



**Recital Handbook**  
**May 8<sup>th</sup> @ 12:00pm, 3:00pm & 6:00pm**  
**Georgetown Performing Arts Center**  
**2211 North Austin Avenue**  
**Georgetown, Texas**

**PART 1: The Commitment**

**Important Dates**

<b>Mid- April to Beginning of May:</b>	Recital costumes arrive and will be ready to go home
<b>May 1<sup>st</sup>-7<sup>th</sup>:</b>	Dress rehearsal in class
<b>May 7<sup>th</sup>:</b>	Technical Rehearsal at Georgetown Performing Arts. Ages 4-5 combos & older
<b>May 8<sup>th</sup>:</b>	Recital Day
<b>May 10-May 15th:</b>	Picture Week; Students wear costumes to class for pictures, class will resume after pictures.
<b>May 17-22nd:</b>	Awards Week; Students will receive their completion trophies and Family & Friends are invited to attend. Last week of Spring Session!
<b>June 7<sup>th</sup>:</b>	Summer Classes Begin!

**Updates**

Additional recital information or updates will be posted on our website, [www.cedarparkdance.com](http://www.cedarparkdance.com) and at the studio. Make it your responsibility to keep up with this information. It is our goal 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 the 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. Bring a blank c.d. and we will copy the music and you may also video tape the class.

**Directions**

- Heading N on I-35, take the RM 2338 (Williams Drive) exit and go east (right) on Williams Drive.
- Williams Drive ends in a T intersection at Austin Avenue. Turn left onto Austin Avenue (Business I-35).
- The Performing Arts Center will be approximately one mile north on the right side of Austin Avenue. Landmarks you will pass prior to reaching the PAC include the Georgetown Recreation Center and the intersection with FM 971.
- The entrance is just past the Parkview Place Apartments.

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

**PART 2: Costumes**

**Costume Payments**

All costume balances and the recital fee must be paid in full before costumes can go home.

**Alterations**

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Costumes are not made to fit perfectly, so small adjustments must be made. If a large adjustment is needed we will help you get it done before the recital.

**Distribution**

Costumes will be distributed when all outstanding balances for the season are paid in full. 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**

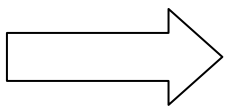
No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance.

**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 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 ONLY, after recital.

**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
- Hang costumes before each performance
- Place your name in all costumes and shoes

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

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

**Dancewear will be available for order. Please fill out the order form and turn in by April 1st.**

#### **Tights**

Your teacher will distribute a flyer with what color tights your dancer needs to have for the show. Be sure to purchase the correct style. Please purchase new tights for the recital and do not wash them before the dress rehearsal or recital. (Note: having a second pair of tights on hand offers students and parents a great sense of security.)

You may purchase any dancewear at "Everything Dance" or "Capezio."

#### **Shoes**

Tap: All girls' tie tap shoes must have black elastic (remove all ties). You can purchase black elastic at any craft store.

Ballet: Pink ballet shoes (no slippers). Elastic must be sewn on.

Jazz classes: Tan jazz shoes

Hip Hop: See your teacher

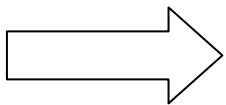
#### **Hair and Makeup**

All female students should be wearing makeup for the recital: dark lipstick, blush, eye shadow (not blue) and mascara. Makeup is not worn to make your child look older or more beautiful it is strictly to make their features stand out on stage.

Uniform hairstyles are required for each class. Your teacher will be handing out requirements for each class.

### **PART 4: Be Prepared**

Make sure to come prepared and make a kit with the following:



- Extra hair gel and hair spray
- Hair nets for buns
- Bobby pins
- Baby wipes: to fix makeup and wash hands
- Safety pins
- Clear nail polish: to repair minor holes in tights
- Pain reliever
- Band-Aids (invisibles)

### **PART 5: Technical & Dress Rehearsal**

#### **Dress Rehearsal**

The dress rehearsal will occur at the studio the week of **May 1st- 7th** for all students. This will give them a chance to feel comfortable dancing in their costumes. Please arrive to class with makeup and hair done.

### **Technical rehearsal**

This will occur on **Friday, May 7<sup>th</sup>** for all **4-5yr combos and older**. This is NOT a dress rehearsal, please wear regular dance clothes. This is to help the students get comfortable with the stage and run through their formations to become familiar with the stage. A detailed schedule will be posted in the lobby prior to the rehearsal.

### **Dressing Room**

The dressing room is located through the front doors down the hallway through the double doors. There is also a bathroom at the front to the left.

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

### **PART 6: Student Drop-Off and Pickup**

Recital order and Showtime: Your classes Showtime is posted in the studio lobby as well as on our website. Recital order will be posted in the lobby by **April 15th**. Once this is posted you will know exactly where to be and where to wait.

#### **Recital Performance Arrival and Dismissal for 1<sup>st</sup> half dancers:**

~ All of the dancers dancing in the 1<sup>st</sup> half of the 12:00, 3:00 or 6:00 shows will remain in the backstage area with their class and class moms **ONLY**. Signs will be posted to direct you where to go. Each class will have a designated area that will be clearly marked with a sign. Dancers will remain in that area until a member of our backstage crew comes to get you to line up to perform. Class moms will help keep young dancers busy with books, movies (portable DVD players) and non messy snacks (animal crackers, gold fish).

~After your dance, you may pick up your dancer in the waiting area. You **must** check them out with the class mom!

~If your dancer has 2 dances, moms may come backstage to help them dress **ONLY** and then return to the auditorium. Once they are done with their second dance they will proceed as stated above.

#### **Recital Performance Arrive and Dismissal for 2<sup>nd</sup> half dancers:**

~All dancers performing in the 2<sup>nd</sup> half of the 12:00, 3:00 and 6:00 shows may sit and watch the first half with their family. During intermission all dancers will need to go backstage and find their class waiting area. Signs will be posted to direct you where to go. Each class will have a designated area that will be clearly marked with a sign. Dancers will remain in that area until a member of our backstage crew comes to get you to line up to perform. Class moms will help keep young dancers busy with books, movies (portable DVD players) and non messy snacks (animal crackers, gold fish).

~After your dance, you may pick up your dancer in the waiting area. You **must** check them out with the class mom!

~If your dancer has 2 dances, moms may come backstage to help them dress ONLY and then return to the auditorium. Once they are done with their second dance they will proceed as stated above.

### **AWARDS:**

We will be giving out awards the week of **May 17-22<sup>nd</sup>** in class. Each student will be receiving their trophy during their last class.

**\*\*IF YOU ARE A 5<sup>TH</sup> YEAR STUDENT PLEASE WRITE YOUR NAME ON THE SHEET IN THE STUDIO LOBBY!!**

## **PART 7: Recital Photography and Videos**

### **Recital Photos**

- Class photos will be taken DURING YOUR CHILD'S CLASS during the week of **May 10-15th**. We will have photo package forms out soon.
- There is no obligation to purchase photos. During your class time you may also choose to take individual photos of your dancer done so by the photographer.
- Photos are usually ready for pick up 6 weeks after the photo date.
- You will pick up your photos at the studio unless other arrangements are made with the photographer.
- On photo day, come dressed in your costume with hair done as there will not be time during class to get dressed. If you are doing 2 dances in your class, come dressed in your ballet costume.

### **Photo Shoot Hair and Makeup**

This is your picture. You may have your child's hair and makeup any way you wish.

### **Video Purchase**

Sharp Shooters Video, will professionally videotape the recital this year. The estimated cost of the DVD is \$25 per show. Forms will be available at the show for those who would like to purchase a DVD.

## **PART 8: Recital Policies**

Recital Fee: A \$45 recital fee per dancer and \$65 recital fee per family was due March 1st.

**\*\*This fee must be paid in order to receive costumes or participate in the recital.**

This fee is to help cover the cost of recital so that we don't have to sell tickets to see the shows and so that you may invite as many guests as you would like.

## **PART 9: Recital Policies**

### **Auditorium Rules**

- No eating, drinking or smoking is allowed in the auditorium.
- Please be respectful of others and **DO NOT STAND OR LEAVE DURING PERFORMANCES.**
- **ABSOLUTELY NO TAP SHOES MAY BE WORN** in the AUDITORIUM or in the LOBBY.
- Do not touch or sit on the half wall dividers.

### **Backstage**

Family members and friends don't belong backstage or in the dressing during 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. For our dancers' comfort there are **NO MEN** allowed backstage at any time.

***NO TAP SHOES ALLOWED IN THE LOBBY OR THE AUDITORIUM.  
NO FLASH PHOTOGRAPHY WILL BE ALLOWED AT THE RECITAL.***

## **PART 10: Volunteer Information**

### **Recital Volunteer Information**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. 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 volunteers to rely on their experience and follow their instructions.

All volunteers will receive an identification badge which must be worn in the theatre at all times. Please do not bring guests, including children, with you while you are volunteering.

**\*\*\*As a Thank You for helping out, summer or fall registration fee will be waived for 2010!!!**

Please fill out the form on the back to sign up to volunteer for the recital. Please turn in by **April 23<sup>rd</sup>**.

### **Class Moms**

Class moms are needed for each class to supervise the dancers. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes and is backstage at the appropriate time. They are also responsible for seeing that all children return to their appointed waiting area after their performance. They will also sit with the class in the auditorium after they are done dancing and help them line up for the finale 3 dances prior.

The number of volunteers needed for each class will be determined by the age of students:

- Classes for dancers 7yr and under must have 2 moms.
- Classes for dancers 8yr and older must have 1 mom.

To volunteer, please turn in form by **April 23<sup>rd</sup>**.

# CEDAR PARK DANCE CO. RECITAL VOLUNTEER REQUEST FORM

Please check any of the items listed below that you are interested in volunteering for.

Return this form to Cedar Park Dance Co. by **April 23rd**. If you have any questions, please contact Amy or Courtney at 257-9722.

**As a Thank You for helping out, summer or fall registration fee will be waived for 2010!!!** Thank you for your involvement with our recital.

Class Mom:  
Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performance.

Door Monitors:  
Ensure that theatre doors are only open between dances and pass out programs.

- Show 1: 12:00PM
- Show 2: 3:00PM
- Show 3: 6:00PM

Flower Sales:  
Sell flowers at performances

- Show 1: 12:00PM
- Show 2: 3:00PM
- Show 3: 6:00PM

Concession Sales

- Show 1: 12:00PM
- Show 2: 3:00PM
- Show 3: 6:00PM

Name \_\_\_\_\_

Dancer Name \_\_\_\_\_

Class/Day/Time \_\_\_\_\_

Phone Number \_\_\_\_\_

## **PART 11: Recital Program**

Each year Cedar Park Dance Co. publishes an annual program for the recital. We make every effort to make sure that our program is mistake free. However, if we do make a mistake with your child's name we will be happy to make you as many copies of the corrected program that you may need.

We will post the 1<sup>st</sup> draft of the program in the studio lobby. Please check the spelling of your dancer's name and make sure that they are listed with the appropriate class.

"Well-wisher" and commercial ads are available. All students have the opportunity to purchase and sell ads but participation is not required.

### **Specs and Rate Card for Program Advertising**

Shout Out  
\$10.00

Medium Ad  
\$20.00

Large Ad  
\$35.00

Ads may be submitted in JPEG or PDG formats. All ads should be submitted on disk or email.

All ads are black and white.

Use a separate form for each submission.

Deadline for all ads is **April 15th**

Checks should be payable to Cedar Park Dance Co.

## **PART 12: Flowers and Concessions**

We will have flowers and concessions available for purchase the day of the recital.

We will need volunteers to help work the concession stands and flower stands.

Please turn in form by **April 15th**.

***IF YOU HAVE ANY QUESTIONS PLEASE ASK YOUR TEACHER OR SOMEONE IN THE  
FRONT OFFICE.***