

THE BALLET CONSERVATORY RECITAL INFORMATION PACKET

The information contained within this packet is extremely important. Some rules apply to dress rehearsal only and may be different for the performance. Please carefully read this entire packet.

The recital is a performance where all students demonstrate the abilities learned during the past year of study. This performance is for family and friends and is a vital part of the students' training. Students have been working on their dances for the past few months, but there are other things to learn besides the steps when involved in a major production. The following information will help guide you and your child. The recital is a fun and rewarding experience, but can also be confusing and frustrating if not organized. If dancers and parents understand and adhere to the information and rules in this packet, then the recital experience will be a positive one. These rules are an important part of a dancer's training. We want our students to learn good habits and proper etiquette from the start. After the recital experience, students will be prepared for any type of production. The parents' cooperation is needed and appreciated. Feel free to call the studio if you have any questions after reading through your packet. **You will only receive one packet per student. Parents who have students in more than one dance should take this packet to each meeting.**

This packet contains the following information:

1. Order of Dances
2. Rehearsal Schedule
3. General Information
(Includes costume, make-up, and hair instructions)
4. Dressing Room Assignments
5. Flower Order Form
6. Video Order Form

**Recital Location: Show 1: MCL Grand Theater, 100 N. Charles Street, Lewisville, TX
Show 2: Braswell High School, 26750 E. University Dr, Aubrey, TX**

Costume Meetings:

Yes, it is important to attend each costume meeting if your child is in more than one dance. Each instructor makes decisions concerning specific costume details, extra rehearsal times, and any special prop, make-up or accessory relevant to the dance. Please take notes at your costume meeting as you may forget details in a month's time and studio secretaries will not be able to answer these specific questions

Costume Notes:

Each dance will have a specific costume handout completed by the room mom explaining the accessories needed for the costume. Please note on this handout any changes or additions made by the teacher. Bring this handout to your dress rehearsals.

GENERAL INFORMATION

Procedures and Policies:

1. The MCL Grand has a seating capacity of only 300 and Braswell High School has a capacity of 850. With approximately 300 performers, coordinating our performance is the highest priority. In order to accommodate all of our guests, there will be two recitals with different dances at each show. The first recital (at the MCL Grand Theater) will be referred to as “Show One” and will be on Wednesday, **May 29. Show 1, Act 1 will be from 6:15 to 7:00 pm. We will clear the house and re-open at 7:20 pm. Show 1, Act 2 will be from 7:30 to 9:30 pm.** No seat saving in fairness to all. Parents are encouraged to only attend the Act your dancer is in so there will be enough seats for all. **“Show Two” (at Braswell High School) will be on Sunday, June 2 from 2:00 to 6:00 p.m.** Advance level students and Intensity Dance Company will perform at both recitals. There are a few students who must perform at both shows.
2. Attendance at all rehearsals and in class in **very important, especially all classes in May.** A complete schedule of rehearsal information is included in this packet. Please carefully read the entire packet and feel free to ask questions if anything is unclear. We want to avoid any confusion during rehearsal week. Attendance and practice is the key to a successful performance. Your cooperation is appreciated. Additional rehearsals may be called by your teacher, especially for those dancing with another class. **Students who miss four of the last eight lessons at the studio will not be allowed to perform in the recital. No refund will be given.**
3. Rehearsal week begins on Tuesday, May 28. **Mandatory** rehearsals for Show 1 will be held at The MCL Grand on May 28 & 29. Mandatory rehearsals for Show 2 will be held at Braswell High School on Thursday, May 30 and Saturday, June 1. Please check “Rehearsal Schedule” page for times. Rehearsals at the theater and performance go hand-in-hand. **Anyone missing a rehearsal held at The MCL Grand or Braswell High School will not be able to participate in the recital.** This information was made clear in the original Participation Agreement in order to allow adequate time to make necessary arrangements. Students must arrive at the theater at the time rehearsal begins and plan to stay until the end of the scheduled time slot. **Dancers who are late cause a great inconvenience to the other dancers.**
4. A parent must accompany all open-level students under 14 to rehearsals at The MCL Grand Theater and Braswell High School. Part of our agreement with the theaters is that students will be supervised and not allowed to wander the halls. Teachers and staff members are very busy on the stage, so parent supervision is necessary. There is a lot of waiting at rehearsals, so please provide quiet activities for younger children. If at all possible, children who are not involved in the recital should not be brought to the theater. Dancers should wait quietly in the auditorium during technical rehearsals so that they can be located quickly when it is time for them to rehearse. Older dancers who act irresponsibly will require parental supervision. Parents will be notified if this becomes necessary.
5. No food, drink or smoking is allowed anywhere in the auditorium. **FOOD, DRINK OR GUM IS NOT ALLOWED IN THE THEATERS OR DRESSING ROOMS.** Please cooperate or we will not be allowed to use the school again.

6. For your convenience, we allow open seating at our recitals with no tickets required. Unfortunately, there are always a few who abuse the system, which makes it difficult for others. There will be no seat saving allowed at the MCL Grand Theater. At Braswell High School, the **“saving” of more than one or two seats will not be permitted.** A special section will be reserved for moms who must help with costume changes. Please call any seating problems to an usher’s attention. Anyone who is verbally abusive to Ballet Conservatory, Theater personnel and/or to any guests may have their child removed from the recital and be asked to leave. We regret this strict action; however, past experiences have necessitated the implementation of this policy. We appreciate the cooperation of all parents and dancers. We want this to be a special and enjoyable day for all, especially for our children who love to dance!

Arrival/Check-in:

1. Check-in is required of all performers for each rehearsal and performance. The check-in table will be located at the lobby entrance of the building during the week. Please check “Rehearsal Schedule” page for check-in times. Do not be late. Your teacher and fellow classmates will rest easily when all dancers have arrived. Please make sure the desk and your “Room Mom” has your correct phone numbers including cell phone numbers in case of emergency.

Curtain Call:

1. Participation in the curtain call is optional. **Show One, will have no Curtain Call.** In Show Two all dancers may participate. If you choose to participate, you must remain in costume in the dressing rooms until the end of the dress rehearsal and show. Additionally, you must attend the curtain call rehearsals listed on the “Rehearsal Schedule” page. A master list is made at the first rehearsal and only those on it may participate in the curtain call. Dancers will be lined up for curtain call at around dance 30 for Show 2 or following their last dance at the Dress Rehearsal and at the actual show.

Dressing Rooms:

1. Dressing rooms are to be used only for dress rehearsal and the actual performance. Dancers should wear regular practice clothes for all other rehearsals at the theater. **All dancers must wear a cover-up when coming to and leaving the theater. Dancers should not wear costumes to the theater on the days of dress rehearsal or the performance.** We realize that it is easier to dress your child at home, but we want to protect the costumes and educate our students properly.

2. Please dress in your assigned dressing room only. We strongly advise that make-up and hair be done at home. Dressing rooms are crowded, so please dress your child and wait quietly in the hall until runners come for dancers. Runners do not have time to look for children who are not in their assigned dressing areas. Only mothers and dancers are allowed in the dressing rooms. Fathers and brothers are asked to wait in the lobby.

3. Boys will have separate dressing facilities. Mothers are asked to knock when entering boys’ dressing area for the sake of the older boys and men.

Dressing Rooms (Continued)

4. Runners will come to assigned dressing rooms to get dancers approximately six to seven dances ahead of time. At that time, mothers can leave the dressing rooms and sit in the audience. After your child has danced, runners will return children to the dressing areas where mothers may pick them up. If your child is in the curtain call, you do not need to return to the dressing room. They will wait backstage for curtain call. However, children not in the curtain call **MUST** change into street clothes before leaving the dressing room even if you are going home. You may return to the audience with your child to watch the remainder of the recital if they are not involved in the curtain call. **No dancers will be allowed in the audience or lobby with their costumes on before, during or after the actual show.** This includes dancers in costume being photographed by family members.
5. Those dancers involved in the curtain call at the end of the performance must remain in the dressing rooms in costume until the end and may not watch the remainder of the show. Students in the curtain call will be lined up by the runners. There will be an adult supervising children who are waiting for the curtain call.
6. Parents are not allowed on the stage for any reason during rehearsals or the performance. They must remain in the dressing area or in the audience. Only parents who have volunteered to help backstage or parents helping dancers with quick costume changes may enter the stage area.
7. Students with quick changes (changes to be made in less than three or four dances): Mother should be ready to change the child quickly in the special quick change dressing areas. Older students may receive assistance from other students in dance. Costume pieces should be laid out in advance. Label all costumes and accessories. Both the dancer and the dresser must remain calm. Practice makes perfect!

Dress Rehearsal and Actual Performance

1. Anyone missing a stage or dress rehearsal **may not participate** in the recital.
2. Students **must** have full costume, new tights, appropriate hairstyle, and make-up on for dress rehearsal. Shoes that need to be dyed must be done by the first theater rehearsal. Teacher will give specific details relevant to your dance at the costume meeting.
3. Only parents are allowed at dress rehearsal. No guests, please.
4. There will be a “mom section” for moms of those who need to help with their child’s costume changes. Please be discreet when leaving and returning to your seat.

5. All dancers and parents should be in the audience at dress rehearsal for announcements and special presentations. Dancers may sit in the audience in costume **for dress rehearsal only** as long as they are back in their dressing room seven dances ahead of time. No one will be allowed to enter the audience area wearing a costume during the actual recitals.
6. Professional DVD s will be available for sale. If you would like to make your own home video of your child, you may tape dress rehearsal only. No special lighting may be used. Please do not set-up video cameras in the aisles. This is against fire ordinance and sometimes the aisles are used for dancers.
7. Pictures may also be taken of your child at dress rehearsal only, but no flash is allowed. Flash pictures are distracting as well as dangerous to the dancers. A professional studio photographer will take photos at the performance and these photos will be available for sale.
8. No videos or pictures during the actual recital. Please inform your guest of this policy. Cellular phones and pagers should be turned off during the show.

When Can I Watch the Actual Show?

1. Due to limited seating, no performers in the audience during the actual shows. During the dress rehearsal for Show 2, dancers may watch until 10 dances before their dance. 10 dances is the limit so that the runners can find the dancers in the dressing room. Dancers who plan to watch the dress rehearsal must have hair and make-up already done. Dancers who do not choose to be in the curtain call may return to the audience after they dance as long as they change back into street clothes. Please move to your seats during the pauses, if at all possible.
2. **All dancers** must arrive at their scheduled check-in time regardless of their place in the program. This is standard theater etiquette. Teachers and dancers will rest easier when all performers are accounted for!

General Theater Rules:

We want our dancers to know what is proper theater etiquette so they will learn to act appropriately in any situation. I often hear how professionally our dancers and parents behave when they participate in other productions! Parents should help us to enforce the following rules:

1. Costumes and dance shoes are not to be worn outside or to and from the theater for dress rehearsal or performance nor to the studio for pictures.
2. No gum chewing allowed on stage, in the dressing rooms, or while wearing costumes.

3. No eating or drinking (except water) while wearing costumes.
4. Do not sit on a tutu. It will wrinkle easily. If you must sit, pull it out carefully in a circle and sit on your bottom.
5. No nail polish. No toenail polish for modern dances.
6. No jewelry unless specified. This includes stud earrings and wedding rings. Teachers will remove jewelry and return it to the dancer following the dance for those who forget. Eyeglasses should also be removed if possible. Circles cut out of band-aides may be used to cover earrings if ears are recently pierced.
7. Headpieces should not fall off! They should be secured with many bobby pins. Dancers work too hard all year for this moment. A headpiece falling off would be an unfortunate distraction. You cannot use enough pins or hairspray!
8. No talking or running on stage area. Do not touch curtains, props, etc. There are many things backstage that can hurt you and your costume if you're not careful!
9. During performance, dancers and parents should be as quiet as possible while waiting in the hall and backstage. Absolutely no horseplay!
10. Do not wear costumes in the audience or lobby before, during or after the show.

Costumes:

1. Costumes will not be issued until costume, recital fee, and tuition is paid in full. Students who neglect to pay remaining account balances by the first stage rehearsal must be removed from the show.
2. Each class will have one room mother and possibly an assistant room mother who will work together with the teacher and the costume mistress to make sure everyone in the class is dressed the same and has all necessary accessories, headpieces and props. Please check with your room moms if you have any costume questions.
3. Following the costume meeting, each class will be given a costume handout specifically made for each dance. This handout will include color of tights, where to put the headpiece, hair style, etc. Please be sure to follow the specifications on this handout and ask room moms any costume related questions.
4. Costumes should be taken out of bags and placed on hangers immediately. Tutus should be hung upside down. If wrinkles are still present, press carefully with a cool iron, placing a thin towel between iron and fabric. Take good care of costume until recital, as it cannot be replaced.

Costumes (Continued)

5. Shoulder straps should be sewn tightly and securely so that straps do not fall off the shoulders while dancing. All Pre-Ballet students (unless told otherwise) should sew straps to a “V” at the back of the costume. Clear shoulder straps must be removed and replaced with nude elastic usually provided. All accessories and straps should be sewn securely when possible. If time or quick changes prevent sewing, safety pins should be used only if absolutely necessary as they often come undone while dancing and cause discomfort. Diaper pins with safety latches work great.
6. Tutus that are not attached should be placed at the hipbones and tacked in four places; both sides, front and back. Baby powder applied on the body reduces itching from the tutus, but be careful not to get it on the dance shoes or the floor!
7. Tops and bottoms of all shoes should be cleaned with a damp cloth for performance. Be careful when wiping ballet shoes not to remove color. Girls ballet shoes must be pink leather-no canvas Sanshas unless specified. Old tattered shoes should be replaced. Pink elastic to be used on all ballet shoes and sewn in the proper place. Tuck in strings or knot and cut off.
8. All Mary Jane tap shoes must have plain black elastic. Elementary Tap and Song & Tap will wear patent leather Mary Jane tap shoes. Tap 1 and up will wear lace up tap shoes.
9. No panties are to be worn under costumes. Older students may wear bras as long as straps do not show. Strapless bras or liners may be necessary for some costumes.
10. Students must have new tights for performance. Unless otherwise noted, Capezio Ballet Pink for all ballet students; Suntan tights for jazz students and tap students unless told otherwise; and Suntan footless tights for modern unless told otherwise. No glossy or shiny tights. No seamed tights for open level ballet classes.
11. Advanced level ballet students must wear **seamed** pink tights. Seams must be lined up properly. All Pointe students **must** sew their ribbons in after they are put on.
12. Make a checklist for costume pieces, shoes and accessories to avoid forgotten items. Include a spare pair of tights, bobby pins, hair spray, safety pins, and needle and thread. When a student forgets or loses an accessory, the entire class must do without the item if there is no time to replace it.
13. Costumes should be in a garment bag or covered in plastic when traveling to and from the theater in case of rain and to prevent losses.
14. Costume Mistresses will make sure that you receive all costumes and accessories and make major alterations if necessary. In order to keep costume costs down, minor alterations are the responsibility of the parent.

15. Jazz shoes should be knotted securely as they can “fly” off easily when dancing.

Make-up:

All dancers **must** wear stage make-up. Students are required to wear the same color of Red lipstick available at En L’air for \$13. A neutral lipstick is also available for teachers requiring a neutral color. Remember to re-powder and touch up lipstick between dances. Please organize a make-up bag or kit to include: Foundation, powder, neutral eye shadows (no bright blues or bright greens), eye pencil, eye liner, lip liner, black mascara, blush, red lipstick, hairbrush, bobby pins, hair spray, hair nets, rubber bands for hair, make-up remover, Kleenex, q-tips, band-aids, needle and thread, safety or diaper pins, mirror, and Dippity Do or sculpting glaze. False eyelashes for adults, A-1, A-2’s and A-3’s.

When applying stage make-up, remember that stage lights wash out complexion and features disappear. Accent eyes, eyebrows, cheeks and lips. Make-up will appear heavy up close. Tan lines should be covered with make-up. Men and boys must wear stage make-up. Below are general guidelines to follow:

Young Girls (3 to 5 years old):

- Light foundation for color on very fair complexions
- Rose-toned blush. Severe red cheeks do not look good on younger children. Please blend naturally
- Neutral eye shadows (browns, slates and pink or light beige for highlights)
- Eyebrows lightly highlighted with pencil
- Soft liner (optional)
- Mascara (if you like)
- Powder on all dancers to reduce shine
- Red lipstick (required color available at En L’air). Small lips should be lined outside the natural lip line for color to be more visible from a distance. Please avoid getting red lipstick on your costume(s).

Other Girls/Adult Women:

- Foundation (fair complexions should wear a slightly darker base, but be sure to blend into neck area and ears)
- Rose-toned blush (heavy, but blend naturally)
- Neutral eye shadows (browns, charcoals, slates with white or pink for highlights). Eyes should be well defined.
- Eyebrows highlighted with pencil
- Eyeliner (do not close in at outer or inner part of eye)
- Lots of mascara
- False eyelashes on older students and adults
- Lots of powder to reduce shine

- Required Red lipstick unless otherwise instructed. Well-defined lips. Small lips should be lined outside the natural lip line for color to be more visible from a distance. Please avoid getting red lipstick on your costume(s).
- A-Level Ballet students who do not have pierced ears should purchase “spirit gum” from a costume or theatrical supply store to apply rhinestones provided.

Men/Boys:

- Light foundation, especially fair complexions
- Powder to reduce shine
- Neutral blush, well blended
- Lightly highlighted eyebrows
- Neutral, light brown colors for lips

Note: It is proper to remove stage make-up before leaving the theater.

Hair:

1. **All Ballet and Pre-Ballet students must wear hair in a bun with bangs slicked back and pinned off the forehead.** Sculpting glaze or Dippity Do should be applied to wet hair and combed back, pinned with bobby pins and heavily hair sprayed.
2. Hair nets must be used to secure buns. Students with very short hair should check with Mrs. Lannin or Mrs. Waters for instructions. Very short hair must still be slicked back on top. No bangs, no “whispies” – no loose hair! Helpful Hint: “Donuts” may be purchase at EnL’air to make bun appear larger. You may also purchase a “faux bun”, but it must be covered tightly with a hair net.
3. Jazz and tap students should have hair pulled back off face. Very long hair needs to be secured. No colored or shiny barrettes. Make note of specific instructions which may be given by your teacher.

Dressing Room Assignments:

These are the dressing rooms available to us at The MCL Grand and BraswellHigh School. Please change in the dressing room assigned to your class. Remember, no food, drink or smoking is allowed anywhere in the building. There are no mirrors in most of the dressing areas, so you may want to bring your own. It is best to apply make-up and fix hair before arriving at the theater.

Special Area	All men and boys (subject to change)
Main Dressing Room	All Advanced Level students (subject to change)
Class Rooms	All other students to be assigned