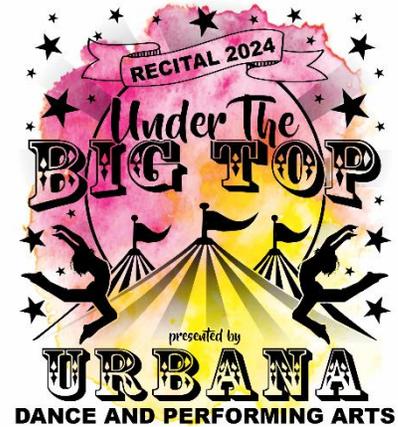


URBANA DANCE STUDIO RECITAL HANDBOOK

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

Show Day: Saturday, June 8

Show Times: 11:00 am and 3:00 pm



Participation

The annual recital is an exciting and rewarding experience for students and parents alike. Most classes, except technique classes such as LET, participate in the performance.

Participation in the Annual Recital is optional. Parents will need to decide by February 5 if their child will be participating in the annual recital by completing the participation form made available.

Recital Fees

The Recital Fee includes one class costume, rehearsal time, t-shirt and digital download of the recital show per student. If your child is in more than one class an additional costume fee will be added for that class. These fees are non-refundable, i.e., if a student should drop out after these fees have been posted and paid, they will not be refunded. The recital fees will be collected as follows:

- Recital Fee of \$150 per student includes a class costume, rehearsal fee, digital download of recital and T-shirt): **Deposit of \$75 will be due on February 15 and balance of \$75 will be due on March 15.** Each payment will be charged to the credit card on file on its due date. The recital fee is per student.
- Additional Class Recital Costume Fee of \$80. **A deposit of \$40 will be due on February 15 and balance of \$40 will be due on March 15.** Each payment will be charged to the credit card on file. Recital Costume fee is per student per class.

Other fees associated with recital are shoes, tights, show tickets, etc. which are the responsibility of the parent. These items and costs will be conveyed as we get closer to the recital.

Important Dates

refer to “Recital Costume and Class Information Sheet” (this is a separate handout) for specific dates and times for your child’s class. This will be distributed no later than early May.

Recital Rehearsal and Recital Schedule This schedule will be updated and distributed once all details are finalized.

DATE/TIME	ACTIVITY	WHO	WHERE
Mid-May	Recital Tickets Go on Sale	All students	Studio
May 24-27	Studio Closed – no classes	All students	

May 28-June 1	Last Week of Classes	All Students	Urbana Dance Studio
June 3 – 7 4:30-9:00 pm	Dress Rehearsal Class Day and Time to be Determined. Normally rehearsal is on the same day as your class; however, keep the week open	All Students	Urbana Dance Studio
June 8 11:00 am Show 3:00 pm Show	Annual Recital We normally have two shows. Times to be determined. Classes will only participate in one show	All Students	Linganore High School

This handbook contains all the necessary information you will need to make your child’s 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.

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 a separate handout no later than the first week of May.**

Recital Costumes

- Recital costumes will be distributed in your child’s class as they arrive.
- 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, if not already provided.
- 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**.
- 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 Recital Dress Rehearsal Procedures

Full Dress Rehearsals will be held at the main studio, which means you must arrive in full costume, make-up and hair. **The Recital Costume and Class Information Sheet contains your child’s specific rehearsal dates & times and their recital show time.**

- **FULL DRESS REHEARSALS** will be held at **the main studio** on:
 - ⇒ **Monday, June 3 thru Friday, June 7 – Classes are assigned a specific day and timeframe.** We always do our best to have the students in and out promptly; however, should a class need more practice time, 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** that

contains the day and specific time your child will need to be at rehearsal.

- **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 procedures, staff, and volunteers and how the actual show will run.
- 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 dates and times in advance for planning.
- All parents are instructed to check their student in for dress rehearsal.
- 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.
- 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.** There will be no food allowed in the studio. They can bring bottled water.

Show Day

- **Performers must arrive at their designated arrival 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 their designated pick-up time. Parents will not be permitted beyond the check-in desk. You will have to sign your dancer in/out 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 costume 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 the Theater

- Tickets will be available for purchase online or at the studio office and **will go on sale mid-May**. Children 2 and under are not required to have a ticket as long as they are sitting on their parent's 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, wheelchair, etc., please come to the entrance door to the theater and you we will make accommodations.
- Doors will open approximately 15 minutes 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.

Dismissal Procedures

- Dancers will be released from the designated area in which you checked-in. All dancers will remain in our care until their designated pick-up time. Please only one parent to sign out your child.
- **Specific class check-in and check-out procedures will be distributed during dress rehearsal.** The following procedures will be in place on recital day:

If your child is dancing in:

Act 1: One parent is to check dancer in 30 minutes prior to the show start and will check-out at Intermission.

Dancer will be given a ticket and can sit in auditorium with family for Act 2.

If your child is dancing in:

Act 2: One parent is to check dancer in at Intermission and will check-out at End of Show.

Dancer will be given a ticket and can sit in auditorium with family for Act 1.

If your child is dancing in:

Act 1 & 2: Dancer will remain in our care throughout the show and will be picked up at the End of Show

Act 1 is considered the first half of the show prior to Intermission

Act 2 is considered the second half of the show after Intermission

Tickets

- Tickets will be available for purchase at the studio office and will go on sale mid-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. 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 sell on a first come, first served basis.
- TICKETS are non-refundable.

Class 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 rehearsal.

Volunteers

If you wish to volunteer to help with the recital, please fill out a Volunteer Form (you can find on website) and return to the studio prior to May 15.

Helpful Tips

- All classes are required to purchase new tights for the recital. The type and color of tights that your child needs to wear is on your **Recital Costume and Class Information Sheet**.
- 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/Theater 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.
- 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.