



## RECITAL HANDBOOK

Dear Parents and Students,

For more than 13 years, In Harmony Dance & Wellness has provided students with an exciting performance experience through its June recital. The recital offers our 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. The year-end recital is a chance for dancers to celebrate a fun season, have fun and shine in front of family and friends.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.



### Recital Information 2018

**Location:** St. Andrew's College, 15800 Yonge St, Aurora, ON L4G 3H7

**Date:** Saturday, June 23rd & Sunday, June 24th, 2018

Please check the list posted on the bulletin board to see which show(s) your child(ren) participate in (or check website under Recital Info).

**Show Schedule**     *My child dances in* \_\_\_\_\_

**TENTATIVE (as of November 2017)**

<b>Saturday, June 23rd, 2018</b>	<b>Sunday, June 24th, 2018</b>
<p>10:30-11:30 AM – MS1 On-Stage Rehearsal, Warm-Up &amp; Finale            12:00-1:45 PM – Main Show1 (MS1)</p> <p>2:30-2:45 PM – Main Show 2 On-Stage Warm-Up &amp; Finale            3:00 -6:00 PM – Main Show (MS2):            6:30 – 8:00 PM Solos/Duets Showcase (SDS)</p>	<p>9:00-9:45 AM Twinkle Stars Showcase (TS 1) On-Stage Rehearsal            10:30 AM – 11:45 PM – Twinkle Stars Showcase (TS1)</p> <p>12:30-1:15 PM – TS 2 On-Stage Warm-Up &amp; Finale            2:00-3:15pm Twinkle Star 2 (TS2)</p> <p>4:00-7:30 PM Main Show 3 (MS3)</p>

#### PART 1 STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information. Newsletter and Notices are emailed to you and posted on the website and Facebook page. If you have any questions regarding the information distributed, we encourage you to contact the office at **905-898-6229** between the hours of 4-8pm Mon-Fri.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at [inharmonyadmin@gmail.com](mailto:inharmonyadmin@gmail.com)

**Website** → [www.inharmonydance.ca](http://www.inharmonydance.ca)

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

**Facebook Page** → <https://www.facebook.com/www.inharmonydance.ca>

“Like” the In Harmony Dance page on Facebook to receive daily updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to [inharmonyadmin@gmail.com](mailto:inharmonyadmin@gmail.com).

➤ **Our goal is to make the recital an organized, exciting experience for everyone involved.**

## **PART 2: COSTUMES**

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

**NOTE:** No jewelry or underwear is to be worn with costumes. This includes during dress rehearsals and performances and when class pictures are taken.

### **Fees and Payment**

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

Costume costs are \$85 +HST (\$95+HST after Dec 1).

Costumes will not be ordered until they are paid for in full. In Harmony Dance & Wellness Ltd. is not responsible if costumes are not received in time for the recital due to late payments.

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

➤ **Costumes are always age-appropriate and of the highest quality possible.**

### **Sizing**

Costume measuring begins during the last week in November, during scheduled class times. All children will be measured in order to determine their proper costume size(s).

### **Alterations**

Alterations and repairs of costumes will be made at the discretion of the director and/or professional seamstress. If the director or seamstress deems that the fit impedes dancing ability, the costume will be repaired on time for the recital. All costume fit issues will be addressed on Picture Day/Rehearsal. We are happy to make additional alterations to a costume upon request at customer’s own expense.

### **Distribution**

Costumes will be distributed the week before Picture Day when all outstanding balances for the season (including tuition) are paid in full. Please try on all costumes and accessories (except for tights) as soon as you bring them home. This allows you to account for all accessories and avoids class interruption for costume fittings and/or costume mix-ups.

### **Costume care**

We recommend that you label all costumes, shoes, accessories, and tights with your child’s name. Place the costumes in a garment bag with your child’s name on the outside. Pack accessories in a clear plastic bag (labeled with your child’s name). Please do not wash costumes in your washing machine; dry clean them only (after the recital). Remove any tags that could hang out of the costume.



➤ **Ironing**

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steam iron.

➤ **Tutu maintenance**

Grasp the waist and give it a gentle shake, then use your fingers to “comb” out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower or use a handheld steamer.

➤ **We recommend that you label all costumes, shoes, accessories, and tights with your child's name.**

**TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

**Quick costume changes**

During the recital, some students may have quick costume changes. A special team of moms will assist these students, whose costumes and accessories will be placed in the backstage area.

**PART 3: TIGHTS, SHOES, HAIR & MAKEUP**

**Tights**

If tights are required for your routine, they WILL be included with your costume! If you would like to purchase a backup pair, we will have some available for purchase at the studio. Please do not wear or wash them before the dress rehearsal or performance. (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

Dance Discipline	Required Tights
Acro	Beige Footless
Ballet	Light Pink Footed
Jazz and tap (ages 7 and over)	Beige Footed

**Shoes**

The following shoes are required for all students. Be sure that all shoes are cleaned prior to the recital.

Girls
Pink ballet shoes
Black tap shoes
Black jazz shoes

**Discounted shoes and dancewear**

In Harmony Dance & Wellness Ltd. also offers dancewear and shoes for individual purchase at any time during the school year.



**Hair & Makeup**

**MAKEUP:**

The following makeup is what we require the dancers to wear as stage makeup in order to enhance their features (highlight their smiles and bring out their eyes)

- **Creative Dance, Beginner, Pre-Primary & Primary** classes are to wear pink blush and red lipstick.
- **Junior, Intermediate, Teen & Competitive** classes are to wear white eyeshadow as a base, brown eyeshadow in the crease, black eyeliner on the top and bottom of the eye with one wing extending out from the top of the eye, mascara, pink blush, red lipstick (see picture on bulletin board for better explanation-picture to be posted closer to date)

## HAIR, TIGHTS & SHOES:

Please check the bulletin board and website for a table that outlines shoe, tights & hair requirements for each class-to be posted closer to the date.

→No bangs are permitted since bangs obscure the face and we want to see your beautiful eyes. Spray, gel or mousse all loose ends. No dangles or curly ends are permitted. If you need clips to secure your hair, they must be the color of your hair. Almost all hair lengths can get into a bun—practice. Every bun must have a hairnet.

- Only ankle socks (below the ankle are permitted to be worn for hip hop classes with a shoe).
- All tights and shoes can be purchased at the studio.
- It is not recommended to wear underwear under costumes because the lines will show on stage. Your tights will act as underwear. If you need to wear a bra, make sure it is beige and that bra straps cannot be seen when wearing the costume. Tights are required under all costumes.

Please refer to **Hair & Makeup Chart** for Hairstyles specific to each class. Dancers with short hair must pull their hair away from the face and slick it down.

➤ Having a second pair of tights on hand offers students and parents a great sense of security.

## PART 4: BE PREPARED

### Planning

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 the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater. Bring at least one extra pair of tights of each color. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

### TIPS: OTHER HANDY EXTRAS

- ✓ 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)
- ✓ Your pain reliever of choice
- ✓ Band-Aids (the "invisible" kind)

### Snacks

Please do not send your child to the dress rehearsal or recital with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice boxes or other sticky beverages. Please send NUT-FREE snacks only!



## PART 5: Dress Rehearsal

Participation in the dress rehearsal is *mandatory*. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

And there's another big reason why the dress rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

## Recital Rehearsals → Saturday, June 9th & Sunday, June 10th @ the STUDIO

All recital classes will have a full dress rehearsal at the studio on **Saturday, June 9th & Sunday, June 10th**. There will be no rehearsal at the theatre of the day of Recital. After signing their children in, parents will be permitted to go backstage for a "tour" during designated time. After that time, parents will leave their children in the dressing room ready for the show.

All recreational dancers must attend. My child is in \_\_\_\_\_

Dress Rehearsal Schedule: LINK COMING SOON

Photo Day Schedule: LINK COMING SOON

Recital Show Schedule: LINK COMING SOON

### Finale

All students are required to participate in the finale, which will be rehearsed during the last month of classes. A run-through of the finale will take place at the dress rehearsal between Acts I and II. All students will remain in their last performance costume for the finale.

### PART 6: STUDENT DROP-OFF AND PICK-UP

#### Recital Performances

Parents or guardians need to sign-in at the Sign-In table. They are then welcome to bring the dancer for a tour backstage and will then proceed to their assigned dressing rooms, where they will be checked in and placed under the supervision of the class mom(s). Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Students will remain in the dressing-room for the entire performance. After the finale, all dancers will participate in a "daddy-daughter" dance wherein dancers will be dismissed to their fathers after daddy-daughter performance.

➤ Parents are not allowed in the dressing rooms after the children have been checked in at the theater.

**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. The dressing rooms will be stocked with various activities as well as a video feed of the performance.

### PART 7: RECITAL PHOTOGRAPHY & VIDEOS

#### Recital photos

Picture Day will take place on **Saturday, June 9<sup>TH</sup> & Sunday, June 10<sup>th</sup> 2018**. A Picture Day Time class list will be posted on the bulletin board. Please wear proper hair, makeup, shoes and tights to picture day. All students must attend! There is no obligation to purchase photos. Please arrive at least half an hour before your child's scheduled time since photo shoots tend to run ahead of schedule.

My child's picture time is \_\_\_\_\_.

#### Photo purchase

Photos will be available for viewing and purchase at the Recital.



#### Recital DVD Order Form

The DVD can be order at the recital. Order form will be available. A drop box will be set up for the payment (cheque or credit card). More details to come.

### PART 8: Recital Tickets

#### Tickets Policies

Tickets go on Monday, May 28<sup>th</sup>, 2018. All studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase recital tickets. To create an organized and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. Tickets can be purchased at the Front Desk and will be on sale from Monday, May 28<sup>th</sup> through Friday, June 15<sup>th</sup> during office hours.



## Shows

Twinkle Stars

Twinkle Stars & Recital Show

Recital Show

## COST

Adults: \$21 + HST (\$23.75) Seniors (over 65) & Children (under 10): \$18.58 + HST (\$21)

Adults: \$30 + HST (\$34.00) Seniors (over 65) & Children (under 10): \$25.66 + HST (\$29)

Adults: \$24.78 + HST (\$28) Seniors (over 65) & Children (under 10): \$21.23 + HST (\$24)

- 10% off ticket purchases of 8 or more (until 9pm June 1<sup>ST</sup>, 2018!)
- Tickets are sold on a first-come, first-serve basis.
- All tickets are assigned seating. Once show is 70% sold out, we will set a limit of tickets per family in order to ensure enough tickets for all participants.
- Children under 2 can sit on parents' lap and do not need a ticket

## PART 9: Recital Policies

### Video and photography

No video or photography will be allowed at the recital.

### Parent: Recital Audience Etiquette

*Because we present a professional performance, we ask that everyone remain seated during the entire performance.*

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### Auditorium rules

- No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal and recital, when the dancers are not onstage they must remain in the dressing rooms with their class volunteers.
- Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.
- Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.
- Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the recital. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members.
- The use of video or flash photography is strictly prohibited during the recital. It is important that you pass this policy on to your recital guests.

### Backstage

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



## PART 11: Volunteer Information

### Recital volunteers

Anyone interested in volunteering to help backstage is welcome. A volunteer form is available at the back of this letter. There will be an orientation for all volunteers, who must abide by the policies set forth by In Harmony Dance & Wellness. The recital weekend is a hectic experience and all 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 be given a t-shirt to wear during their shift, which must be worn in the theater at all times. Please return the t-shirt after the recital.

### **Class moms**

Class mothers are needed for each class to supervise the dancers and keep them safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, is backstage at the appropriate time, and returns to the appointed dressing room after the performance.

The number of volunteers needed for each class will be determined by the number of students. If there are too many volunteers for one class, some may be asked to work with children from another class. During their own children's 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 are allowed in the wings

## **Thank you for choosing In Harmony Dance!!**





## Volunteer Preference Form

In Harmony Dance & Wellness relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your child(ren). The children benefit from 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. **We encourage every family to volunteer 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.** At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form with your registration. If you have questions, please contact the school office at 905-898-6229. Thank you for your involvement with your child at In Harmony Dance & Wellness.

**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:** Escort ticket holders to their seats, distribute programs, and open doors for intermission.

**Recital Dress Rehearsal:** Help keep the day organized.

**Photo shoot:** Help keep the day organized.

