

READY, SET, DANCE
2018 DRESS REHEARSAL AND RECITAL HANDBOOK



Dear Parents and Students,

For more than 15 years, Ready, Set, Dance has provided students with an exciting performance experience through its annual Recital. The Recital represents a rite of passage for thousands of youngsters and is a chance to shine in front of family and friends. It also offers our students a professionally-directed performance which allows them to present to their families and friends the results of a 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 success in non-dance activities for other students. It builds self-esteem, self-confidence, and can result in better school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is also a tremendous learning experience. 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.

Thank you,
Miss Tonya

Resources:

Ready, Set, Dance

Address: 2220 Hempel Avenue, Gotha Florida 34734

Phone: 407-470-7365

Email: readysetdanceinc@aol.com

Website: www.readysetdance.com

Olympia High School

4301 S. Apopka Vineland Road

Orlando, Florida 32835 (use entrance off Apopka Vineland)

Facebook Page

<http://www.facebook.com/ReadySetDanceOrlando>

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 updates are always emailed to you and posted on the Ready, Set, Dance website and Facebook page.

For any questions contact the office at 407-470-7365 during normal studio hours or email questions to the Office at readysetdanceinc@aol.com.

PART 1: Important Recital Dates

By allowing your child to participate in the Ready, Set, Dance Recital, you commit to the following dates and events:

Date	Activity	Where
February 5th	Program Ad Packets available	Dance Studio Desk and also back of this handbook.
February 24	Costume Balances due	Dance Studio Desk
March 27	Recital Tights can be signed out. You can check them out earlier if we have them. Dress Rehearsal Wristbands can be signed out. Sign ups begin for dance appointments	Dance Studio Desk <u>Daycare</u> : on set day (TBA)
April 3rd	Deadline for submitting ads & Good Luck Wishes for 2017 Recital Program.	Dance Studio Desk
April 21st 1:00 to 4 PM April 28th 3:00 to 6:00 PM	Recital Tickets go on sale. Dance picture sign ups, volunteer sign ups, tights and wrist bands checked out.	Dance Studio only. Cash or check only... NO CREDIT CARDS!
April 21st 1:00 to 4 PM	Signups begin for those paying to have hair and makeup done for their child.	During ticket sales at Dance Studio. Cost is listed on attached flyer.
May 18 th and 19th (OPTIONAL)	Dance Photos by appointment.	Dance Studio
May 19th	Last day to purchase Recital Tickets at a discount. Last day of Dance Photos.	Dance Studio during regular business hours 9 AM to 1 PM
May 20th	Deadline for Recital Flower pre-orders.	Dance Studio
May 20th 3 to 9 PM	Dress Rehearsal	Olympia High School
June 2nd 4:00 PM	Recital	Olympia High School Doors open 3:30pm
June 3rd 3:30 PM	Recital	Olympia High School Doors open 3:00pm

PART 2: Costumes

Fees and Payment

- Costume orders were placed early January
- Costume manufacturers do not accept cancellations or offer refunds; therefore, Ready, Set, Dance does not refund costume deposits
- Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Ready, Set, Dance 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.

Alterations

If alterations are needed, they are the sole responsibility of the student's parent or guardian. Please contact RSD for recommended dressmakers.

Distribution

- Costumes are distributed when all outstanding balances (including tuition and late fees) are paid in full
- The deadline for all costume balances due is February 25th.
- Costumes include all accessories and tights; parents/guardians are responsible for providing the appropriate shoes.
- Please try on all costumes and accessories (except for tights) as soon as you take them home

Costume care

- 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
- Please do not wash costumes in your washing machine
- 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: Do not wear their costumes, accessories, or tights prior to the recital.

Fringe

You will notice a string at the bottom of most fringe skirts or trim that keeps the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day

Ironing

Only a steam iron can be cautiously used on costumes due to glue, sequins, and applique.

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. Place on hanger upside down.

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes to keep organized, prevents wrinkles, and provides privacy during costume changes. Hang costumes on the rack in the order they will be needed during the show.

Quick Costume Changes

During the Recital, some students may have quick costume changes. A special team of teachers will assist these students--costumes and accessories will be placed in a special backstage area.

Costume Cover-ups

Students must wear a cover-up when in costume, but not performing. A bathrobe or sweats work best and prevents costumes from becoming soiled.

PART 3: Tights and Shoes

All students within a class are required to have the same tights and shoes for that dance. A pair of tights are included with each costume and must be signed out at the Dance Studio Desk beginning March 27th. It is highly recommended to have back-up tights in the event they tear or get lost, which can be purchased at the Dance Studio.

All dancers within the same dance class must have the same style and type of dance shoe. Check with your dance teacher to make sure that your child has the correct shoe. New shoes orders for Recital must be placed by April.

PART 4: Hair and Makeup

All female students are required to adhere to the below hair and makeup guidelines:

Makeup

- Red or dark pink lipstick
- Red or dark pink blush
- Eyebrow pencil (if eyebrows are light)
- Black waterproof mascara
- Neutral eye shadow

Hair

- Hair is secured in a bun unless otherwise noted by the teacher.
- An inexpensive hairnet can easily make a neat ballet bun!

NOTE: The Ready, Set, Dance competition moms offer a hair and makeup service for Dress Rehearsal and both Recitals for a small fee benefiting the competition team. Signups are limited for this service and will begin on April 21st.

PART 5: Be Prepared

- Pack 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
- Water and clear liquids (that won't stain costumes) and light snacks keep energy up

PART 6: Dress Rehearsal

Dress Rehearsal is **mandatory**. It 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 the students make the best impression possible. We are setting your child up for success. It is an important of team building and working together!

NOTE: We run an organized and timely Dress Rehearsal. Please arrive 30 minutes before your scheduled rehearsal time. Approximate Dress Rehearsal times will be posted on the Dance Studio bulletin board, the website, and email. Photos and videos are welcome!

Where: Olympia High School Auditorium (use entrance off Apopka Vineland)

When: Sunday May 20th - 3:00 PM to 9:00 PM

- More exact times will be posted on the bulletin board and the website.
- Please arrive 30 minutes prior to the posted time

For Dress Rehearsal you will take your child inside the auditorium, and look for the row of seats that has the name of your child's dance on it. All dancers will sit with their class and the volunteer moms. Have your child dressed in full costume, shoes, and accessories for their first dance. They will do their dance one time and return to the same row of seats. You may then take them home! If your child is in more than one dance, they will change costumes, and sit with their next class.

NOTE: Only two adults (no siblings) can attend the Dress Rehearsal. We issue 2 wristbands and only those parents with a wristband can enter. Additional attendees at the Dress Rehearsal must purchase a wrist band for \$8.

Part 7: Recital Information

Where: Olympia High School Auditorium (entrance off Apopka Vineland)

- All dancers report to the Cafeteria with a female adult and sit at designated tables. Be dressed in full costume, cover up, and hair and makeup done.

When:

Saturday June 2nd – 4:00 PM

- All dancers in Act One report by 3:00 PM
- Doors to the auditorium open at 3:30 PM
- If you arrive after the show has started (4:00 PM) you may not be allowed to enter until there is a break in dances.

Sunday June 3rd - 3:30 PM.

- All dancers in Act One report by 2:30 PM.
- Doors to the auditorium will open at 3:00 PM.
- If you arrive after the show has started (3:30 PM) you may not be allowed to enter until there is a break in dances.

Reserved Seating

- All purchased tickets have a reserved seat
- We provide a blocked out section of auditorium seats that dancers may sit in to watch the show. This section will be chaperoned by volunteers and is for student dancers only.
- Dancers can only be picked up during intermission. They can enjoy the show from the blocked out section if they are not performing in the act.
- All dancers sitting in the audience must have a cover-up over their costume!

PART 8: Recital Photography, Videos, and T-Shirts

NOTE: There is no video or photography of any kind during the recital.

Recital Photos

- Individual (and optional) dance photos are taken on Friday, May 18th and Saturday, May 19th at the Dance Studio
- Appointments are made at the studio desk
- There is no obligation to purchase photos
- Please arrive at least 30 minutes before your child's scheduled time
- You will view and purchase your photos right after the photo session.
- The photos will then be at the studio for pick up after Recital

Recital DVD

Ready, Set, Dance works with Diacom Videos to produce a professional DVD of the entire Recital. The DVD is available for purchase at \$35 (includes shipping and handling) and must be preordered. DVD's are shipped directly to you.

Recital T-Shirt

The Ready, Set, Dance commemorative Recital T-shirt is made available for purchase by students and parents.

PART 9: Recital Tickets

- Tickets go on sale April 21 1-4pm and cost \$21 each, if purchased by May 20th.
- After May 20th, the cost for Recital tickets is \$25 per ticket.
- All studio accounts (tuition, costumes, late fees etc.) must be paid in full before family members can purchase Recital tickets. Everyone entering the auditorium must have a ticket.
- Children over the age of three are not allowed to sit on adults' laps.

PART 10: Recital Policies

Video and photography

Parents or guardians may videotape or photograph (WITHOUT FLASH) their children ONLY at the Dress Rehearsal.

Auditorium Rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. Snacks will be available for purchase in the auditorium lobby but may not be brought into the auditorium.

- Remain seated through each entire Act.
- Silence all cell phones, pagers etc.
- Present any flowers or gifts to your "Star" following the show
- Do not visit the dressing rooms during the show
- Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members

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.

Props

All props are the property of Ready, Set, Dance and are to be returned to your child's dance teacher after the performance

PART 11: Volunteer Information

Recital Volunteers

- Anyone interested in volunteering to help at both Dress Rehearsals and Recital is welcome
- A sign-up sheet for volunteers is available behind the desk in April

Volunteers/Class Moms

- Class mothers are needed for each class to supervise the dancers and keep them safe and accounted for.
- Check in at the Cafeteria for name tag and instructions

PART 12: Recital Yearbook/Program

Each year Ready, Set, Dance publishes an annual program for the Recital. "Good Luck Wishes" and commercial ads are available for purchase. All students have the opportunity to purchase and sell ads, but participation is not required. The form is included in this handbook and must be submitted by April 3.

PARENT CHECKLIST:

Following this checklist will help reduce stress and make the end-of-the-year Recital a fun and magical experience for your dancer!

- Costume/Costumes, with all accessories, headpieces, and if necessary prop
- Correct tights for each costume
- Correct dance shoes for each costume
- At least one extra pair of tights in each color required for the dance, just in case of runs, spills etc.
- Extra hair gel, hairnets, bobby pins and hair spray.
- Bottled Water
- Baby wipes/Shout wipes (to fix makeup mistakes or dirty hands)
- Baby Powder (for itchy costumes)
- Safety Pins/Sewing Kit (for emergency costume repairs)
- Clear nail polish for runs or holes
- Clear Band-Aids
- Tylenol, Advil, Motrin or the pain reliever of your choice. (This would be for the parent!)

Dear Friends and Family,

This is our 15th year! So hard to believe so much time has passed so quickly. Once again, we are selling ads for businesses, as well as ads to wish your child Good Luck, Congratulations, or to showcase their dance picture in our Recital Program. Approximately 1,200 programs will be given out to families all located in the Ocoee, Winter Garden, Windermere and Dr. Phillips area; this is a great way to advertise!

There will be several ways to purchase an ad:

1. See any of our competition dancers/parents to purchase ads
2. Sign up at the Dance Studio Desk
3. Email us at readysetdanceinc@aol.com

We have examples of the types of ads that we will be selling for you to view. Prices vary according to the size of the ad. All ads will be in black and white, not color as the color process is expensive.

Ad sizes and prices:

3 ½ wide by 2 inches tall (business card size)	\$35
3 ½ wide by 5 inches tall (1/4 page)	\$65
7 ½ wide by 5 inches tall (½ page)	\$110
7 ½ wide by 10 inches tall (full page)	\$175
Back Cover	\$200
Inside Back Cover	\$175

The deadline for purchasing ads is April 3.

READY, SET, DANCE

RECITAL PROGRAM AD FORM

Please submit a separate form for each ad, along with a CD or hard copy of the ad (Example: Business Card)

Student Info:

Student Name _____
 E-mail address _____
 Telephone number _____

Advertiser Info:

Advertiser Name _____
 Email _____
 Telephone number _____

Ad Size (check one)	
_____ \$35 Business Card	3 ½ inches wide by 2 inches tall
_____ \$65 1/4 page ad	3 ½ inches wide by 5 inches tall
_____ \$110 ½ page ad	7 ½ inches wide by 5 inches tall
_____ \$150 Full page ad	7 ½ inches wide by 10 inches tall
_____ \$200 Back Cover	
_____ \$175 Inside Back Cover	

Type of file submission: (check all that apply)

_____ Ad is attached to this form
 _____ Ad is on CD in jpg format
 _____ Other - please describe

Payment due upon submission of form. Please make checks payable to Ready, Set, Dance Inc.

Thank you,

Ready, Set, Dance