

THE NEXT STEP DANCE STUDIO INC. RECITAL HANDBOOK 2018

Dear Parents and Students,

It's that time of year.....Recital Time!

FOR 10 years now, The Next Step Dance Studio Inc. has provided students with an exciting performance experience through its recital showcase presentations. It's a rite of passage for hundreds of youngsters, a chance 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 the year's hard work, dedication, and progress.

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.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

Key contact information for: The Next Step Dance Studio Inc.

Address: 108 First St. Wenatchee WA 98801

Phone number: 509-662-8987

Studio email address: nextstepdance08@gmail.com

Website: www.nextstepdance08.com

Facebook link: <http://www.facebook.com/pages/The-Next-Step-Dance-Studio/136016192688>

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.

Newsletters and important updates are emailed to you, posted on The Next Step Dance Studio Inc. website and Facebook page, and on information boards at the studio.

If you have any questions regarding the information distributed, we encourage you to contact the office 509-662-8987.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at nextstepdance08@gmail.com

Website www.nextstepdance08.com

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

Facebook Page <http://www.facebook.com/home.php#!/pages/The-Next-Step-Dance-Studio/136016192688>

“Like” The Next Step Dance Studio Inc. page on Facebook to receive the most current 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 nextstepdance08@gmail.com.

TICKET INFORMATION

- **To receive discounted tickets, you must purchase them during the *PRE-SALE*. Tickets purchased after the pre-sale will be full price. Tickets are sold through the Numerica Performing Arts Center Box Office only (online purchase available through www.numericapac.org).**
- Pre-Sale Ticket Prices available for “A Night of Broadway” will be **from January 17th-31st**; pre-sale prices are \$20.00 for adults, \$15.00 for students under 12 and seniors over the age of 62. **After the pre-sale, tickets will go up in price for public sale: \$25.00 for adults and \$20.00 for students and Seniors over 62**
- This show is fun for all ages! We highly recommend you all to invite as many friends and family members as possible! As a thank you...For every 8 tickets sold under a name upon purchase, you will receive **1 FREE TICKET *during the pre-sale only!*** (Make sure to buy them in a group/name to insure the free ticket!)
 - *If purchasing tickets online, any complimentary tickets will need to be paid for upfront, the box office will issue a refund to the card that was used to purchase.*
 - *If purchasing at the actual box office, a full price complimentary ticket will be issued right away.*
- The show is **assigned** seating. So get them while they’re hot to get the best seats! (Honestly, there really isn’t a bad seat in the house!)

PART I: The Commitment

Home Study/Practice

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 talk with office if you'd like a copy of the music, and we'd be happy to do that for you.

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

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. Some additional accessories may need to be purchased.

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

Fees and Payment

In an effort to ensure that costumes are delivered in time for an organized distribution to our students, costume orders are placed in November/December for the *Night of Broadway* show and February/March for the *Let's Celebrate* show. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does **not** refund costume deposits.

A typical Costume can cost anywhere from \$40.00-\$100.00. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

Costumes will not be distributed until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. The Next Step Dance Studio Inc. 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.

PERFORMANCE FEES: Due to increased cost of productions, there will be a \$25.00 performance fee per student per show. This will be applied to insurance, music royalties and professional lighting fees.

We thank you so much for your support; we strive to put on the best performance possible for our dancers. These shows take an incredible amount of time and work for the studio director, staff, and contracted workers who work hard for these performances. It's work that we all LOVE to do! We want the performance to be a success for these incredible and dedicated performers.

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

Sizing

Costume measuring begins during the first weeks of October, during scheduled class times and again in March for any new students. All children will be measured in order to determine their proper costume size(s).

Alterations

Alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact The Next Step Dance Studio Inc. office for any questions.

Distribution

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full.

Costume care

Please try on all costumes and accessories as soon as you bring them home. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

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). Hats should be stored in a hatbox or similar container to prevent damage. Steam all costumes prior to the dress rehearsal and the performance. 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.

If costume straps do not have snaps or are not attached, please sew them prior to recital week. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn at rehearsals.

NOTE: To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the dress rehearsal or performance.

Costumes with fringe

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Steam Care

We do not recommend using a traditional iron when preparing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steamer. Steam costumes with caution because of glues that may have been used to attach appliqués and/or trim.

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. A tutu carrying case is recommended. Here is an example:

http://www.discountdance.com/dancewear/style_1228.html?pid=4447&Shop=Style&&sk ey=tutu+bags&search=true&SID=410444867

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

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes. 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 during 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 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 volunteers will assist Miss Becca with these students, whose costumes and accessories will be placed in the backstage area.

Costume cover-ups

Students must wear a cover-up when in costume but not performing. A bathrobe or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

PART 3: Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their classes. Most Dancers need Light Suntan tights (Brand: Capezio) in either basic or body tight. (Please refer to “HAIR, Shoes Accessories” document according to your class). Tights, dancewear, and accessories are online at www.Discountdance.com & www.designsfordance.com Be sure to purchase the correct style and brand as noted. Please purchase new tights for the recital, and 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.)

Shoes

Be sure that all shoes are cleaned prior to the recital.

If you purchase dance shoes just before the recital, please break them in (indoors) so that they are pliable and comfortable for the recital.

Hair and makeup

All female students are required to wear makeup for the recital: foundation, red lipstick, blush, natural tone eye shadow (not blue), mascara and false eye lashes for dancers ages 12 & up. (Refer to *hair, shoes, accessories* document for further details)

For the boys, a little blush and mascara works well.

Please be sure to have a baggie of hair ties, hair nets, bobby pins, etc. for your child, then we can assist them with their hair.

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

PART 4: Be Prepared

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 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)
- ✓ Static guard (for clingy costumes)
- ✓ Your own baggie of bobby pins, hair ties, hair nets and a comb
- ✓ 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. And never give them chocolate bars!

PART 5: Recital Week

Participation in the recital week rehearsals is *mandatory*. These rehearsals allow the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students have the best show possible.

Recital weeks are February 12th-16th and June 18th -22nd. There will be NO regularly scheduled classes during these weeks. Complete schedules will be sent out prior to Recital Weeks.

Why blocking and dress rehearsals?

Often parents question the importance of these rehearsals for their child. In fact, they are the key to a successful performance for your child. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being back stage and in the wings.

- The dress rehearsal is the only time of the year when the finale, which involves hundreds of students, is rehearsed in its entirety. Those who miss the dress rehearsal will have a hard time keeping up with their classmates during the finale.
- Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.

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).

We strive to run an organized and timely blocking/dress rehearsal; your help with the process will guarantee a professional production. Rehearsals are set in a timely fashion, but please keep in mind that rehearsals can take longer and your cooperation and patience is greatly appreciated.

Finale

All students (except Tiny Tots) 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.

Tiny Tots & Mighty Munchkins

All Tiny Tots perform only in the **Matinee** performances. It's a very busy and exciting day, two shows is just too long of a day for the little dancers.

All Mighty Munchkins perform in **both** the Matinee **and** Evening performances.

If you choose to have your child come sit with you at intermission (Tiny Tots) a ticket must be purchased in advance with your group (please refer to ticket sales) If they choose to sit with you at intermission, they are choosing to opt out of the finale. Not to worry...Miss Becca will always come out at the Finale and acknowledges all the tiny dancers in the audience.

If they choose to participate in the finale the dancers must stay backstage the entire time.

We have a crew of backstage volunteers who watch specifically the little ones!

If you're interested in helping out please contact the office

- **Show Etiquette:** We at The Next Step ask all families and friends to stay for the **ENTIRE** show. Leaving at intermission is not acceptable as all students at the studio have worked very hard and deserve a full audience to perform for. --Thank You

Dressing-room etiquette

Students must respect other students' space and property in the dressing rooms. All dancers must listen and respect the backstage volunteers; they have been trained and fully informed by Director Miss Becca and are her helping hands. 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. No colored food or drink is allowed in the dressing rooms.

Audience etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to scream and be distracting to the performers in any way.

Families should not have cell phones 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.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

The use of video or flash photography is strictly prohibited during the recital unless contracted with The Next Step Dance Studio INC. It is important that you pass this policy on to your recital guests.

It's good etiquette for the audience members to stay for the ENTIRE PERFORMANCE. ALL of our dancers and staff have worked very hard for this day and deserve a full audience for the entire show.

➤ **One parent or guardian may accompany each student to dress rehearsal. Please, no siblings who do not dance!**

PART 6: Student Drop-off and Pick-up

Recital Week @ Numerica PAC – All dancers need to enter in the stage door on 2nd Street

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the backstage volunteers. Parents or guardians must remain in the auditorium until their children have been dismissed.

Students will be dismissed from rehearsal once they have completed all of their routines, including the finale. Parents are not allowed in the dressing rooms once the children have been checked in for the rehearsal. No dancer is allowed to wait outside; parents must come in and let a volunteer know that they are taking their child.

➤ 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 and Videos

Recital photos

Group/Class Recital photos will be taken by Craig Franklin Photography for the June show only. Photos by Drucille will be taking live photos during rehearsals and the show for every performance; CD's will be for pre-sale at the studio and for sale in the lobby the day of the show and will also be available after the show as well. \$18.00 each

Recital DVD purchase

The Next Step Dance Studio Inc. works with 16:9 Productions to produce a professional DVD of the entire recital, including finale and award presentations. The DVD will be for sale in the lobby the day of the show and will also be available after the shows as well as the cost is \$25 each for DVD and \$35 for Blu Ray.

DVD's are available for pick up at least three to four weeks after the performance. We'll contact you when they are ready for pick up.

Videotaping and/or flash photography is strictly prohibited unless contracted by The Next Step Dance Studio Inc.

PART 8: General Recital Policies

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including during intermission, or 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.

Props

All props are the property of The Next Step Dance Studio Inc. and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

Niki Tobin 1/24/2018 8:23 PM

Comment [1]: check pricing

➤ No video or photography will be allowed at the recital.

PART 9: Volunteer Information

Recital volunteers

Anyone interested in volunteering to help backstage is welcome to sign up with the office nextstepdance08@gmail.com. There will be an orientation for all volunteers, who must abide by the policies set forth by The Next Step Dance Studio Inc. 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 receive an identification badge at the dress rehearsal and must wear all black, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

*There will be backstage volunteer meetings
prior to each show...times and locations to be announced.*

The Recital Is for Everyone

When everyone puts the children first, the recital experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that The Next Step Dance Studio Inc. annual recital will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.

Break a leg, Dancers!