

## 2018/2019 Recital Handbook

### Recital Theme – Celebrating 15 years!

#### Philosophy, Policies, and Procedures

Dear Parents and Students,

For the past Fourteen years, the Dance Factory has provided students with an exciting performance experience through its yearly recital. The annual Recital gives an opportunity for our dancers to shine in front of family and friends that they anticipate with nervous excitement.

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.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. 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. That onstage experience 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.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what The Dance Factory expects from you in terms of commitments.

#### The Commitment

#### Important Dates

By allowing your child to participate in The Dance Factory Recital, you commit yourself and/or your child to the following dates and events.

**Rehearsal Date** - Thursday May 23rd, 2019 - (Selected dances only)  
**4pm** - Investors Bank Performance Center (Washington Township High School)

**Recital Show #1**- Friday May 24th, 2019 – **6pm** (Doors open at 5:15pm)  
Investors Bank Performance Center (Washington Township High School)

**Recital Show #2**- Saturday May 25<sup>th</sup>, 2019 – **12pm** (Doors open at 11:15am)  
Investors Bank Performance Center (Washington Township High School)

## **Directions** to Investors Bank Performing Arts Center

Please use the following address in Google Maps, Mapquest or GPS:

**Investors Bank Performing Arts Center  
Washington Township High School  
529 Hurffville-Cross Keys Rd.  
Sewell, NJ 08080**

## **Updates**

As the season progresses, additional recital information or updates will be posted on The Dance Factory website, [www.thedancefactorynj.com](http://www.thedancefactorynj.com) and on the school bulletin board. Please make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the show's success.

## **Home Study**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. Please see your teacher if a copy of the class music is needed.

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

## **Costumes**

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. All students will need one costume for each subject they train in. Costumes include all accessories (hats,etc.), but not shoes.

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

## **Distribution**

Costumes will be distributed when all outstanding tuition balances for the season are paid in full. The deadline for all tuition balances due is Wednesday May 1st, 2019. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

## Withdrawal

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. Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

## Costume expenses

All costumes are included with your tuition payments. Additional charges are the sole responsibility of the parent or guardian.

## Costume Care

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

**"We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights"**

## Costume Racks

Clothing racks with wheels can be purchased; if your child has several costumes, a rack is a smart investment. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed in the show.

### **TIPS:** Costume Common Sense

- Always have a second pair of tights available.
- Place costumes in a garment bag for travel.
- Carry hats in a hatbox or container to prevent them from damage.
- Hang costumes before each performance.
- Place your name in all costumes and shoes.

## Shoes, Hair and Makeup

### Shoes

Please speak with your teacher on what shoes are required for your performance.

## Hair and Makeup

Female students are required to wear makeup for the recital: lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

Please see your teachers for the proper hairstyle that is recommended for your dance. All female students must wear their hair in a bun or ponytail. No bangs or beads are allowed. 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"**

## Pre-Planning

The Recital isn't a one-day activity. 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 their 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. Also bring extra hair gel, hair nets, 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)

## Dress Rehearsal

Participation in the dress rehearsal is Mandatory (A Listing of specific dances for rehearsal will be listed at TDF office). 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 changes for an organized and professional performance are rehearsed so that the students make the best impression possible.

**"We run an organized and timely dress rehearsal"**

## Finale

All students will remain in their last performance costume for the finale, which awards will be distributed.

## Dressing-Room Etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean.

## Dress-Rehearsal Guests

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance - Thank you.

## Student Drop-Off and Pickup

### Dress Rehearsal Dismissal

Students will be dismissed from rehearsal once they have completed all of their routines.

### **\*\*Recital Performance Arrival and Dismissal\*\***

All Parents and/or guardians are responsible for their dancer/s costume changes at Recital. However, there will be a teacher working the dressing room for any help needed to include costume changes. Students will only be allowed to be picked up at intermission OR the end of the show!

***PLEASE REMEMBER THAT EVERYTIME YOU GET UP FROM YOUR SEAT YOU COULD BE DISRUPTING ANOTHER FAMILY MEMBER FROM SEEING THEIR DANCER. PLEASE BE RESPECTFUL OF OTHERS THAT ARE ENJOYING THE SHOW.*** There will be two rows of seats at the back of the theater for Parents or Guardians that have several costume changes. Quick changes will also be done in the backstage dressing rooms.

## Recital Photography and Videos

### Recital Photos

Class photos will be taken at The Dance Factory and NOT the Dress Rehearsal. All students are required to be present for their class picture, there are no exceptions. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please be patient in case we experience technical difficulties or delays. Pictures will take place at TDF on May 6th week.

## Photo Shoot Hair and Makeup

Consider it the same as a performance. All female students are required to wear makeup: lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

Teacher selected hairstyles are required. All female students must wear their hair in a bun or ponytail. No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

## Photo and Video Purchase

Photos will be available for pickup at the studio, times and dates will be announced. **Artistic Hands Productions** will be videoing our Recital and order forms will be handed out in May. Artistic Hands Productions has taped our recital the past 14 years and has a very professional high quality product.

The Dance Factory Videographer will professionally videotape the recital. No personal video cameras are allowed in the auditorium during the Recital. Forms will be available in May for early video purchases. All other purchases may be made at the dress rehearsal and the recital.

## Recital Tickets

### Ticket Policies

Tickets will be used for this year's recital and will go on sale Wednesday May 1st and cost \$22 each. Additional tickets may be purchased the day of the event for \$28. All studio accounts must be paid in full. There are three different ways to purchase tickets. Tickets are **NOT REFUNDABLE!**

Tickets may be purchased the following three ways:

1. **Investors Bank Performance Center Box Office** (Recommended)  
The box office has seating charts and possible theater tours.
2. **Ticketmaster** (There is a very costly surcharge per ticket, but it's convenient)
3. **Studio Order Form** – See the Front Desk for form, seating is selected for you.

**(Handicap seating is available through the box office phone number 856-218-8902)**

In an effort to create an organized and professional atmosphere, children will not be allowed to sit on a parent's lap. We also ask if younger siblings would be uncomfortable remaining seated for three hours, please don't bring them to the recital. Children who are running around the auditorium are distracting to audience members. All of our recitals are considered family entertainment and are usually run three and a half hours in length.

## **Recital Policies**

### **Video and Photography**

Parents or guardians may videotape or shoot photographs of their children at the dress rehearsal ONLY! Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged. Please note: No video or photography will be allowed at the recital!

### **Auditorium Rules**

No smoking is allowed in the auditorium or dressing rooms. When they are not onstage, dancers must remain in the dressing rooms with their room mom during the dress rehearsal and recital.

### **Backstage**

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

**"No video or photography will be allowed at the recital"**

### **Recital Volunteer Information**

Anyone interested in volunteering to help is welcome and appreciated. There will be an orientation for all volunteers, and all must abide by the policies set forth by The Dance Factory. The recital weekend is a hectic experience; 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.

Please do not bring guests, including children, with you while you are volunteering. Thank you.

### **Volunteer Preference Form**

The Dance Factory relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of 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, which makes it reasonable for families to assume their volunteer responsibility. We encourage

every family to become involved with our volunteer program 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 in any capacity. At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form to the studio office. If you have questions, please contact The Dance Factory office at 856/863-8882. Thank you for your involvement with your child at The Dance Factory.

**Name:**

---

**Friday Show 6pm** \_\_\_\_\_ **Saturday Show 12pm** \_\_\_\_\_

**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:** Verify tickets at the entrances, distribute programs, open doors for intermission.

**TDF Dance Apparel Sales:** Sell dance apparel at the Recital.

**Dressing Rooms:** Help dancers get ready for the show.

**Video Projection Personal/Advertising Screens – Not Available this year.**

### **Specs for Advertising**

1/2 Screen Ad - \$30 (One photo & Text.)

Full Screen Ad - \$50 (Two photos & Text.)

Ads may be submitted in Microsoft Word, or as JPEG, or PDF files. All ads should be emailed to [jazz607@aol.com](mailto:jazz607@aol.com) or submitted on a pin drive.

All Ads are in color or B/W if choose.

Use a separate form for each ad submission.

Deadline for all ads is Saturday May 4<sup>th</sup>, 2019.

**Checks should be payable to The Dance Factory.**

## The Dance Factory Ad Submission Form

**Please submit a separate form and a disk (if applicable) with each ad.**

Student Name:

---

Parent or Guardian Signature:

---

Telephone:

---

Name of Company Submitting Ad:

---

Company Contact:

---

Company Telephone:

---

**Ad size:**

**1/2 Page**

**Full Page**