diamond academy Recital Handbook

Sunday, june 4th 2:00 p.m. (**All students arrive no later than 1:15 p.m.)**

**Dress rehearsal, Saturday,june 4th**

shawnee mission north high school

|  |  |
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|  | 7401 Johnson Drive, Overland Park, KS 66202 |

(**PLEASE READ ALL CONTENTS OF THIS LETTER VERY CAREFULLY AND KEEP IT FOR ALL FUTURE REFERENCE UP TO OUR SHOW DATE)**

Dear Parents and Students,

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 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 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:**

Jennifer Whiteford Houk

[jwhitefordhouk@diamondacademy.com](mailto:jwhitefordhouk@diamondacademy.com)

**STAYING INFORMED**

###### Website : www.diamondacademy.com

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: www.facebook.com/diamond.academy**

“Like” the Diamond Academy page on Facebook to receive daily updates on dance events. Please invite your family and friends to “like” us as well!

Please do not post questions on the Diamond Facebook page. Instead, please email them directly to one of the above email addresses. 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.

# PART I: The Commitment

### Picture Day: May 20th:

We will hold recital picture day on Saturday, May 9th at Diamond This schedule is attached and will also be sent to you in an email very soon with details and a photo order form. We ask that your child come to photos in costume even if you do not wish to purchase for the group photo.

**Rehearsal Week:**

**(May 30-June 3rd) Diamond is closed that week and our practice schedule may/may not reflect your usual class time. We will email this schedule to you.**

\*\*In addition to your child’s dances in the show, all dancers participate in our show finale. We work on the choreography for this number during your child’s classes, but we need to practice with all dancers once the week of the show and then again at dress rehearsal

**Dress Rehearsal:**  June 3rd (Schedule attached) at Shawnee Mission North

### 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 contact your instructor if you are interested in videotaping your child’s routine for home practice!!

# PART 2: Costumes

# **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). Hats should be stored in a hatbox or similar container to prevent damage. Press 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 picture day. Never cross the straps unless specified by the teacher.

NOTE: 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.

**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. Iron 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 oruse a handheld steamer.

# PART 3: Tights, Shoes, Hair, and Makeup

# **Tights**

Your tights requirement is listed in your class sheet. 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.) **These tights must be dance tights and not panty-hose.** I suggest purchasing from a local dancewear store or online Bloch branded tights.

### Shoes The required shoes are listed on your class sheet. 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 students participating in the show will be required to wear stage make-up and to wear a uniform hairstyle that are listed on your class sheet. Stage make-up is necessary for dancers features to be seen under stage lights. This can look shocking or silly to those not used to seeing stage make-up on children up close. We explain to children in class that make-up is for the stage so that their faces can be seen by their families under stage lights, is part of performing, and is not for school. We will send an email with details and an instructional video to assist you.

# 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 thecostume, 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.

**Younger Dancers**

Please bring along books, dolls, and crayons, etc. to keep your child occupied. Please do not bring paints, markers, etc.

# PART 5: Dress Rehearsal

OUR DRESS REHEARSAL SCHEDULE WILL BE RELEASED IN THE VERY NEAR FUTURE AND IS HELD AT THE ROCKHURST HIGH SCHOOL ROSE THEATRE (SAT. MAY 31ST)

Here at Diamond, we offer a convenient alternative to the normal dress rehearsal where we give each class a specific time for rehearsal and additionally a specific time for finale rehearsal. This gives you flexibility rehearsal day to leave, which is especially helpful for our littlest dancers, who sometimes struggle to get through an entire rehearsal.

Participation in the dress rehearsal is ***mandator****y.* 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, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

**Your child will need to be dressed in costume with all accessories, make up, shoes, etc. as they will be on stage.**

### Finale

**All students are required to participate in the finale, which will be rehearsed during the last month of classes by their instructor. We then require 1 extra practice so that everyone can gain some comfort in this very large, fun performance! The girls will wear their last performance costume for the recital order.**

### Audience etiquette

Enthusiastic applause is encouraged!!

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 unless you are in either the **Mommy or Dads&Darlings dances. If you are part of one of these numbers, we will tell you at what point in the recital you are dismissed to meet us backstage**. 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.

# PART 6: Student Dropoff and Pickup for Recital Day

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 helpers. **Students will remain backstage for the entire performance**. After the finale, parents will return to the dressing rooms to pick up their students.

**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

# PART 7: Recital Photography & Videos

**You are welcome to take any photos (without flash) or video the day of dress rehearsal, but it is not allowed on the actual performance day.** 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.

# PART 8: Recital Ticket

### Ticket Policies

We will be offering online ticket sales. All tickets will go on sale May 5th. You will need to select the seats online, purchase, and generate your tickets to be received at the door. This will assist us by cutting down congestion before the show in the lobby area. We will be distributing the coupon codes and the ticket site’s URL before the sale date. All tickets will be $12+a distributor surcharge for presale and $15 at the door. All ticket information and details will be sent to you via email.

# PART 9: Recital Policies

### Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium. During the dress rehearsal and recital, when the dancers are not onstage they must remain in the dressing rooms with those supervising.

### 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.

**Backstage helpers:  I am looking for one volunteer from each class to be a backstage helper for your child's class.  During your child's routine, you will be able to sit in a special parent section without having to purchase a ticket.  Please let me know if you are interested in volunteering!**

## 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 Diamond Academy 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.

PLEASE DOUBLE CHECK THAT ALL OF YOUR QUESTIONS ARE ANSWERED BY THIS LETTER. IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE DIRECT THEM TO A STAFF MEMBER AS EARLY AS POSSIBLE SO THAT WE CAN ENSURE OUR SHOW WILL RUN SMOOTHLY.