

**RECITAL HANDBOOK FOR MS. LISA'S DANCE**

**(SCROLL DOWN)**

# RECITAL HANDBOOK

## Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR MORE THAN eleven years, Ms. Lisa's Dance has provided students with an exciting performance experience through its June recital. The recital—that annual staple of the dance school—conjures images of childhood and Americana for many. It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

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.

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 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 for Ms. Lisa's Dance:**

3805 W. San Miguel St.  
(813)2535472  
Mslisadancestudio@gmail.com  
www.mslisadancestudio.com

Lisa Schmiedeke (813)326-8466

## **STAYING INFORMED**

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 important updates are printed and handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the Ms. Lisa's Dance website.

If you have any questions regarding the information distributed, we encourage you to contact the office at (813)326-8466 between the hours of 9:30 am and 7:00 pm.

We answer email on a daily basis. Feel free to email questions to the office at [msslisadancestudio@gmail.com](mailto:msslisadancestudio@gmail.com)

### **Website [www.msslisadancestudio.com](http://www.msslisadancestudio.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**

"Like" the Ms. Lisa's Dance page on Facebook to receive daily updates on school events. Please invite your family and friends to "like" the school.

Please do not post questions on the school's Facebook page. Instead, please email them directly to [msslisadancestudio@gmail.com](mailto:msslisadancestudio@gmail.com)

## PART I: The Commitment

### Important Recital Dates

By allowing your child to participate in the Ms. Lisa's Dance recital, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
January 23	Costume Payments Due	At the studio
May 1	Recital tickets go on sale	At the studio
TBA	Recital photo shoot	At the studio
June 5	Dress rehearsal-specific classes.	Jefferson High school
June 6	Recital	Jefferson High school

### Updates

As the season progresses, additional recital information or updates will be posted on the Ms. Lisa's Dance website, [www.mslisadancestudio.com](http://www.mslisadancestudio.com), in monthly newsletters, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. 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.

### 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. We can make a copy of your child's dance music if you bring in a blank CD.

At various points throughout the choreography process (usually in April), we will invite parents to videotape choreography at the end of class to assist the students when practicing at home.

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

## PART 2: Costumes

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool students will need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

NOTE: No jewelry or underwear is to be worn with costumes. This includes during dress rehearsals and performances and when class pictures are taken.

### Fees and Payment

In an effort to ensure that costumes are delivered in time for photographs and an organized distribution to our students, costume orders are placed during January. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume money.

The estimated cost of costumes is \$55 to \$60.00 for Two year old costumes and \$60-75 for adult sizes. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Ms Lisa's Dance is not responsible if costumes are not received in time for the recital due to late payments.

### Costume Payment Schedule

Money Due			January 23
			\$55.00 and up

We will accept cash, checks and credit cards. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

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. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity

➤ **Costumes are always age-appropriate and of the highest quality possible**

## **Sizing**

Costume measuring begins during the second week in January, during scheduled class times. All children will be measured in order to determine their proper costume size(s). During the first week in January you will be required to sign a confirmation form stating that you agree with the size(s) to be ordered for your child. You can make adjustments on the form; however, your signature indicates that you take full responsibility for any alterations that may be needed.

## **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. Please contact Ms. Lisa's Dance office for our in-house seamstress.

## **Distribution**

Costumes will be distributed only when all outstanding balances for the costumes are paid in full.

Please try on all costumes and accessories as soon as you bring them home. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

## **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.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn at picture day.

**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.

## **Costumes with fringe**

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

### **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 or use a handheld steamer.

➤ **We recommend that you label all costumes, shoes, accessories, and tights with your child’s name.**

### **Costume racks**

A wheeled clothing rack is a smart investment if your child has several costumes. 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 during 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 to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

### **Quick costume changes**

During the recital, some students may have quick costume changes. A special team of moms will assist these students, whose costumes and accessories will be placed in the backstage area.

### **Costume cover-ups**

Students must wear a cover-up when in costume but not performing. A bathrobe or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

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

### Tights

To ensure that there are no discrepancies in color and style, Ms. Lisa's Dance will purchase tights and have them available for \$7.00. Your child's teacher will let you know what color tights will be needed and what type and color shoe will be worn.

Be sure that all shoes are cleaned prior to the recital.

### Discounted shoes and dancewear

Ms. Lisa's Dance also offers dancewear and shoes for individual purchase at any time during the school year.

### Hair and makeup

The teacher will let you know what makeup should be worn.

➤ **Having a second pair of tights on hand offers students and parents a great sense of security.**

## 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 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.

#### **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. And never give them chocolate bars!

## PART 5: Dress Rehearsal

Participation in the dress rehearsal is *mandatory for our older classes*. 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. Two year old classes will not be asked to attend dress rehearsal.

### **Why a dress rehearsal?**

Often parents question the importance of the dress rehearsal for their child. In fact, the key to a successful performance for your child is the dress rehearsal. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- The dress rehearsal is the only time of the year when the finale, which involves hundreds of students, is rehearsed in its entirety. Those who miss the dress rehearsal will have a hard time keeping up with their classmates during the finale.
- Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.
- The dress rehearsal is the only opportunity for parents to videotape or take pictures of the show.

And there's another big reason why the dress rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 45 minutes before curtain time. Students may arrive in their first performance costume or may change in the dressing room.

### **Dressing-room etiquette**

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms.

### **Dress-rehearsal guests**

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! Additional attendees at the dress rehearsal must pay the full cost of a recital ticket.

### **Audience etiquette**

Because we present a professional performance, we ask that everyone remain seated during the entire performance. 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.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the recital. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

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.

➤ **One parent or guardian may accompany each student to dress rehearsal.**

## **PART 6: Student Dropoff and Pickup**

### **Dress Rehearsals**

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 class mom(s). Parents or guardians must remain in the auditorium until their children have been dismissed.

Students will be dismissed from rehearsal once they have completed all of their routines. When a class has completed its last performance, the class mom will bring the group to the auditorium to be picked up. Parents are not allowed in the dressing rooms once the children have been checked in for the rehearsal.

### **Recital Performances**

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 class mom(s). Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Students will remain backstage for the entire performance. In the two year old recital the children will be dismissed after their dance is performed.

➤ **Parents are not allowed in the dressing rooms after the children have been checked in at the theater.**

**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. The dressing rooms will be stocked with various activities as well as a movie.

### **PART 7: Recital Photography, DVD Ordes**

#### **Recital photos**

We will be having a signup sheet for individual photos. The day will be announced as it gets closer to the recital.

#### **Hair and makeup**

Hair and makeup should be done as for a performance. Your child's teacher will tell you what make up to apply.

Uniform hairstyles are required. All female students must wear their hair in a bun unless the teacher provides you with different instructions No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

#### **Recital DVD purchase**

Ms. Lisa's Dance will have videos for sale. He cost of the video is \$20.00 and must be preordered.

## Recital DVD Order Form

**The deadline to order DVDs is the day of the show.**

DVD: \$20 each

Parent name:

Student name:

Show time (check all that apply) 10:00 am \_\_\_ 12:00 pm \_\_\_ 3:00 pm \_\_\_

Specify # of DVDs ordered: \_\_\_\_\_

### PAYMENT INFO

If paying with a check, make it payable to Ms Lisa's Dance.

## PART 8: Recital Tickets

### Ticket Policies

Tickets go on sale May 1 and cost \$13 if purchased in advance \$15 at the door the day of the show. All studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase recital tickets.

All tickets are **open seating** and seats are first come first serve. Every person must have a ticket to be admitted. Children are not allowed to sit on adults' laps unless they are under 2 years of age. Our recitals are considered family entertainment and are less than two hours in length.

**Ticket sales: Sales will begin May 1 at the school.**

## PART 9: Recital Policies

### Video and photography

Parents or guardians may videotape or photograph their children at the dress rehearsal or will be invited to videotape in your child's class. No electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video or photography will be allowed at the recital.** Security guards will ask you to bring any cameras back to your car.

### Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal all students must remain in the auditorium seated with their class until their class is called on stage.

## **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. **Flowers will be available to purchase in the lobby at the recital.**

## **Props**

All props are the property of Ms. Lisa's Dance and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

**No video or photography will be allowed at the recital.**

## **PART 10: Awards and Recognition**

We recognize students who have dedicated their time to dance for 5 years or more. A list of award recipients will be posted on the school's website by April 1. Please check the list to be sure that names are spelled correctly and that we have not left anyone off the list.

## **PART 11: Volunteer Information**

### **Recital volunteers**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, who must abide by the policies set forth by Ms. Lisa's Dance. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

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

### **Class moms**

Class mothers are needed for each class to supervise the dancers and keep them safe and accounted for. Class moms do not need a recital ticket and will be able to watch their children perform from the audience. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, is backstage at the appropriate time, and returns to the appointed dressing room after the performance.

The number of volunteers needed for each class will be determined by the number of students (1 to 9 students = 1 volunteer; 10 to 15 students = 2 volunteers).

Three year old classes will need two volunteers.

During their own children's performances, room mothers leave the students at the stage door with their teacher and will watch the dance from the theater. Volunteers are not allowed to enter the stage area. Because there will be live microphones backstage, only dance teachers and assistants are allowed in the wings.

Ms. Lisa's Dance relies on the assistance of many dedicated volunteers to provide a high quality performance experience for your child(ren). The children benefit from this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the recital. There are many positions available for men as well as women. We welcome any contribution you are willing to make.

Please check any of the items listed below that you are interested in. **Filling out this form does not obligate you to volunteer.** At the appropriate time we will contact you with more information about the opportunities you have expressed an interest in. Thank you for your involvement in Ms. Lisa's Dance. If you have questions, please contact the school office at (813)253-5472.

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Parents Name \_\_\_\_\_ Phone number \_\_\_\_\_

Childs Name \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_ **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 (stage moms do not pay for tickets and do get to see their child perform).

\_\_\_ **Security:** Check dancers in when they arrive to the recital and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

\_\_\_ **Ticket Collector:** Distribute programs and collect tickets and parents arrive.