



## RECITAL HANDBOOK

**PLEASE TAKE A MOMENT AND READ THOROUGHLY!**

Dear Parents and Students,

Please take a moment and read the information below as it provides important instruction about the recital process. Through the years we have taken note on how to make our dress rehearsal run as STRESS-FREE and smooth as possible. As a result, our families spend less time at the theatre at no cost to the quality of our production. We ask that everyone please follow the schedules provided closely so that your student does not miss their opportunity to rehearse on the stage.

### **INFO FOR NEW RISE FAMILIES: THE PHILOSOPHY OF THE RECITAL**

The recital is an annual tradition of the dance school; it brings nostalgic memories of growing up. It is a rite of passage for thousands of youngsters offering them the chance to shine in front of an audience and anticipate the big day with nervous excitement. The RISE recital offers 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. It is a special accomplishment and something for students to present with pride!

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a child's sense of confidence. The rehearsal process is a tremendous learning experience because it helps develop retention and team work skills as students work together to create the best end result.

*Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook to kindly communicate our need for commitment and shared responsibility to our recital, the school, and other students and parents.*

### **WARM THANKS!**

**We appreciate your cooperation in helping us to provide the best recital experience possible for our students and your family.**

### **IMPORTANT DATES:**

**MAY 19:**

Photo Day @ RISE

**MAY 23: 6:30PM**

Backstage Parent Meeting @ RISE

**MAY 28:**

Tech Rehearsal @ PAC

**MAY 29:**

Dress Rehearsal @ PAC

**MAY 30:**

Dress Rehearsal @ PAC

**MAY 31:**

Dress Rehearsal @ PAC

**JUNE 1:**

6PM Show @ PAC

**JUNE 2:**

2PM Show @ PAC

## MASTER SCHEDULE

<b>Date &amp; Arrival Time</b>	<b>Activity</b>	<b>Where</b>
<b>Sunday, May 19</b>	Photo Day: All students (See schedule)	At RISE
<b>Monday, May 20</b>	Recital Tickets On Sale: Adult: \$20, Student: \$15, 5& Under: \$10	At RISE
<b>Thursday, May 23 @ 6:30PM</b>	<b>Class Mom Meeting (ONLY 1, please attend!)</b>	At RISE
<b>Tuesday, May 28</b> Arrive 30mins prior to scheduled time for proper warm up!	<b>Tech rehearsal:</b> <i>Follow Schedule (Sent home w/ Students)</i>	MVRHS
<b>Wednesday, May 29</b> Arrive 30mins prior to scheduled time!	<b>Dress rehearsal:</b> <i>Follow Schedule (Sent home w/ Students)</i> <b>FULL HAIR, MAKE-UP, COSTUMES.</b>	MVRHS
<b>Thursday, May 30</b> Arrive 30mins prior to scheduled time!	<b>Dress rehearsal:</b> <i>Follow Schedule (Sent home w/ Students)</i> <b>FULL HAIR, MAKE-UP, COSTUMES.</b>	MVRHS
<b>Friday, MAY 31</b> FINALE Run Through: ALL RISE DANCERS (Except for CM, KT, KW, KID HOP, PRE ACRO PRIMARY 1).	<b>Dress rehearsal &amp; Finale run:</b> <i>Follow Schedule (Sent home w/ Students)</i> <b>FULL HAIR, MAKE-UP, COSTUMES.</b> ~Dancers do not need to wear costumes for finale run through. ~Dancers may leave at conclusion of finale run if no rehearsal.	MVRHS
<b>Saturday, June 1</b> Performance: 6PM	<b>RECITAL!</b> RISE DANCE COMPANY CALL: 2:00PM  <b>FULL CAST CALL: 4:30PM</b> *(CM, KT, KW, KID HOP, PRE ACRO, PRIMARY 1: 5:15PM)	MVRHS
<b>Sunday, June 2</b> Performance: 2PM	<b>RECITAL!</b> RISE DANCE COMPANY CALL: 11:30AM  <b>FULL CAST CALL: 12:30PM</b> *( CM, KT, KW, KID HOP, PRE ACRO, PRIMARY 1: 1:15PM)	MVRHS

## PERFORMANCE 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 regularly. All recital music has been emailed to families in order for students to practice at home.

The RISE recital is a family effort, thank you in advance for your support and preparation!

## COSTUMES

### Costume Care

**PLEASE write your student's name in his or her COSTUMES, SHOES, ACCESORIES, and TIGHTS. Make sure it is INSIDE the item so it is not visible while being worn, i.e. no names on shoe bottoms.** Place the costumes in a 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 each item. Hats should be stored in a hatbox or similar container to prevent damage. Press on **LOW HEAT** (fabrics may burn) or steam costumes prior to the dress rehearsal and the performance. Hanging delicate material costumes and tutus in the bathroom during showers will help eliminate wrinkles. Please do not wash costumes in the washing machine; dry-clean them only (after the recital).

#### **TIPS: COSTUME COMMON SENSE**

- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and steam/press costumes on LOW heat before each performance.
- ✓ Place your name in all costumes and shoes.

## TIGHTS, SHOES, HAIR AND MAKEUP

### Tights

To ensure that there are no discrepancies in color and style, students are required to use the tights RISE provides for their specific costume. **Dancers do not wear underwear under their tights.** A limited amount of replacement tights are available if they become lost or damaged. Please do not wear or wash tights before the dress rehearsal or performance.

### Shoes

Students wear the shoes required for their class. Shoes must be presentable and in stage-ready condition, i.e. free of black marks & scuffs, etc. **Cleaning tip: a dab of soft scrub cleaner on a damp, soft cloth should remove marks.** Please check with your child to make sure **their shoes fit and are the appropriate style. RISE has assigned classes specific shoes to purchase for their classes, we kindly ask that all shoes come from those distributors for uniformity.**

### Hair and Makeup

All female students are required to wear makeup for the recital as stage lighting makes features difficult to see: rose or plum deep tone lipstick only (no orange or brown tones), deep rose blush, eye shadow (no blue or green), eyeliner and mascara. For the boys, a little blush works well. **NOTE: Lipstick should be applied after your student is dressed in costume. STAGE MAKE-UP IS NOT EVERYDAY MAKE-UP, be generous but age appropriate.**

Uniform hairstyles are required. Please see **COSTUME NOTES** (at the back of this packet) regarding costume, hair and make-up. All hair must be tightly secured with hair spray, hair gel, bobby pins, and/or

hairpins. **No bangs** or beads please. Dancers with short hair must pull their hair away from the face and secure it down with hair products or pins. If you have any questions on how to do any of the styles required, please ask us and we will be happy to show you in advance. If a student has a quick change(s), they should keep their hairstyle in a low bun (1/2" from the bottom of the hairline). All buns must start with a tight, slick ponytail (use thick hair elastics) and be secured with a hairnet (net should match hair color) and bobby pins. Hairnets, pins, and elastics are available at **Leslie's Drug Store**.

## BE PREPARED

### Pre-Planning

**The recital is not a one-day activity.** Gather all costumes, accessories, shoes, and makeup several days in advance to know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes, and any accessories, and refer to it to make sure all your supplies are together before going to the theater. It would be helpful to have extra hair gel, hairnets, bobby pins, and hairspray on hand.

#### **TIPS: OTHER HANDY EXTRAS**

- ✓ TIDE stick
- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ 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)
- ✓ Band-Aids (the "invisible" kind)

## DRESS REHEARSAL

**Participation in dress rehearsal is *MANDATORY for the benefit of all class participants.***

Dress rehearsal allows 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.

Please be sure to arrive at your specified time on the *Dress Rehearsal Schedule* to ensure your student does not miss their time slot on stage. We do our best to run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Check attached schedule to see when your student should arrive for their dress rehearsal. **Students should arrive in their first performance costume with a cover-up (zip or button fronts preferred).** **COMPANY DANCERS** require lengthier warm-up and should bring all costumes with them with hair and make-up **DONE AT HOME.**

### Finale

All students are encouraged to participate in the finale, which is rehearsed during the last weeks of classes. A run-through of the finale will take place at the start of Friday's dress rehearsal. All students will remain in their last performance costume for the finale and wear their recital t-shirt over their costume. Students do not need to wear costumes for the Friday finale run. If staying for dress rehearsal, students will be provided time to change.

## Dressing Room Etiquette

### **DRESSING ROOMS MUST BE KEPT NEAT AND ORGANIZED!**

Please do not bring anything to the theater that is not part of the recital. Students must respect other students' space and property in the dressing rooms. Students will stay in the dressing room they are assigned and not enter into other designated areas. Students will spend more time in the dressing rooms than onstage or in the auditorium, so please make an effort to send them organized and clean. **No food or drink is allowed in the dressing rooms, with the exception of water.**

## Dress Rehearsal Guests

**One parent or guardian** is required to attend for each student at dress rehearsal. If your child is under the care of another parent, please give us advance notice so we can keep your child safe. In an effort to keep dress rehearsal calm and organized, **additional family members (grandparents, older siblings, and friends) will not be allowed in the auditorium.**

## **STUDENT DROP-OFF AND PICKUP**

### Dress Rehearsal Day: Drop-Off and Pickup

Students arrive 30 minutes prior to their scheduled dress rehearsal time.

Upon arrival **ALL STUDENTS MUST FIRST CHECK-IN AT THE LOBBY TABLE.**

- **Dancers in ONE class:** After check-in, please go to the auditorium and sit in the designated class seating.

- **Dancers in more than one class:** After check-in, please bring your additional costumes to assigned dressing room, then return through the lobby and sit in designated seating.

### Dress Rehearsal Day: Dismissal

Students will be dismissed from rehearsal once they have completed all of their routines.

### Recital Days: Performance Arrival and Dismissal

**SEE ATTACHED MASTER SCHEDULE.** Parents or guardians should bring their students to the lobby of the auditorium, where they will be checked in and placed under the supervision of their Class Mom(s). Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Class moms will assist students with costume changes for multiple pieces. When the show is over, Moms (not Dads, as many girls are still changing) should go directly to the dressing room to pick up their student. When leaving, please let the Class Mom know you are taking your student.

➤ **Parents are not allowed in the dressing rooms after the children have been checked in at the theater unless they are backstage staff.**

### Important 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. If you would like to sit with your child during the remainder of the show, parents are welcome to join their student in the designated balcony seating.

**NO DANCER WILL BE ALLOWED TO SIT OUTSIDE OF THE DESIGNATED STUDENT SEATING.**

This is for the safety of our students and comfort of our audience members.

## RECITAL PHOTORAPHY AND VIDEO

### Photo Purchase

Photos from Photo Day will be posted to view and purchase on a secure website set up directly through heidiwildphotography.com. Photos should be ready for viewing approximately 1-2 weeks after Photo Day. Individual shots require a prepaid package. **RISE ONLY HOSTS PHOTO DAY. All business related to photo purchase and delivery is done through Heidi Wild Photography.**

### Recital Video

All RISE families will receive online account access to the recital from DRC (professional dance videographer) as a part of their Recital Package. Process: Each year a student participates in the RISE recital, the new performance will be added to your personal account for your family to view... **forever!** Post recital, you will receive an email from RISE with the link to add the performance to your account (or create an account for new families). DRC has an app to make viewing on-the-go another viewing option. DRC has notified us that they will no longer provide physical DVD copies of the recitals. We understand this is disappointing for some and we regret that we can no longer offer this option, but as technology moves toward digital access, DRC has made it our only option.

### Video and Photography

**NO personal video cameras, iPads, or iPhones are allowed during recital performances. Parents are welcome to videotape and take photographs of their children at DRESS REHEARSAL ONLY.** Please share this with your family members. **Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged.**

AGAIN, please note: No video or photography will be allowed during the recital. **Parents may video at dress rehearsal ONLY.**

## RECITAL TICKETS

### Ticket Policies

Tickets are on sale starting **Monday, May 20**. Prices are: Adult \$20, Student \$15, Child 5 & under \$10. Seating is on a first come, first serve basis.

Doors will open 30min. prior to curtain time. **Children will not be allowed to sit on a parent's lap; they must be in a seat.** Our recitals are considered family entertainment and we make every effort to make them length appropriate. If younger children are unable to sit quietly for the duration of the show, please consider this may not be an event for them to attend.

## SPECIAL GIFTS FOR YOUR DANCER

### Flowers

RISE will be selling flower bouquets at \$10 and \$15 at each recital performance for parents to congratulate their dancers after performance. Once flowers are purchased, RISE is unable 'hold' bouquets.

### Program Wishes

RISE will be selling 'WISHES' to parents who would like to publish a special message to their dancer in the program. A 20-word wish costs \$10. **Please see the office for a form or fill one out during photo day!**

## **RECITAL DETAILS**

### MVRHS Auditorium Rules

When they are not onstage, dancers must remain in the dressing rooms with their class moms during the recital.

### Backstage

Dancers must cleanup after themselves; we are the guests of the MV PAC and must treat the property with respect. Class Moms please ensure that the dressing rooms are left organized and clean.

### Props

All props are the property of RISE Vineyard Performing Arts and are to be returned to the backstage prop master (Melissa) after the performance of last show. Props include all items that were not given out with costumes.

## **VOLUNTEER INFORMATION**

RISE presents our students in two recitals to accommodate our audiences and to give our dancers ample performance opportunity. **We truly need the support of every studio parent to contribute to the success of show so our dancers can relax and enjoy their experience.**

### Recital Volunteer Information

There will be a quick informational meeting on **Thursday, May 23** at 6:30PM for all volunteers to review the procedures RISE implements at the recitals. Our backstage managers and security work very hard to ensure the safety and success of our show. We have an efficient system in place, and appreciate the cooperation of all our awesome parent volunteers.

Volunteers receive an identification badge and wristband at dress rehearsal, which must be worn in the theater at all times so students can identify you as someone to help if needed. We kindly ask parents to not bring guests, with you while you are volunteering.

**\*\*\*IMPORTANT: We understand this is a very busy time of year! If you are personally unable to volunteer during one of the two shows, please arrange for another family member or friend to assist in your place for the benefit of other parents. We ask this to have ample coverage backstage so ALL families can enjoy a performance from the audience.**

### Class Moms

Class Moms are needed for each class (sometimes multiple) to supervise the dancers. **They do not need a recital ticket for the show they volunteer.** Class Moms must assure that each child in her care is accounted for and safe. They are responsible for making 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 all children return to their assigned dressing room post performance for parent pick-up. The number of volunteers needed for each class will be determined by the number of students and ages of the classes.

**WARMEST THANKS FOR BEING A PART OF RISE, LET'S HAVE A GREAT SHOW!**