

# URBANA DANCE STUDIO RECITAL HANDBOOK



**Venue:** Linganore High School Auditorium  
12013 Old Annapolis Road • New Market, MD 21774

**Show Day:** Saturday, June 15, 2019

**Show Times:** TBD

## IMPORTANT DATES:

**refer to "Recital Costume and Class Information Sheet" (this is a separate handout) for specific dates and times for each class. This information will be provided no later than late April/early May.**

## General Schedule: Date and Time assignments to be determined no later than May.

DATE	ACTIVITY	WHO	WHERE
Early May	Recital Tickets Go On Sale	All students	TBD
June 1, 2018	Volunteer Forms Due	Parents	Urbana Dance Studio
June 3-8, 2018	Last Week of Classes	All Students	Urbana Dance Studio
Monday, June 10 4:30-9:00 pm	In-Studio Rehearsals – Staggered Times (times to be assigned at a later date)	All Students as assigned	Urbana Dance Studio No costumes, normal dance attire
Tuesday, June 11 4:30-7:30 pm	In-Studio Rehearsals – Ballet Rehearsal	All Students in Snow White Ballet	Urbana Dance Studio No costumes, normal dance attire
Wednesday, June 12 4:30-9:00 pm	In Studio Rehearsals – Staggered Times (times TBD)	All Students as assigned	Urbana Dance Studio No costumes, normal dance attire
Thursday June 13 4:30-9:30 pm	Full Dress Rehearsal - Staggered Times (times TBD)	All Students as assigned	Linganore High School Full Costumes
Friday June 15 4:30-9:30 pm	Full Dress Rehearsal- Staggered Times (times TBD)	All Students as Assigned	Linganore High School Full Costumes
Saturday June 15, 2018	Time of Shows TBD	All Students as Assigned	Linganore High School Full Costumes

This handbook contains all the necessary information you will need to make your studio recital experience an enjoyable one. Please read all the information and follow the due date requirements. If you cannot find the answer to your question after reading this handbook and/or attachments, please feel free to call the studio for assistance at (301) 874-4367.

Please hold **all dates** on your calendar that involve your child.

The "Recital Costume and Class Information Sheet" contains all dates and information pertinent to your child's class with regards to recital. It includes show time plus rehearsal dates and times. Place it on your refrigerator or some other convenient spot so you can easily refer back to it. This will be provided as soon as possible as a separate handout. **This handout/information will be provided no later than early May.**

## RECITAL COSTUMES

- Recital costume cost is \$80. We will break up the payments into two payments. A deposit of \$40 will be due January 15 and the balance of \$40 will be due on February 15.
- Measurements for recital costumes will be taken in class during the second week of January. Please make all attempts to have your child in class that week. If your child misses, it will be your responsibility to make sure we have their measurements.
- Recital costumes will be distributed in your child's class as they arrive (normally March/April/May timeframe)
- If alterations are needed after the costumes have been distributed and sent home, it will be the sole responsibility of the student's parent or guardian to arrange for alterations. The studio can recommend a seamstress if one is needed.
- Please place your child's costume on a hanger as soon as it comes home.
- Tights, shoes, make-up and any accessories required for recital will be the sole responsibility of the student's parent or guardian to buy unless otherwise specified. These are not included with your costume costs. These will be listed on the **Recital Costume and Class Information Sheet which will be distributed no later than early May.**
- All costumes, tights, shoes & accessories should be labeled on the inside tag or with a piece of tape. Do not use permanent marker directly on the costume as it can bleed through the material. **Do not let your child wear their costume before the recital as it cannot be replaced.**

## MANDATORY IN-STUDIO REHEARSAL

**June 10-12, 4:30-9:30 pm**, will be designated in-studio rehearsal days. Please refer to the **Recital Costume and Class Information Sheet** for your child's class in-studio rehearsal day and time (**to be distributed no later than early May**). No costumes are needed at these rehearsals unless otherwise specified. Your child can just wear their normal class attire. This will give your child extra time to run their class dance and support each other. Given the size of the studio, there will not be any room for parents to observe; however, realizing practice times are short, we suggest waiting outside, in your car or at one of the local restaurants.

## MANDATORY RECITAL DRESS REHEARSAL PROCEDURES

**Full Dress Rehearsals** will be held at Linganore High School, which means you must arrive in full costume, make-up and hair. **The Recital Costume and Class Information Sheet contains your child's rehearsal dates & times and their recital show time (to be distributed no later than early May).** Your call time means the time when your child should be ready to go on stage 100% dressed.

- **FULL DRESS REHEARSALS** will be held at **LINGANORE HIGH SCHOOL** on:
  - ⇒ **Thursday, June 13 & Friday, June 14, between 4:30 to 9:30 pm** – We always do our best to have the students in and out promptly; however, should a class need more practice time on stage we will have them rehearse longer in order to feel confident and ready for their performance day. Please refer to the **Recital Costume and Class Information Sheet (to be distributed no later than early May)** that contains the day and specific time your child will need to be at rehearsal.
- Your **Recital Costume and Class Information Sheet (to be distributed no later than early May)** indicates the call time for both rehearsal and recital show. Please allow for up to 45 minutes of travel time to and from the high school due to possible traffic.
- **DRESS REHEARSALS ARE MANDATORY FOR PARTICIPATION IN RECITAL.** It is necessary for all students to attend dress rehearsal so they feel confident on the stage and are less anxious for the actual show. It familiarizes your child with the stage, staff, and volunteers and how the actual show will run.

- Please enter Linganore High School through the **Front** entrance.
- Please be prompt by arriving on time for your scheduled rehearsal time. We do understand that parents work and have to allow for travel time. However, we are asking that you prepare for the above mentioned rehearsal call times in advance for planning. From our past experience, the dancers enjoy watching other dancers and being part of a big production is exciting.
- We want to make this the best experience for your child as well as you, but also realize Linganore is a bit of an inconvenient distance for most.
  - **For children ages 8 and above**, parents can choose to:
    - ⇒ Drop their child off and come back when their rehearsal is over. This is the most recommended, as 1) It will give you some time to yourself during rehearsal as your child will be in our care for more than an hour and a half. 2) It will let you experience the recital for the first time on recital day as a proud parent and 3) it will let your child be able to concentrate without having to worry about mom or dad in the audience and they can focus on directions from the teacher and director so that their performance on show day will be the best that it can be. **(Recommended Option)**
    - ⇒ Wait at the school, i.e., lobby, car, etc.. We may be willing to open the upper balcony in the theater for parents to sit; however, if this becomes a distraction, parents will be asked to exit the theater.
  - **For students age 7 and under**, it is recommended for parents to be accessible at the school by:
    - ⇒ Waiting in the school lobby. We are willing to open the upper balcony in the theater for parents to sit; however, if this becomes a distraction, parents will be asked to exit the theater.
- All parents are instructed to check their student in at the appropriate station (signs will be visible to direct you to the correct check-in station for your child). For children that may have a costume change or two, don't worry, we have volunteers and staff to help with these changes and help chaperones with bathroom visits and such. If you feel your child requires greater assistance, please consider being the class room volunteer.
- Please have your child arrive in **FULL COSTUME** and make-up for rehearsal. To prevent soiling of costumes, have your child wear a cover up over their costume. Do not let your child wear their dance shoes to and from the car. If your child has a costume change, please make sure they arrive in the costume in which they will be performing in first. We will send out the show order for each show prior to rehearsals.
- Dancers need to be prepared with all costumes, tights, shoes, accessories & make-up for each routine they will be rehearsing this night. Bring extra safety pins, bobby pins, extra tights, make-up, hair gel, sprays and hair accessories for your child in their dance bag. **Label everything.**
- **Please make sure your child eats before rehearsal/show call time.** There will be no food allowed in the auditorium or dressing rooms.
- UDS staff and parent volunteers will be monitoring all dressing areas, backstage and auditorium during rehearsal. A volunteer will remain with your child at all times.

## **SHOW DAY**

### **ARRIVAL**

- **Performers must arrive at their designated call time prior to the start of the show.** One parent/guardian **only** will be permitted to check their child in. **There will not be any room in the dressing rooms for parents to hang out so be prepared to sign your child in and leave.** Dancers will remain in our care until they are picked up by their parents at the end of the show. Parents will not be permitted beyond the check-in desk unless they are volunteers. You will have to sign in your dancer upon arrival and departure.
- Dancers should arrive in their first costume, hair & makeup completed. All students should wear a cover up over their costume. All costumes, tights, shoes and accessories must be labeled and in your child's bag. Urbana Dance will not be responsible for lost/misplaced items. Your child will need all pieces of their costumes and accessories in

order to dance in the show.

- Do not allow your dancer to wear their dance shoes to and from the car. Shoes can be changed upon check in.
- No eating in costume and absolutely no snacks will be allowed in the designated drop off area! No gum, no painted fingernails and no underpants under costumes.

## ADMISSION INTO THEATER

- All tickets must be purchased online through our ticket vendor. **Tickets will go on sale early May.** Children 2 and under are not required to have a ticket as long as they are sitting on their parents lap; otherwise, they must have a ticket if they will be occupying a seat.
- All ticket sales are general admission. If anyone has special needs, i.e., walker, cane, wheel chair, etc., please come to the entrance door to the theater and you will be seated first.
- Doors will open approximately ½ hour prior to the show time.
- **No food or drinks will be allowed into the theater.**

## DURING THE SHOW

- Ushers will be posted at theater doors. You will only be allowed to exit or enter when lights go down. Doors **WILL NOT** be allowed open once a dance has started. Please be courteous to others and do not stand up or walk around while performers are on the stage. We are all here to see our children dance. Please show others the courtesy and respect you would want to receive.
- No video or flash photography will be allowed. Flash photography can be distracting to the dancers and could possibly cause an injury. You will be asked to leave the theater if you are caught videotaping or using flash photography.
- The recital will be professionally video recorded and will be available to purchase for download after the recital. More information on this to come.

## DISMISSAL PROCEDURES

- Dancers will be released from the designated area in which you signed them in. All dancers will remain in our care until the end of the show. Please only one parent to sign out your child.

## TICKETS

- Tickets will be available for online purchase early May. There are no processing fees assessed for the purchase of tickets. We have thoughtfully priced our tickets in the hopes you will purchase a ticket to all shows. Our talented students and staff are excited to perform on stage for you.
- Tickets are general admission. All seats in the theatre are good seats.
- Tickets will go on sale early May. Tickets will sell on a first come, first serve basis.
- TICKETS are non-refundable.
- Class volunteers will be escorting students performing in the show to the balcony when possible to view the show in our reserved section.

## DVDs

In lieu of DVDs, the studio will be professionally videotaping both shows and will make the shows available for purchase via a downloadable site. More information on this to come at a later date.

## DANCE PHOTOS

Group photos will be taken at dress rehearsal. If you are interested in individual photos, signups will be available at the studio. Forms will be available prior to recital.

## VOLUNTEERS

A parent volunteer will be assigned to your class. Volunteer forms will be available early May to complete.

- As a class parent, you will:
  - ⇒ Be responsible for supervising your class at all times. You must ensure that each dancer in your care is safe and accounted for. A class roster will be given to each class mom.
  - ⇒ Be responsible for making sure that each dancer in your care is in the proper costume, has the proper accessories, tights and shoes.
  - ⇒ Must ensure that children have gone to the restroom before they perform and stay in a designated area until the recital is over.
- You will be sent information regarding your volunteer position and everyone must abide by the policies set forth by Urbana Dance Studio.
- Please do not bring guests, including children, with you while you are volunteering as you are not able to fully concentrate on the safety of the children for whom you are responsible.
- You are expected to stay for the entire recital time you are assigned as well as your designated dress rehearsal.
- **Volunteer forms are due by June 1.**

**VOLUNTEERS WILL NOT NEED A TICKET FOR THE SHOW.**

## MISCELLANEOUS INFO

- All classes are required to purchase new tights for the recital. The type and color of tight that your child needs to wear is on your **Recital Costume and Class Information Sheet (to be distributed no later than early May)**.
- A second pair of tights is always a great idea.
- Extra hair gel, bobby pins, rubber bands, safety pins, and hairspray.
- Baby wipes/shout wipes (to fix makeup mistakes, wash hands or remove garment stains), baby powder (for itchy costumes), clear nail polish (to repair minor holes or runs in tights when there isn't time to change them), and band-aids (the invisible kind, of course).
- If your costume has a tutu and it is wrinkled, you can hang it upside down in the bathroom with hot shower running. The steam will get the wrinkles out.
- If your child's costume is itchy, use baby powder on their skin.

## DANCE ETIQUETTE

We realize that for many of you, this is your first time participating in a recital and we thought you would like to be informed as to proper etiquette tips for your dancer's first experience on stage.

- Be on time. **Your call time is the time your child should be ready to go on stage 100% dressed.**
- Doors typically open 1/2 hour before a performance. Please remain seated for the duration of the show as you would expect others to remain seated for your child's performance. There is a 15- to 20-minute intermission during the show to enjoy snacks and beverages from the concession stand. There are no snacks or beverages allowed in the theater.
- It is proper etiquette to present your dance/dancers with flowers after their performance as a way to show appreciation for their hard work.
- No flash photography! This breaks a dancer's concentration and is dangerous to the performers.
- No videotaping of the show. A professional videographer is set up at each show for a wonderful videographed show. Please be aware and do not walk in front of the camera.
- Please refrain from saying anything negative about any of the performances or performers.
- No standing in the back area of the theater or aisles.
- If you have a young child who is crying, please take them to the lobby. Do not let your young child run in the aisles, this is very distracting.
- Stay for the entire show to support everyone, as you would want others to stay and support your child.
- Turn off all electronic devices, cell phones, etc.
- Unless there is an emergency, the theater doors will not open until the lights go down. Ushers will be posted at the theater doors. Patrons will be asked to wait and exit between performances only. Doors will not be allowed open once a dance has started.
- No balloons will be allowed in the auditorium.
- As you know we have multiple performances throughout the day. Please remove all of your trash as you exit the auditorium.
- Absolutely no food or drink is allowed in the auditorium. This includes snacks for small children. All eating of any kind is to take place in the lobby.