the inner eye curving upward about a quarter of an inch past the outer edge of the eye and underneath the bottom lashes from the inner eye curving slightly downward and away from the outer edge of the eye apply a thick layer of water proof mascara to child's upper and lower lashes

Volunteers will be on hand to fix any mistakes, but will not be doing the children's hair and make-up.

ALL CHILDREN NEED THE BASIC MAKE UP APPLICATION AS TO NOT WASH OUT THEIR FACIAL FEATURES ON STAGE.

Volunteer Sign Up

We will need at least 2 volunteers per class to sit with the class and help them to the stage. Any class that does not get 2 volunteers will not be able to perform. The parents that volunteer for recital will need to be at dress rehearsal run through 20 min before the children are to arrive for your group. You will then pick up a packet with instructions for the recital and dress rehearsal. On the day of recital, you will need to arrive at the theatre 15 minutes before the children's call to be in the dressing rooms as the children arrive. You will relay any additional information to the parents and children when they arrive on the day of the recital. You will then stay with the children, watch their dance (and take pictures if you like!) backstage and take them back to the dressing rooms. This performance could not take place without the help of volunteers. Specific instructions will follow closer to recital. If you are a parent of an older child and would like to help out on dress rehearsal day, please let me know. Thanks!

Ronda

Child's Name: _____ child's class day/time/level/Teacher

Volunteer Name: _____

_____ I will be helping with my child's class (this includes BOTH rehearsal and recital):

Extra Tickets

We can put you on a list for UP TO 5 extra tickets for the recital in which your child is participating. You will be receiving 5 tickets per child, per recital in which they are participating. We have a few seats left in each show, and the extra tickets will be granted on a first come, first served basis. Once the auditorium is filled, we will put you on a waiting list for extra tickets that are turned in by other students. PLEASE ONLY REQUEST WHAT YOU REALLY NEED as seating is very limited. Children 2 and under will be considered lap children, so they will not need a ticket, but they must sit on someone's lap. Please indicate how many tickets you need, or how many tickets you would like to release to a family in need of more tickets.

Number of EXTRA tickets needed: _____

Number of tickets returning: _____

Child's Name: _____ child's class day/time/level/teacher