

RISE VINEYARD PERFORMING ARTS RECITAL HANDBOOK

PHILOSOPHY, POLICIES, AND PROCEDURES

PLEASE TAKE THE TIME TO READ THIS INFORMATION

Dear Parents and Students,

Please take a moment and read the information below thoroughly as it provides important facts about the recital process.

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.

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 children develop retention and team work skills as they 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 communicate our need for commitment and shared responsibility to our recital, the school, and other students and parents.

Thank you!

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

PART I: The Commitment

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. For \$2 our teachers are happy to make your student a copy of their recital music upon request.

Having your child participate in the RISE Vineyard Performing Arts recital requires commitments for you and your child. Please note the following mandatory attendance dates:

Sunday, June 3	Studio Photo Day: ALL STUDENTS!	
Monday, June 4	Recital tickets go on sale	At RISE
Mon – Wednesday, June 10-13	Production Week Rehearsals	At RISE
Thursday, June 14	Tentative: Technical Rehearsal, ACT 2 Ballet,	MVRHS

	Finale, and Opening	
Friday, June 15	DRESS REHEARSAL ACT 1 &3	MVRHS
Saturday, June 16	6PM SHOW	MVRHS
Sunday, June 17	2PM SHOW	MVRHS

Date	Activity	Where
Sunday, June 3	Photo Day	At RISE
Saturday, June 16	Program Wishes Deadline	At RISE
Monday, June 4	Recital tickets on sale	At RISE
Mon – Wed, June 10-13	Production Week Rehearsals <i>See Attached Schedule</i>	At RISE
Thursday, June 14, 3PM	Tech rehearsal: Finale, Act 2 (Ballet Production), Opening, Company Pieces <i>Arrival/Departure Times TBA</i>	MVRHS
Friday, June 15, 3PM	Dress rehearsal: Act 1 & 3, <i>Arrival/Departure Times TBA</i>	MVRHS
Saturday, June 16 Performance: 6PM	RECITAL!!! CALL: 3:30PM - Company Dancers required and any student interested in formal warm-up. STUDIO CALL: 4:30PM **(CM 1 &2, K 1&2 5PM)	MVRHS
Sunday, June 17 Performance: 2PM	RECITAL!!! CALL 12PM- Company Dancers required and any student interested in formal warm-up. STUDIO CALL: 12:30PM **(CM 1 &2, K 1&2 1PM)	MVRHS

***Creative Movement 1 and 2 AND Kindercombo 1 and 2 arrive at 5PM Saturday and 1PM Sunday.**

PART 2: Costumes

Costume Care

We strongly recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. 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 your 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.

PART 3: 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 provided 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 will wear the shoes required of their class. Shoes must be in presentable and in stage-ready condition. Please check with your child to make sure **their shoes fit and are the appropriate style. RISE has given classes specific shoes to purchase for their classes, we kindly ask that all shoes come those distributors.**

Hair and Makeup

All female students are required to wear makeup for the recital: red-tone lipstick, blush, eye shadow (not blue), eyeliner and mascara. For the boys, a little blush works well. **NOTE: Lipstick should be applied after your student is dressed in costume.**

Uniform hairstyles are required. Please see attached slip regarding costume notes, hair and make-up. All hair must be tightly secured. **No bangs** or beads please. Dancers with short hair must pull their hair away from the face and slick it down. 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 hair style in a low bun (1" from the bottom of the hairline).

PART 4: Be Prepared

Pre-Planning

The recital is not 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 their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater. Also bring extra hair gel, hair nets, bobby pins, and hairspray.

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 the dress rehearsal is *MANDATORY*. The 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.

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. 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 required to participate in the finale, which will be rehearsed during the last weeks of classes. A run-through of the finale will take place at the start of Thursday'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 Thursday run-through unless they will be staying for the ballet production or are in Dance Company.

Dressing Room Etiquette

Students must respect other students' space and property in the dressing rooms. Students will stay in the dressing room they are assigned to and not enter into other designated areas. The 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.

Dress Rehearsal Guests

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

PART 6: Student Drop-Off and Pickup**Dress Rehearsal Day: Drop-Off and Pickup**

Students must first go to the Check-In table in the lobby. They will then be placed under the supervision of their class mom(s). A parent or guardian must remain in the auditorium until his or her child(ren) have been dismissed. When a class has completed its last performance, the class mom will bring the group to the lobby of the auditorium to be picked up and they may leave.

Dress Rehearsal Day: Dismissal

Students will be dismissed from rehearsal once they have completed all of their routines. If they wish to stay in the auditorium to watch the show **AFTER** they have been dismissed, they may also do so **ONLY** if they are under the supervision of a parent or guardian.

Recital Days: Performance Arrival and Dismissal

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). After the finale, the class mom will bring the group to the auditorium lobby to be picked up. 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.

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

Special 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.

PART 7: Recital Photography and Videos

Photo and Video Purchase

Photos from Photo Day will be posted for everyone to view and purchase their shots on a secure website set up directly through heidiwildphotography.com. Photos should be ready for viewing approximately 1-2 weeks after Photo Day.

A professional videographer will record the recital for DVD. **NO personal video cameras are allowed in the auditorium on the days of the recital.** All RISE families will receive one copy of the recital video as part of their Recital Package. The cost of a video is \$35.00 if anyone is interested in ordering additional copies. Forms will be available at the dress rehearsal and the recital for those who would like to purchase additional DVDs.

PART 8: Recital Tickets

Ticket Policies

Tickets go on sale Monday, June 4 and cost \$10 each for children 12 and under and \$15 each for adults. We encourage you to purchase your tickets ahead of time to avoid long lines at the recital. Seating is on a first come, first serve basis. Tickets are **not transferrable** between performances so please plan your purchasing ahead of time. All studio accounts (tuition, costumes, etc.) must be paid in full before any family member may purchase recital tickets. Tickets will also be available at the door the day of the shows.

Tickets are General Admission. Doors will open 1-hour prior to curtain time. **No children will be allowed to sit on a parent's lap. If younger siblings are not uncomfortable remaining seated for two hours, please do not bring them to the recital.** Children running around the auditorium are distracting to audience members. Our recitals are considered family entertainment and we make every effort to make them length appropriate (approximately 2 hours).

➤ **Ticket sales begin June 4 at RISE. Tickets are not transferrable between performances so please plan your purchasing ahead of time.**

PART 9: Recital Details

Video and Photography

Parents or guardians may videotape or shoot 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: No video or photography will be allowed at the recital. Security monitors will ask you to bring any cameras back to your car.

Flowers

RISE will be selling flower bouquets at each recital performance for parents to congratulate their dancer at the end of the performance. Once flowers are purchased, RISE will not be able '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 to print.

Auditorium Rules

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

Backstage

Family members and friends do not belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

Props

All props are the property of RISE Vineyard Performing Arts and are to be returned to the backstage prop master after the performance. Props include such items as canes, beach balls, etc.

PART 10: Volunteer Information

RISE presents our students in two recitals to accommodate our audiences and to give ample performance time. We need every studio parent to contribute for the success of show... we want our dancers to relax and enjoy the experience they have been working toward all year!

Recital Volunteer Information

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and can be obtained by seeing the RISE office manager. There will be an orientation for all volunteers, and all must help implicate the policies set forth by RISE Vineyard Performing Arts. The recital weekend is a hectic experience; volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badges at the 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.

Class Moms

Backstage Staff which includes all CLASSMOMS are REQUIRED to attend a brief meeting at RISE the week before the performances. Time and day will be announced.

Class mothers are needed for each class to supervise the dancers. They do not need a recital ticket and will be able to watch their children perform from the wings. Class moms must assure that each child in her care is safe and accounted for. 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 appointed dressing room after their performance. The number of volunteers needed for each class will be determined by the number of students and ages of the classes.

If there are too many volunteers for one class, some may be asked to work with children from another class.

During their class' performances, room mothers leave the students at the stage door with their teacher and watch the dance from the back of the auditorium. Volunteers are not allowed to enter the stage area. Because there will be live microphones backstage, only dance teachers and assistants will be allowed in the wings.

Volunteer Preference Form

RISE Vineyard Performing Arts relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women, which makes it reasonable for families to assume their volunteer responsibility. **We encourage every family to become involved with our volunteer program and welcome any contribution you are willing to make.**

Please check any of the items listed below that you are interested in. **Filling out this form does not obligate you to volunteer in any capacity.** At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form to the RISE office as soon as possible. If you have questions, please do not hesitate to contact us at 508.693.2262. Thank you for your involvement with your child at RISE Vineyard Performing Arts.

Class mom: Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

Security: Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

Usher: Assist audience members in finding seats, distribute programs, open doors for intermission.

Flower Sales: Arrange and sell presentation bouquets at the theater.

Ticket Sales: Sell tickets at performances.

Beverage & Snack sales: Arrange and sell beverages and snack items before, during intermission, and after the show.

Apparel Sales: Arrange and sell RISE apparel before, during and after the show.

**THANK YOU FOR BEING PART OF THE
RISE VINEYARD PERFORMING ARTS FAMILY!**

