

# PASSPORT TO DANCE 2019

## DANCER/PARENT/VOLUNTEER

### RECITAL GUIDE

Please read thoroughly as not to miss any important information.



Our hope is that this recital experience will bring great moments of joy, pride, and accomplishment for both parents and dancers. This quick recital guide will help you prepare for the upcoming recital and enjoy your dancer's special performance to the very fullest. With your cooperation and help we'll have a successful show!

## DRESS REHEARSAL INFORMATION

➤ Dancers are required to attend their assigned dress rehearsal in order to perform in the recital.

➤ **Dress Rehearsals will start promptly at 4:30pm (Act 1) & 6:30pm (Act 2)**

- Tuesday, June 4 (Specialty Dances)
    - Start time is 5:00pm
  - Wednesday, June 5 (A-Show)
  - Thursday, June 6 (B-Show)
  - Friday, June 7 (C-Show)
- Dancers should arrive at **Prairie Lakes Theater, 515 E. Thacker St.**, by **4:00/4:15pm** for their dress rehearsal if they are in the first half of the show. If they are in the second half, they should arrive at **6:00/6:15pm** for the bow rehearsal.
- Parents, we ask that you DO NOT stay for the dress rehearsals. **This will be a closed dress rehearsal; School of Dance Staff, dancers, and stage parents ONLY!** This allows us to keep track of who is in the theater. Less bodies also means better crowd control and a quieter theater.
- Parents can pick up their children from the designated Stage Parents in the theater lobby. ALL DANCERS WHO DANCE IN THE FIRST ACT MUST STAY UNTIL THE BOW PRACTICE IS OVER (see schedule). After bow practice, you may pick up your child according to the dress rehearsal schedule. *Note: the rehearsals may not run exactly on time. Please give or take 10-20 minutes. Students are encouraged to stay and watch; this is a great opportunity to see the entire show from the audience.*
- All dancers must come in **full costume** (hair, tights, shoes, accessories, etc.). Please refer to your Costume Needs Sheets, filled out by your instructor, for specifics. Make up is optional, but preferred.
- Dancers will need to sit with their class in designated areas in the theater. Please look for the sign with the name of their dance. After the dancers have finished rehearsing their dance, they will need to return to their reserved section of seats in the theater.
- **THE REHEARSAL WILL FOLLOW THE ORDER OF THE SHOW.** During the intermission time, dancers will be brought onstage to practice the bows at the end of the performance.
- For safety reasons, dancers will not be allowed to sit in the aisles. **Everyone will need to be in chairs!**
- **NO FOOD OR DRINKS are allowed in the theater!** There will be tables set up in the Mountain View rooms for everyone to use. To avoid damage to the costume, please do not eat or drink in costume or without cover ups.
- **Dancers, please refrain from calling out other dancers names while on stage. Please be respectful and courteous to the instructors and fellow dancers, by keeping conversations to a minimum while in the theater. This is not only disruptive to the instructors as they are giving their students directions, but distracting and dangerous to the dancers.**

## DANCE RECITAL INFORMATION

- **All dancers must arrive at Prairie Lakes Theater 30 to 45 minutes before the show begins.** Parents will need to check-in their dancer at the Check-in table located in the lobby near the left theater entrance. Dancers will be escorted to their assigned dressing room. Only Stage Parents will be allowed past the check-in point.
  - Girls Dressing Room (ALL LEVELS/ARTISTRY DANCERS) – Gym (there will be a changing tent)
  - Boys Dressing Room – Backstage Dressing Room 1
  - Quick Change Room -- Backstage Dressing Room 2
    - *A quick change is any dancer who has 3 numbers or less to change. Please notify your instructors at dress rehearsal if you need access to the Quick Change Area.*
- There will be a warm-up class, given jointly by the School of Dance staff at 9:30am on Saturday and Sunday. All dancers, Jr. Levels II and up are encouraged to attend.
  - **All Sr. Levels and Artistry in Motion Dance Company dancers are required to attend.**
- We ask that you **do not** arrive at Prairie Lakes in costume on the performance days, with the exception of pre-dance and Jr. 1 level dancers. There are changing tents available for dancers to change into their costume.
- Please pack all belongings the night before and double check to make sure that you did not forget any part of your costume! Please label each item of your costume, including headpieces, shoes, and any other belongings. *The Des Plaines Park District is not responsible for lost or stolen property.*
- We ask that you pack healthy snacks that will not stain the costume (pretzels, crackers, etc.) and a water bottle (no juices, please!). No food or drinks are allowed in Prairie Lakes Theater. If you plan on eating in costume, bring something to wear over your costume while you eat.
- There will be a 15 minute intermission for all performances.
- Prairie Lakes is a NO SMOKING building! Smoking is not allowed anywhere within 15 feet of the building.
- No dancers will be allowed in the theater at any time during the shows.
- Be sure to communicate with your stage parent if you choose to pick up your child before final bows.
- Videotaping and flash photography are **not** allowed at the performances! Professional videos are available for purchase. Order forms will be available in the lobby.
- Please remind family and friends to refrain from calling out dancers' names. However, we encourage lots of applause. ☺ The dancers worked hard and deserve the acknowledgement.
- If a dancer is in multiple dances, they are allowed to bow with only one class. This is to prevent dancers from running on and off stage and potentially injuring themselves.
- Parents, please wait at least 10 minutes after the show before picking up your child. This gives the dancers time to get back to their dressing rooms and makes it less crowded in the lobby. We ask that family and friends wait in the Mountain View Rooms. **ONLY one parent** will be allowed back into the dressing area to pick up your dancer.

## HELPFUL RECITAL TIPS FOR PARENTS & DANCERS

- Practice a lot. Your child will be more confident about performing on stage if he or she knows the routines. Encourage your dancer to perform their dance at home. Please ask your dance instructor for a copy of the music.
- Stay organized. The week before the show, gather your lists of what is needed and organize everything so it can be easily located for the dress rehearsal and the day of the show.

- Get good rest. Recital days are long and tiring for everyone, especially younger dancers. Being well rested will help you all feel great on the day of the show.
- Arrive on time so that your dancer has plenty of time to dress, warm-up, and be ready to hit the stage. Late arrivals cause a great deal of unnecessary stress on the day of a performance.
- Bring quiet activities, games, water, and healthy snacks for long days. There is often a lot of idle time waiting backstage for your turn to perform. Quiet games, books, and other activities will help pass the time. Pack healthy, non-messy snacks and drinks for long days. Be sure they are allowed in the dressing room and keep potential spills far away from costumes.
- Consider bringing a thoughtful gift or flowers to congratulate your dancer. This performance tradition makes every dancer feel extra special after a job well done. (Flower bouquets will be available for purchase at the show.)
- Relax and enjoy. You've done such a wonderful job preparing, and now is the time to sit back, grab that camera, and enjoy watching your dancing star shine on stage. Give yourself a pat on the back and give your dancer a great big hug for all they have accomplished!

## **VOLUNTEER STAGE PARENT INFORMATION**

*THANK YOU FOR YOUR HELP IN MAKING OUR SHOW A SUCCESS! WE COULD NOT DO IT WITHOUT YOU!*

- If you volunteer as a Stage Parent for your child's class, you will not need to purchase a ticket for the recital; however **you must be present at Dress Rehearsal to receive your ticket.**
- Stage Parents will also receive a recital T-shirt as a "Thank you".
- All stage parents and dancers **must** attend the dress rehearsal for their show. See "Dress Rehearsal Information" for times and dates.
- Please arrive at Prairie Lakes Theater by **4:00pm** for a quick stage parent meeting at **4:15pm**. The rehearsal will start at **4:30pm** if your child's dance is in the first half (Act 1). Otherwise, please arrive at **6:00/6:15pm** if your child's dance is in the second half (Act 2).
- There will be designated seating areas in the theater for each group. Please look for the sign with the name of your dance posted at each area.
- The rehearsal will run in the same order of the show and will end at approximately 8:40pm.
- At intermission, we will be doing a Bow Practice with all the dancers (approximately 6:50pm). When instructed by the Stage Runners, please bring your group backstage, and bring the dancers back to their assigned seats afterwards.
- There is absolutely **NO EATING OR DRINKING IN PRAIRIE LAKES THEATER!** There will be tables set up in the Mountain View rooms. Please assist us in keeping the theater clean.
- At the end of the dress rehearsal, please bring the dancers into the lobby for pick up by a parent/guardian. **Please stay with your group until every child has been picked up.**
- Bring extra safety pins, bobby pins, or any other necessities that you feel may be needed.
- Keep an eye on your group at all times! It is important that they remain seated until they are called backstage.

## MAKE-UP & COSTUMES

- Dancers are expected to wear make-up for the Recital days. Full stage make-up is not required for dress rehearsals, but is recommended.
- Dancers are encouraged to bring their own make-up and brushes/combs. We ask for sanitary reasons that you not share.
- Refer to your **Costume Needs Sheet** for any special requests your instructor may have.
- Please make sure dancers have their headpiece on correctly and it is secured with bobby pins. Criss-crossing bobby pins will secure the headpiece tightly.
- Label your costumes and accessories with your dancer's name. Students of the same class will have similar looking costumes, tights, and shoes. You'll want to be able to find yours in a jiffy for quick changes.
- Check shoes and make sure all laces are tied tightly and double knotted. We do not want anyone to lose a shoe during a performance or trip on a shoelace. Ballet shoelaces should be tucked in.

## DANCE RECITAL

- Stage Parents must arrive **45 minutes** before show time (*10:15am for 11am performances, 1:45pm for 2:30pm performance, and 5:45pm for 6:30pm performance*) and plan on staying for the duration of the show (approximately 1 1/2 hours).
- A runner will come to the gym and notify you when it is time to line up backstage (usually 2-3 numbers before).
- Your group must enter and exit the stage as quickly and quietly as possible.
- Dancers will not be allowed to stay backstage after their number. You will need to escort your group back to the dressing room.
- It is important to keep your group occupied before and after they perform (*coloring books, games, simple crafts*).
- Dancers may practice their number(s) in the hallways while waiting. We suggest bringing a CD player and a copy of their song. Ask your child's instructor in class for a copy.
- **DRY FOOD** is allowed. Stay away from foods that may stain fingers. Please, **NO JUICES** or anything that can spill and stain costumes. **WATER ONLY!**
- No dancers will be allowed in the theater during the show if they intend to bow with their class. All dancers must stay together with their assigned stage parent(s).
- Stage Parents are allowed to watch the dance from backstage; however, there will be a line marked on the backstage floor that you will need to stay behind while your group is performing. For the safety of our performers and backstage crew, Stage Parents **MUST** stay in the designated area. Also, remember, if you can see the audience, the audience can see you!

## BOWS

- There will be signs with the names of the dances hanging on the walls backstage. Please have dancers stand under the appropriate sign before the final bows. (Please wait for the runners to announce your class for line-up).
- One helping hand will lead the group, the second helping hand should be in the middle and the third should be at the end, depending on quantity and age of group.
- **ALL TAP DANCERS** should change into their ballet shoes for the final bows.
- Once your group is centered on stage and holding hands, they will bow and move upstage (to the back of the stage).
- We ask that stage parents remain backstage during the bows. It gets **EXTREMELY CROWDED** on stage, so please make sure that you keep a close eye on your group!
- The front curtain will close after the instructors are introduced. Please make sure the dancers are not near the front of the stage.
- After bows, Stage Parents will need to bring your group back to their dressing room to gather their belongings.
- Take all of your belongings with you, nothing will be allowed in the dressing rooms over night! *The Park District is not responsible for any items left behind.*
- Just ONE parent will be allowed to pick up their child in their designated dressing rooms.
- Stage Parents; please stay with your group until every child has been picked up.

