

Dear Parents and Dancers,

Please read all of the following information very carefully. We have included everything you need to know about our dress rehearsal and annual performance. All of the information is important and we suggest that you please keep this as a reference as recital time nears. Please make yourself aware of all of the details and rules. These rules are structured for the safety of our dancers and for the professional quality of our performances.

Thank you for your support, Miss Amanda and Miss Hiroko.

INTRODUCTION

Ballet and All That Jazz will hold its Annual Dance Performance at the end of our Dance Season in the month of May. The show will begin on time at 3:00 pm at The Kitty Carlisle Hart Theatre. Please park in the Visitor Parking Lot (please advise there is payment required for parking). Then take the elevators up to the Concourse Level. From there follow the signs to The Egg and take those elevators to the theater. The theater doors will open at 2:30pm. Dancers are to be in their dressing rooms at the latest 2:45 pm in their costumes, warmed up, stretched and ready to perform. The dress rehearsal will be held the same morning beginning promptly at 10:00am. A specific designated day/time of when your dancers are required to be present for their rehearsals will be provided during the month of May. Dancers and parents are asked to be in their seats 15 minutes prior to rehearsal time to take notice of a brief introduction. The rehearsal and performance will be held at the same venue. Rehearsal is necessary in order to understand the regulations of the recital performance. Dancers will perform each of their dance(s). Students may leave as soon as they are finished with all of their dances. Students must sit in their designated dressing rooms with their class and Backstage Mom while waiting for the cue to be called backstage.

Backstage Moms

Backstage Moms will pardon dancers from their parents in dressing room area, take attendance in the dressing room, help to make sure the dancers all look alike for performances, line up the dancers before they go backstage with backstage staff, and help to make sure each dancer is signed in and out by a parent/legal guardian. Backstage Moms will help during the dress rehearsal and the actual show. During the dress rehearsal, please cooperate with these procedures by staying in the audience until you are called for dancer pick up. If you or your dancer has to leave your row for any reason, please let the Backstage Mom know.

WHY DRESS REHEARSAL IS NECESSARY

Our goal is to make everyone feel comfortable on the date of the performance. To ease your mind, we feel it is important to explain why it is required that your dancer(s) participate in the dress rehearsal. The new environment of the stage makes it a challenge for dancers of all ages. The following are stage factors that need to be considered:

- 1. Stage lighting may be very bright. This may make it difficult to be aware of the surroundings when moving quickly while dancing.*
- 2. Wings are used to enter and exit the stage area. We cannot practice the entrances and exits at the studio because we do not have the wing space.*
- 3. Mirrors are a great help at the studio to students who are unsure of their space during their routine. Unfortunately practicing without mirrors can only be done on stage.*
- 4. Size of the stage is larger than our dance floor at the studio. This changes the dynamics of the entire piece they are performing. To move from one place to another and the spacing is completely different.*
- 5. Absence of a dancer during rehearsal may be confusing to the entire class while adjusting to their new surroundings.*

GENERAL DRESS REHEARSAL/PERFORMANCE POLICIES:

- 1. Tickets go on sale in May. If this ticket or previously purchased tickets are not presented at the time of the performance, one will need to be purchased prior to entering the auditorium.*
- 2. Tickets will be at a discounted price until the day of the dress rehearsal and performance. Children under 2 years of age are free admission.*
- 3. No one is allowed to enter the auditorium without the hand stamp, which will be given upon providing the admission ticket at the entrance.*
- 4. Dancers with an outstanding studio balance are required to pay the remainder balance in full by the first of May prior to purchasing/receiving their Performance Package.*

5. Dancers may not wear jewelry, hair extensions (unless otherwise permitted by the dance teacher) or tattoos. If band-aids are necessary, please refrain from using colorful or character band-aids. Standard tan band-aids are recommended.
6. Dancers are to be in their dressing rooms 15-30 minutes prior to the performance and are asked to remain in the dressing rooms until performance is over.
7. Please pick up your dancer to relieve the Backstage Mom after productions/acts are finished. This includes intermission times.
8. If a dancer only performs in the second half of the show, they must still arrive at the performance at the scheduled time.
9. We would like all dancers to participate in the finale cast at the end of the performance for final bows and the awards ceremony. Dancers must wear the following during the finale:
 - a. A costume
 - b. Performance T-shirt
 - c. Appropriate dance shoes for the finale piece.
10. Dress rehearsal is not mandatory but encouraged to ensure our dancers and their families are in the best understanding of the performances procedures. If a dancer will be absent for the rehearsal, please let your dance teacher know as soon as possible.
11. **NO FOOD OR DRINKS IN THE AUDITORIUM OR DRESSING ROOMS!**
12. Outside food or beverages is prohibited within the performance venue. Absolutely, no alcohol allowed.
13. The Egg is a drug free zone. Smoking/Vaping is prohibited within grounds.
14. At the time of the dress rehearsal, please take a seat in the auditorium before searching for your dancer's dressing room.
15. Please direct any questions, comments and concerns to Miss Amanda or Miss Hiroko; otherwise email your question anytime!

COSTUME DISTRIBUTION AND CARE: *PLEASE READ THE FOLLOWING INFORMATION CAREFULLY*****

1. Each dance class is given a costume information form listing all specifics needed for every dance your child will perform. If you have not received this form or need another one, please ask a fellow classmate's parent or dance instructor.
2. A mandatory dress rehearsal will be scheduled during your dancer's normal class time to make certain of any wardrobe concerns and alterations prior to the dress rehearsal at The Egg.
3. Please do not wear any underwear under the costumes. We understand there may be an emergency when they're needed, so please plan ahead and purchase a nude color undergarment. No undergarment straps should be seen hanging out of costumes.
4. **LABEL YOUR NAME ON EVERYTHING.** (shoes, tights, costumes, accessories, etc.)
5. Bring extra necessities in case of emergencies. (Hair necessities, tights, wet wipes, etc.)
6. Please do not eat or drink while wearing your costumes. Gum is prohibited while dancing.
7. Hang your costume(s) in a garment bag as soon as it's received. Label the outside of the garment bag with your dancers' name.
8. Costumes, tights, accessories, etc. should not be worn or washed prior to the dress rehearsal.
9. Ballet and All That Jazz will not be held responsible for costume care once they are distributed. Dancers receive one costume. There will be no returns.

COSTUME CHANGES

Several dancers will be performing in multiple routines in this year's show. With efficient organization and planning, costume changes will run smoothly. Upon arriving at the venue, continue to the dressing room areas (follow the signs) and you will locate your child's class name hanging on the dressing room wall. In the dressing room, their name will be assigned a chair. Arrange your dancer's costumes, shoes, etc. in the order they are performed. Backstage Moms will ensure your dancers will make it back to the stage in plenty of time. We recommend costumes arrive in garment bags and keep a laundry basket for shoes, tights, etc. Also, dancers can use their laundry baskets to keep everything together while changing. Practice with your dancers at home how to appropriately hang and organize their costume and accessories to limit the chance of losing any items.

PLAN AHEAD

We strongly recommend you do not wait until the last minute to organize and prioritize. Make a list for each dance with everything that is required for their performance. Check everything twice before arriving at the dress rehearsal and performance.

HAIR AND MAKE UP

1. *All dancers are required to wear stage makeup for the dress rehearsal and annual performance. The lights on stage wash out skin tones and make the eyes and lips seem smaller. If you need further assistance as to which makeup suits your dancer and/or how to apply makeup, please ask your dance teacher. Our mottoes for stage makeup: if skin shows, cover it up with makeup! And MORE IS BETTER!*
2. *Hair must be neatly pulled out of your dancer's face. Please refer to your dance instructor with any questions regarding hair styles.*
3. *Dancers with short hair must pull their hair neatly away from their face. We recommend French braids on both sides of the head.*

BACKSTAGE REGULATIONS

We would very much appreciate your help in limiting the amount of traffic backstage and in the dressing rooms. Please advise of the following regulations.

1. *Dancers will be assigned a dressing room the day of the rehearsal. Boys will have their own dressing room.*
2. *Dads are not authorized to go backstage or in the dressing room areas. NO EXCEPTIONS. If there is a concern in this matter, please ask another dancer's parent or the class Backstage Mom to assist your dancer.*
3. *Once the child is signed in with the Backstage Mom, they are to stay with her until the parent signs them out.*
4. *Dancers are to be in their dressing room 15-30 minutes prior to their performance time and to remain there until the finale is finished.*
5. *Please respect all backstage volunteers & Backstage Moms. We are all doing the best to make it a calm and positive experience for our dancers, families, and volunteers!*
6. *Please remain quiet when backstage and in the dressing room. Boisterous or loud behavior can affect the dancers performing on stage at that time. We appreciate you reminding your dancer this important manner!*
7. *The backstage area can be a hectic environment for little ones. If little brothers and sisters are attending the dress rehearsal and recital, please make sure there is a sitter to sit with them in the theater or lobby area while you are in the dressing room areas.*

FINALE DISMISSAL

After the finale, dancers will be dismissed to the dressing room area. We ask that the mother or another female member proceed to the dressing room to remove their dancer(s) and other family members exit the theater and wait in the lobby. Please remember to gather their belongings and exit the theater.

PHOTOGRAPHY/VIDEOGRAPHY

1. *Photography is prohibited during the annual performance. It can be a distraction to the dancers. It may blind them, cause them to lose their balance, become disoriented and perhaps fall and injure themselves. There will be authorized personnel to handle this matter if our request is not taken seriously. Please stress this matter to your friends and families coming to see your dancer(s) perform. There are restrictions against flash photography during the dress rehearsal as well.*
2. *Please keep in mind that any uses of video cameras are prohibited during the performance. We understand you want to capture your dancers' spotlight performance and we want you to as well! The performance will be videographed by our professional video and film production company, Silhouette – Art on Video. If you would like to purchase an additional DVD of your dancer's performance, please refer to your dance instructor to inquire about ordering.*

POLICY FOR LATE COMERS TO THE PERFORMANCE

We encourage you to arrive 20-30 minutes prior to the performance time to avoid this problem.

POLICY FOR CELL PHONE/PAGER USAGE

Please turn off all cell phones and pagers as a courtesy to our dancers and fellow audience members.

SECURITY AND SAFETY PROCEDURE

The safety and security of our dance families is of the utmost importance to us. Please recognize the following measures will not be carelessly tested. Your support in this matter will guarantee the safety of our dancers.

1. *Parents should escort their dancer to the dressing room area and remain there with their dancer until the Backstage Mom relieves them.*
2. *Previously purchased tickets will not be held at the front ticket booth for other members to pick up.*
3. *No spectators are to use the stage door entrances located to the right and left side of the stage. This does not apply to Backstage Moms and Staff. There will be several scene changes, costume changes, and dancers needing to move from one side of the stage to the other.*
4. *Only one parent must sign in/sign out dancers with the Backstage Mom.*
5. *Backstage Mom will check in dance number(s) with backstage helpers.*
6. *Parents prepare dancers for their number and exits to the theater to enjoy the show.*
7. *No dancer will be allowed out of the dressing room until the Backstage Mom has a parent pick them up.*
8. *If your dancer is in more than one number in the first half of the show, please do not remove your dancer from the dressing room area until the intermission. If your dancer is in more than one number in the second half of the show please wait until after the finale to retrieve your dancer.*