

CONCERT RECITAL



HANDBOOK



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QUICK REFERENCE STUDIO INFORMATION

STUDIO ADDRESS:

PHONE NUMBER:

MOBILE / CELL NUMBER:

EMAIL:

FAX:

WEBSITE:

PRINCIPAL/S:

RECITAL / CONCERT ADDRESS:

RECITAL / CONCERT DATE:

RECITAL /CONCERT TIME:

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GENERAL RECITAL/ CONCERT INFORMATION



Your introduction to your studio's concert / recital is a perfect opportunity for you to share with your families exactly what it means to you, your studio, and your students. Keep in mind that this can be a hugely daunting experience for new families, so clarity in your information is so important in this handbook. Please note - for the purposes of our global network of Studio Owners being able to easily use this resource, we have offered the option to call your show a 'concert' or a 'recital.' Please choose one of these options to use throughout your book.

The opportunity to perform in a recital / concert is an exciting, empowering and confidence-building part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Recitals/concerts are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. If there is any reason why your child will not be able to perform at the concert on the dates and times provided in this handbook, please let us know so we can make amendments to the class routines involving them.

In terms of attendance, it is very important that students do not miss any of their scheduled classes between now and recital/concert time so they can spend their rehearsal time together to perform their routines, feel confident and look amazing. If your child is sick for class but well enough to come and watch, this is preferable to missing out altogether. If for any reason your child will miss any of their regular classes in Term/Semester 3 or 4, we ask that you contact reception on **<INSERT PHONE NUMBER>** to let us know in advance. Please note that unfortunately any families with unpaid dance or costume fees will not be allowed to participate in our recital / concert.

This is without doubt the highlight of our year and we are giddy with excitement to show you how hard our dancers have been working!



2.

PRESENTATION



Your Presentation Day may vary from the blueprint below, and we encourage you to adapt the provided options to suit your studio's needs.



At the conclusion of our **recital / concerts**, all participants will be invited back to the stage for a brief presentation and celebration. For courtesy and safety reasons, children will not be permitted to leave the theatre until the presentations are complete. The presentation will be both photographed and filmed by our professional crew, as personal photography is strictly prohibited. Due to the busy nature of concert time, we have decided not to hold a separate presentation night as many families have missed out on coming in the past due to family, work and holiday commitments.

OR

At the conclusion of our recital/concert, our dance families are invited to attend our presentation and celebration. This will be held at **<INSERT VENUE ADDRESS>** on **<INSERT DATE>** The presentation will be both photographed and filmed by our professional crew, as personal photography is strictly prohibited.

OR

We appreciate that recital/concert day can be a long and tiring one, especially for our youngest dancers. For this reason, we will not be holding a formal presentation ceremony, but would love to invite all of our dance families to join us for a celebration and party on **<INSERT DATE>** at **<INSERT VENUE>**. This is a great chance to mingle with everyone and join the kids in showing off some dance moves and partying in a fun and relaxed environment. We will also be offering families an early-bird special on re-registration that day, which you won't want to miss!

CONCERT TIMES & LOCATION



Even though you may feel as though the curtains have only just closed on your recital/concert, this is one of the first and most essential dates that you need to lock in to your calendar. Please include a Google Map screenshot of your venue as extra help for your patrons in getting there without any added stresses.

This year our recital / concert will be held at
<INSERT VENUE NAME AND ADDRESS, AS WELL AS GOOGLE MAP IMAGE>

The show will kick off at **<INSERT TIME>** and conclude at approximately **<INSERT TIME>**.

Performers are required to arrive no later than **<INSERT TIME>** with their hair and makeup done.

OR

If your studio holds multiple recitals/concerts for separate groups, we have set out some sample groups and dates for you to adapt:

In order for us to give all students as much stage-time as possible, we have divided our classes into separate concerts. We know that our dancers love to perform their routines and show off their hard work as much as possible, and we are thrilled to be able to offer more seating and ticket opportunities by dividing our recital/concert into groups.

ACROBATICS AND GYMNASTICS SHOWCASE

Students Performing - All Acrobatics and Gymnastics students

Date and Time - Sunday 22nd September.

Junior and Pre-junior classes will perform at 12pm, Intermediates will perform at 3pm Seniors & Adults will perform at 6pm.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

THE NUTCRACKER

Students Performing - ALL Showgroup Ballet and Graded Ballet Students

Date and Time - Saturday 19th October at 1pm.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

LITTLE LULLABIES

Students Performing - ALL Non-Showgroup Little Stars and Pre-Junior Students,

Date and Time - Sunday 8th December at 10am.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

SING-ALONG WITH US

Students Performing - ALL Singing students who attend private lessons with Miss Suzy

Date and Time - Sunday 8th December at 1pm.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

WE CAN DANCE

Students Performing - ALL Non-Showgroup Junior, Intermediate and Senior Students.

Date and Time - Sunday 8th December at 5pm.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

A FROZEN CHRISTMAS

Students Performing - ALL Showgroup students

Date and Time - Friday 20th December for 2 identical shows.

Matinee at 1.30pm and evening at 6pm.

Location - The Performance Space, 121 Dance Rd, Springfield CA.

EEK....rehearsal time! It's the day where everything that can go wrong WILL go wrong! It's an opportunity to see what does and doesn't work and to make all of your changes and adjustments before show time. For new parents particularly, it can be a bit confusing as to why their child needs to attend rehearsal, what to bring and when they are needed. Clarifying this upfront and reiterating it in class is essential to ensure all students will be there with all of their costumes and will allow your rehearsals to run smoothly and efficiently.

Here at <INSERT STUDIO NAME> , dress and technical rehearsals are a super important part of preparing for our recital/concert. This is where we get to see the costumes working on stage in a group to really compliment the dances your children have been working so hard on throughout the year. It gives us a chance to make any adjustments and ensure that everyone has time to get ready between their dances. We can see if any costumes are missing hairpieces or need to be taken in by our experienced costume designers.

Even more importantly, it gives the stars of our show a chance to get up and rehearse on the big stage – a very different environment than they are used to within the studio walls. They can overcome some of the jitters that may hit when the bright lights come on and really prepare themselves for the show ahead. It is a fun and rewarding experience and a great chance to play with their friends and watch some inspiring dancers as they wait for their turn in the spotlight.

Dress rehearsal will be held at <INSERT VENUE> on <INSERT DATE>. Students will need to arrive by <INSERT TIME> and bring along all of their costumes, hair and makeup items for the concert. This includes hairspray, bobby pins, bun pins, hairnets, stockings, socks, hair ties and safety pins.

Students will be signed into the venue upon arrival by their responsible parent or guardian and will be supervised through the duration of rehearsal. Students cannot leave the premises without being signed out by a parent.

All costume and clothing items must be clearly labelled and children are asked to bring a healthy lunch and snacks with a bottle of water – all labelled with your child's full name. Our staff and volunteers will ensure that children are reminded to drink water regularly and eat their lunches at the allocated time.

Parents and staff members who are volunteering to help at the recital / concert will also need to be available for Dress Rehearsal day to ensure they understand their roles and can see how everything will be run on show day.



Some studios may have a photo day separate to their concert, while others will opt to have photos taken before and during the show. This is a great opportunity for Studio Owners to build partnerships with their photographer as well as generate some extra revenue so a well-organised and smoothly executed photo day can really make a difference to your studio.



We are so excited to have our fabulous professional photographers taking snaps of our dancers to create some wonderful keepsakes from our recital/concert. Photo day will take place at **<INSERT STUDIO NAME AND ADDRESS>** on **<INSERT DATE>** and will involve all of our hardworking dancers. Performers will be photographed in full costume with hair and make-up done just as they would have for the show. Due to time restrictions, we will only be able to shoot one individual photo and one group photo per dance group. If you wish to arrange another time for class friends or family group photos in Concert Costumes, please contact us for a separate time slot. Exact times for the groups on photo day will be given out a bit closer to the date, but please try to keep the day free until we can advise in more detail. Photos can be purchased from **<INSERT WEBSITE AND PASSWORD IF APPLICABLE>** and prices are as follows:

<INSERT PHOTO PRICE STRUCTURE>

For copyright and child safety reasons, we do not allow any photographs to be taken during the show by anyone other than our contracted photographer. We also cannot allow parents or friends to take photos of students posed and in costume during our official Photo Day, as it can be very distracting and compromise the quality of our reasonably-priced professional photographs.

Your ticket information must be clear and provided as early as possible, so that all families are aware of the time, cost and method of ordering tickets and ensuring that nobody misses out. There are many ways of ordering and paying for tickets, so please choose from the below options for inclusion in your handbook. Please note that stated prices are an example only, so make sure you insert your own ticket prices before publishing .

Tickets for our recital/concert will go on sale to the public on <INSERT DATE> and can be purchased from <INSERT LINK TO TICKETING WEBSITE> or purchased in person from the studio.

To ensure our dancers get to perform and show off their hard work to a full audience, we have kept ticket prices very reasonable. Adult tickets can be purchased for \$30 each, with Children's tickets (Aged 3-12 years) priced at \$20 each. We also offer a discounted rate for

Pensioners at \$20 per seat, and a family bundle of 2x Adults and 2x Children available for \$85.

We do not charge for children under 3 years old to attend the concert, unless they will be occupying their own seat. We also ask that you consider our dancers and other audience members when bringing young children to watch, and if they become loud, distressed or disturb any other audience members, to please take them outside to let off a bit of steam before returning to enjoy the rest of the show.



Costuming systems vary greatly from studio to studio. Whether you hire, sell, make, import or ask parents to bring their own, you still need to be clear with your families about what they need to do when it comes to costumes. Below we have outlined a number of options for you to choose the one/s that best fit your studio.

To keep costs at a minimum, we provide all recital/ costumes to our students at a hire fee of **\$15** per costume. This must be paid via cash, cheque, EFTPOS, Credit Card or Direct Bank Transfer no later than **<INSERT DUE DATE>**. Once paid, you may collect your costumes from the studio to be brought to Photo Day, Dress Rehearsal and Recital/Concert day. Costumes must be returned to the studio by **<INSERT DATE>** or at the conclusion of the recital/concert.

OR

To keep costs at a minimum, we have set a flat rate of \$50 for the purchase of each costume. this year. This must be paid via cash, cheque, EFTPOS, Credit Card or Direct Bank Transfer no later than **<INSERT DUE DATE>**. Once paid, you may collect your costumes from the studio to be brought to Photo Day, Dress Rehearsal and Recital/Concert day and then take home with you to keep.

OR

Please see below for this year's costume price list for each age group and style. This must be paid via cash, cheque, EFTPOS, Credit Card or Direct Bank Transfer no later than **<INSERT DUE DATE>**. Once paid, you may collect your costumes from the studio to be brought to Photo Day, Dress Rehearsal and Recital/ Concert day.

AGE AND STYLE	DESCRIPTION	PRICE
Preschool Ballet	Pink Tutu	\$40
Preschool Jazz	White Shorts and Vest	\$35
Preschool Tap	Black sparkly dress	\$40
Middle/Primary School Ballet	Cream romantic Tutu	\$50
Middle/Primary School Jazz	School Uniform Costume	\$35
Middle/Primary School Tap	Funky clown costume	\$45
Recreational Jazz	Black half-tutu with crop top	\$50
Recreational HipHop	Street clothes (bring your own)	\$0
Recreational Acrobatics	Red unitard	\$25
Senior Ballet	Red Tutu	\$100
Senior Contemporary	Lizard Costume	\$45
Senior Hiphop	Anything purple and silver	\$0
Senior Tap	Black pants, white shirt and braces	\$50
Elite Middle/Primary Troupe	Soccer costumes	\$60
Elite Senior Troupe	Cheer costumes	\$60
Adult Jazz	Studio shirt with stretch jeans	\$30



CARING FOR YOUR COSTUMES

When washing your costumes, please ensure they are washed in cold water only on a gentle cycle, preferably using a lingerie wash-bag to ensure that they are not damaged. Costumes should not be tumble-dried, and take care not to over-expose them to direct sunlight.

Any costumes with sequins or embellishments must be hand washed in cold water.

OR

Please do not attempt to wash or remove stains from any hired costumes as we will be laundering them as a group. If your costume does get stained, please notify the studio immediately for us have a look and to fix the problem. Unfortunately any damage or staining to hired costumes once they have been collected may incur a fee.

Make sure your students and their parents are aware of the shoes and stocking needed for the recital concert, and take the time during classes to ensure that they all have the right style and colour shoe for each routine. It's easiest to outline shoe requirements by separating into dance style, as outlined below. Please adapt as necessary.

Ballet students will require pink ballet shoes (**no ribbons/with ribbons**) and pink ballet tights. Older students may be required to wear Pointe shoes at the request of our ballet teachers.

Tap students will require black/caramel tap shoes with either buckles or laces, and short black socks.

Jazz & Musical theatre students will require tan fishnet stockings, short black socks, and black jazz shoes.

Hiphop students will require white sneakers with short white socks. Modern, lyrical and Contemporary students will wear bare feet, no stockings.

Underwear must be skin-coloured and must not be visible beneath your child's costume.

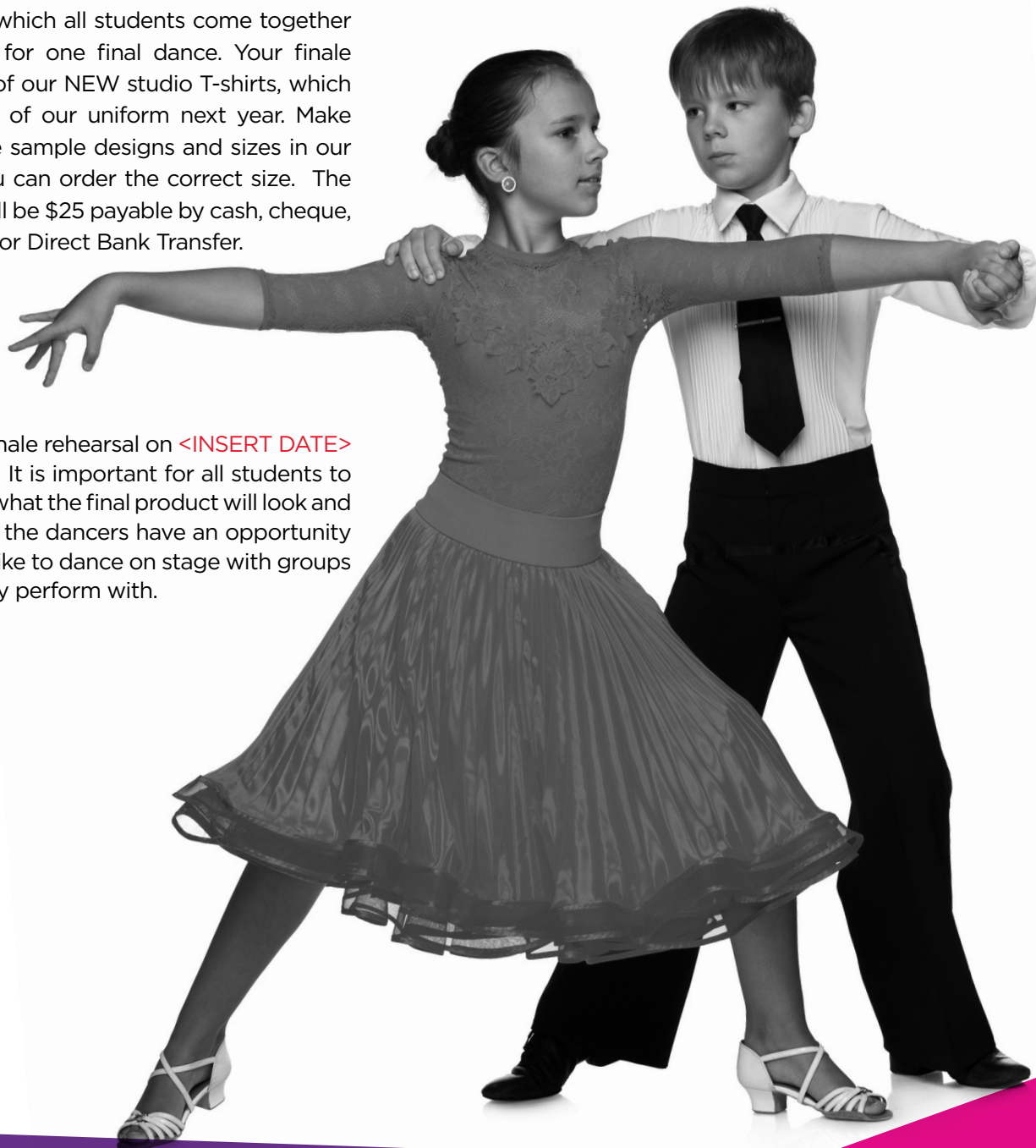
Please have your child wear concert underwear to photo day so we can ensure it is appropriate.



If you have a group finale routine for your recital/concert, it's a good idea to set the expectation upfront that all students will be involved in the performance and rehearsal. This will ensure that your dancers and their audience members won't leave until the very end of the show.

One of our favourite parts of the recital / concert is our huge group finale in which all students come together on stage as a team for one final dance. Your finale costume will be one of our NEW studio T-shirts, which can be worn as part of our uniform next year. Make sure to check out the sample designs and sizes in our reception area so you can order the correct size. The cost of these shirts will be \$25 payable by cash, cheque, EFTPOS, Credit Card or Direct Bank Transfer.

We will be having a finale rehearsal on <INSERT DATE> from <INSERT TIME>. It is important for all students to attend so we can see what the final product will look and feel like on stage and the dancers have an opportunity to see what it will be like to dance on stage with groups who they don't usually perform with.



Explaining hair and makeup requirements to parents can be difficult to articulate, and often confusing for them to understand. Having a trial session at the studio for parents to view is a great idea for them to refer back to. It's also very helpful to provide photographs and videos where possible to show what your vision is for stage hair and / or makeup. This can all be included in your handbook alongside a simple list of must-haves to ensure all parents have a very clear understanding of your expectations.

Preschoolers: Make up for this group is foundation, pink blush and eyeshadow, mascara (if they will let you!) and pink lipstick. Hair will be pigtails in the middle of their head - not too high and not too low.

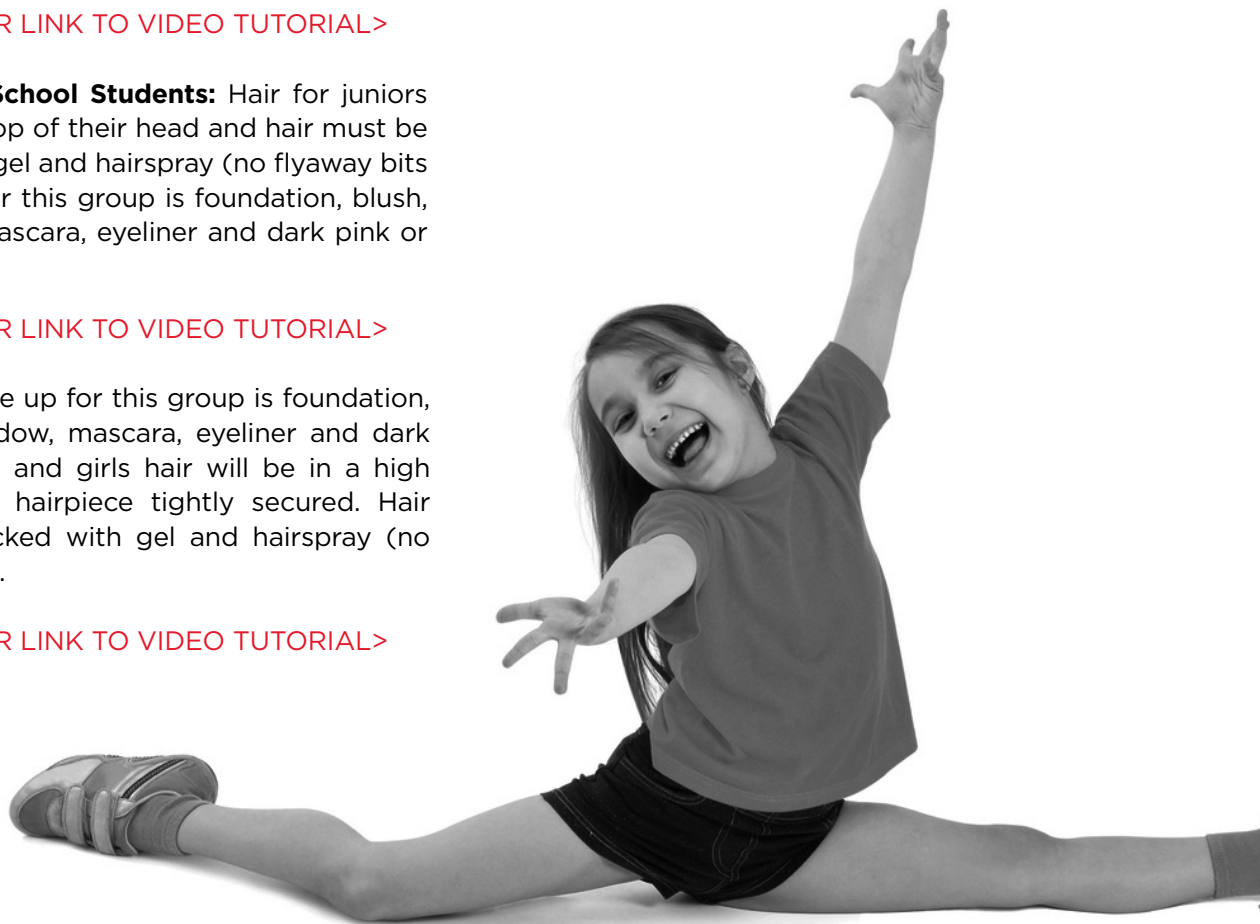
<INSERT PHOTO OR LINK TO VIDEO TUTORIAL>

Middle / Primary School Students: Hair for juniors is a donut bun on top of their head and hair must be neatly slicked with gel and hairspray (no flyaway bits please). Make up for this group is foundation, blush, grey eyeshadow, mascara, eyeliner and dark pink or red lipstick.

<INSERT PHOTO OR LINK TO VIDEO TUTORIAL>

Elite Students: Make up for this group is foundation, blush, grey eyeshadow, mascara, eyeliner and dark pink or red lipstick and girls hair will be in a high ponytail with your hairpiece tightly secured. Hair must be neatly slicked with gel and hairspray (no flyaway bits please).

<INSERT PHOTO OR LINK TO VIDEO TUTORIAL>



RECITAL/CONCERT PROCEDURES



Here is your opportunity to outline the policies and procedures around your recital/concert. These may be specified by the venue, your Studio, or any of the contractors (including photographers, security guards and cleaning staff) who are employed by yourself or the venue.

As always, the safety of our dance family is our #1 priority. When students arrive at the rehearsal and recital / concert they are to be signed in by a parent or guardian, and must be signed out when it is time to leave.

Students are not permitted to leave the venue while the rehearsal and concert is running. No student is to leave the backstage area during interval, no exceptions.

Only **<INSERT STUDIO NAME>** staff and registered parent helpers are permitted backstage. We are unable to run messages or food to students, so please make sure they have everything before they come backstage for rehearsal and the recital/concert.

Please try not to bring anything valuable, especially electronic devices. Mobile phones are not to be taken backstage or in the changing areas during the concert. Our studio and the venue will take no responsibility if an item is damaged, misplaced, lost or stolen.

Private videography and photography is strictly prohibited as we will have professionals attending on the day to provide these services for us leaving you free to sit back and enjoy the show in the moment!

Explicit language, inappropriate attire, offensive clothing and criminal behaviour will not be tolerated. Consuming alcohol and smoking are not permitted.

ALL students are to have their name marked off when they arrive at the venue. If your child has any Medical Conditions that may require attention whilst in our care or are carrying any medication with them, please notify our supervisors when you sign in. It is best to arrive with hair and makeup done and ready to get dressed in costume.

When being picked up, all children need to be signed out of the venue by their parent / guardian. Please avoid asking your child to meet you outside the venue or in the car park as a parent has to be seen for you to pick them up. If someone else is picking your child up, they need to have a permission note to show who will be supervising them.



It's really dependent on the size of your venue, the number of performers and the age of your student as to what they should or shouldn't bring along. Mix and match your policy from the options below, and adapt if needed.

All children must bring a clearly labelled bag with extra hair spray, gel, hair elastics, bobby pins, and safety pins. Please ensure any medication required is packed and clearly labelled with instructions.

Your makeup must also be packed and clearly labelled as well as your dance shoes, stockings, socks and dance underwear. Don't forget your costumes too! These are best hung on coat hangers and protected in a costume bag that is clearly labelled. If you have a portable costume rack, please bring it as hanging space is quite limited.

Preschool and Junior students are encouraged to bring a clothes basket with a photo of them on it and their name. Some of our volunteers do not know all the performers names so this makes it easier for them to be able to find your child's belongings.

FOOD AND DRINK - Costumes are easily ruined by food and drink stains. Students are not permitted to leave backstage area so please pack enough food and drink for the entire time. It is important they have something nutritious to keep their energy up as well as something that won't stain - this means NO fast food, cheese snacks and chips, etc.. NO nuts or nut products. They also need to bring A LOT of labelled water - NO soft drink, cordial, poppers or juice as it stains the costumes. This is for both the rehearsal and concert.

Children are discouraged from bringing any valuables including phones, iPods, iPads and laptops as the venue and <INSERT STUDIO NAME> will not take responsibility for any items lost, damaged or stolen.



If your studio offers DVDs of your show, below is an example of how to outline the cost and ordering procedure, while also reiterating your “no filming/photography” policy.

In conjunction with copyright and child safety laws, personal photography or video recording is strictly prohibited. We have employed professional Videographers <INSERT PRODUCTION COMPANY NAME> and Photographers <INSERT PHOTOGRAPHY COMPANY NAME> to capture these memories for you! The cost of the high-quality recital / concert DVDs are <INSERT PRICE> and will need to be ordered and paid for by <INSERT DATE>. These are usually ready for pickup from the studio within 4-6 weeks. Place your order at <INSERT WEBSITE ADDRESS> to ensure you don't miss out on this great keepsake.



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