

2023 Encore Dance Academy Studio Recital Handbook

INSIDE OUT

IMPORTANT!!

2023 RECITAL INFORMATION

PLEASE READ!!

Dear Parents,

Our Annual Year End recital is well on its way, and we've been diligently planning on a very exciting end to our 2022-2023 season. We are so thankful to all of YOU and we look forward to what the future holds.

It is our goal to make your dancers day as organized and memorable as possible. Our recital depends on everyone's involvement to make it the most rewarding experience your child deserves. A recital is a true team effort; every dancer, parent, and teacher play a key role in the success of the show. We cannot do it without you! This handbook contains all the necessary information you will need to make your recital experience an enjoyable one. If you have any additional questions, please do not hesitate to ask.

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PLEASE READ FOR IMPORTANT INFORMATION TO THIS YEAR'S RECITAL!

For the past 14 years, Encore Dance Academy has provided students with an exciting performance experience through our June recitals. The recital is a staple of a dance school. It gives our children a chance to shine in front of family and friends that they anticipate with nervous excitement. The recitals offer our students a professionally directed performance that allows them to present the results of a year's hard work, dedication, and progress. A big part of the dance training process includes learning through performance. The experience helps build most self-esteem, self-assurance, and contributes to a sense of confidence. 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. That onstage experience 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 result. Dedication to recital commitments is the responsibility of both students and their parents. This handbook has been created to clarify what we expect in terms of commitments and responsibility to the annual recital, the academy and other students and parents.

This year, in keeping with our theme of "Inside Out", our hope is that the dancers use dance to learn to understand and communicate their feelings and be aware of their mental health and the mental health of those around them. Mental health and awareness needs to be more of a priority in our community today. One resource in particular really stands out to us, and as such, we have decided to donate a portion of our ticket sales, recital t-shirts, teddy bears etc. to Sean's House. To learn more about this amazing free resource that is open to all 24/7, please visit <https://seanshouse124.com>

Dance is more than just steps. It is expressing yourself, a positive outlet, a safe place for kids and a way to give back to the community. Please help us make a difference this year. Our help can save a life, or provide guidance to those that are in need.

Studio Recital Calendar

Date		
Week of March 27 th		Recital Information Meetings
April 10 th	Monday	Ticket Sales Begin ONLINE ONLY 6:30 pm
April 7 th – April 13 th	Fri-Thursday	Studio Closed for Spring Break
May 1 st	Monday	T-shirt/Teddy Bear/Earring Orders Due
May 8 th	Monday	Accounts to be Paid in full
May 13 th	Saturday	Program Ads Due
May 27 th – May 30 th	Fri – Monday	Studio Closed- Memorial Day
June 6 th	Tuesday	Bear SHOW 1 mandatory dress rehearsal 5:30 pm
June 7 th	Wednesday	Bear SHOW 2 mandatory dress rehearsal 5:30 pm
June 8 th	Thursday	Bear SHOW 3 mandatory dress rehearsal 5:30 pm
June 9 th	Friday	Newark show mandatory dress rehearsal 5:30 pm
June 10 th	Saturday	BEAR SHOW 1 arrives 1:30pm – show 2:00 pm
June 10 th	Saturday	BEAR SHOW 2 arrives 5:30 pm – show 6:00 pm
June 11 th	Sunday	NEWARK show arrives 1:30 pm – show 2:00 pm
June 11 th	Sunday	BEAR SHOW 3 arrives 5:30 pm – show 6:00 pm
June 17 th	Saturday	Performance Team & Elite Team Auditions. Times TBA

Recital Planning

Recital Planning: Gather all costumes, accessories, shoes and makeup several days/weeks in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costumes, tights, shoes and any other accessories and refer to it to make sure you have all your supplies before going to the auditorium. **PLEASE** put your dancers name on costumes, shoes, tights, etc. Be careful not to use a marker or pen that will bleed through the costume. Bring extra tights. (Label Everything PLEASE)

Suggestions to bring days of recital:

Extra hair gel, hair nets, bobby pins, hairspray. Other handy extras include: Baby wipes/shout wipes (to fix make up mistakes or wash hands), baby powder (for itchy costumes), safety pins (for repairs), clear nail polish (to remove minor holes or runs in tights when there isn't time to change them), Nail polish remover (in case you forgot to take it off already), band aids (the invisible kind), snacks (pretzels, goldfish, animal crackers, etc.) and water (no soda or juice.) Please – NO NUT SNACKS as we have some allergies within our studio.

Younger dancers will need some items to occupy them, coloring books, crayons (NO MARKERS) games, cards, books. Please- NO SLIME, STICKERS, PLAYDOH, BALLS OR ANYTHING ELSE THAT CAN RUIN A COSTUME OR A GYM FLOOR. If you bring your child an electronic device, please speak to the backstage mom assigned to your group. We are not responsible for lost, misplaced or stolen items.

Student Checklist

Use this form to keep track of all your costumes/accessories/shoes/tights for your Recital! Make copies as needed.

Students Individual Costume Checklist

YOUR NAME:

DATE OF SHOW				
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY
# IN SHOW	NAME OF DANCE	COSTUME	SHOES	TIGHTS
		HEADPIECE	ACCESSORIES	JEWELRY

Backstage Moms

Backstage moms will be placed where most needed. All backstage moms must sign up to be considered. Backstage moms will supervise each class during rehearsal and recitals. They 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, and the proper shoes, tights and accessories and is backstage at the appropriate time. Backstage moms are also responsible to put a dancer's costume back in a bag to return to the parent. If a dancer has a quick change, a quick-change volunteer will come and get the dancers costumes to be able to change them side stage. Please make a note of that so we aren't running around looking for this child. You MAY NOT be with your own child if the need arises and must be comfortable with taking children to the bathroom, helping them get changed, play with them and help ensure that EACH child has an amazing recital experience. Backstage moms do NOT have to volunteer at all shows, however, if you do volunteer at one show, you are expected to stay for the entire show, and until all dancers in your care have been picked up.

There will be a meeting to discuss expectations backstage. The date and time will be announced at a later date. Attendance at one of these meetings is mandatory in order to be a backstage mom. We will only allow you to be backstage if we know that you are a mom who will help all children, not just your own. Please don't be offended by this, it is to make sure all dancers are well taken care of. We are looking for moms with the intentions of helping children be entertained, happy, go potty, get changed, get in formations, etc. You must be able and willing to work in a fast-paced environment and with lots and lots of tiny dancers. The backstage mom job is not for everyone - it is entertaining, babysitting, making kids smile, potty, changing them 2-8 times and getting the entire class on stage, in full costume. Sign up link [HERE](#).

Costumes/Costume Alterations

Encore Dance Academy is not responsible for any alterations or replacements to costumes. When you receive your costume, you most likely will need to make alterations to make sure that your child's costume fits properly and that all parts are secure. Recital costumes are designed to fit like this year's bathing suit, not next year's Halloween costume. The costume companies send us a costume that is closest to your Childs measurements, but few are exact fits. If there are any wrinkles, we suggest hanging the costume in a steamy bathroom. If you have a tutu, hang it upside down to make it nice and fluffy. **DO NOT IRON COSTUMES, KEEP COSTUMES AWAY FROM PETS.** Please **DO NOT** let your child wear their costume before the shows. We cannot get replacements.

Label All Costumes

Label all costume parts (Shoes, headpieces, tights, costumes) with your child's fill name. Costume parts can and often do get lost. Be sure you have all costume parts with you. We may have extra tights available for sale, but availability and proper sizes cannot be guaranteed. The studio is not responsible for any lost or misplaced costumes, accessories, tights or shoes.

Program Ads

Do you have a personal message or cute picture of your dancer you would like included in our recital program? This is very popular for parents congratulating tiny dancers on their first recital, seniors on their graduation, experienced dancers on their accomplishments or just to say good luck to your baby to show them how special they are to you.

<https://form.jotform.com/230924487147159>

Use above link only to purchase your recital program ads and send photos. All inquiries for program ads must be emailed to edaprogramads@gmail.com

Deadline: May 13th

Program ads are virtual and in full color

Ad Size	Cost
1 line	\$22
Quarter page	\$42
Half page	\$57
Full page	\$105

Tickets

Tickets will be on sale from starting on MONDAY, APRIL 10th at 6:30pm. ONLINE SALES ONLY. The link will NOT be live until the above time.

<https://29026.danceticketing.com/>

At this time, you can purchase the number of tickets that you will need for your family, and YOU will select your seats, just as if you were purchasing concert tickets. Once tickets are purchased, we may be unable to swap seats, etc.

Ticket prices are \$20.00.

Children 1 year or younger are permitted to sit on a parent's lap, with the knowledge that they will not be able to use a seat.

Tickets will be sold online only. Please make sure that you are selecting the **CORRECT** date and time of your dancers show. We may not be able to offer exchanges. You will be able to search for your dancer to and see what shows they are in. There will be an asterisk next to their name for the show that is the dancers main show. This is only for those dancers who are in multiple shows.

Hair & Makeup Instructions

Hair: It is easiest to manage hair that is damp and has gel worked through it before trying to secure, especially in a bun. Please do not try and secure dry hair in a bun – especially with children who have fine hair. Whether trying to secure bangs back or putting up to a ponytail/pig tails, working with damp hair that has a sticky gel makes it easier. *These are only suggestions. Please do your hair according to hair type, length, etc.

Buns: We very highly suggest getting a hair donut. You can get these at the dollar store, Claire’s, etc. Get one to match your dancer’s hair color. On very damp hair thoroughly apply gel to slick the hair and make it workable. After applying gel and with hair still damp, brush back and up and secure with a hair elastic at the back crown of the head. Thread the ponytail through the center of the donut. All dancer in Kinder and up will wear a bun.

Find the center of the ponytail that is pulled through the donut and smooch it around to cover the donut. You want to ensure the hair is smooth. You can easily feel where the donut is poking through. Secure with another hair tie at the base. Take the extra hair, twist and secure with hair pins/bobby pins. You may use a hairnet over the bun to keep it secure. Use hairspray to secure any flyways or wispy hairs.



Piggy tails: On damp hair, use a comb to separate the hair down the middle. Using gel, brush back and up on each side and secure with hair elastics into 2 pig tails on either side of the head. They should be higher up on each side of the head.

Prekinder dancers will wear piggy tails.

Kinder and up will wear a high bun.

Makeup

Makeup may be applied at your discretion for small children, however, under the bright lights, facial features wash out and makeup helps the audience and camera to see the dancers faces more clearly. Good stage makeup will look exaggerated and bold. We suggest:

Eye Liner- Please use a black eyeliner along lower lid of eye just below where the lashes grow on lower lid, just above lashes on upper lid.

Blush – Apply pink/rose blush to hollow of cheek. Enough blush should be applied to bring color to the face.

Lipstick – please ask instructor for lip color. We typically use bright red or pinks.

Tights

Tot Hop, Pre kinderdance, Kinder dance, Little Lyrical, Broadway Babies, and Kinder Jazz/Lyrical will wear pink tights for everything.

Level 1 and up dancers will wear pink tights for ballet and tan tights for everything else.

Shoes

Tot Hop, Pre Kinder, Kinder Dance (ballet portion), Kinder Jazz, Little Lyrical, Broadway Babies - pink ballet shoes.

Kinder Tap – Black patent tap shoes. We prefer NO TIES so they don't untie on stage.

Level 1 and up –

- Ballet- pink ballet shoes

- Tap – Black tap shoes (not patent – should be tie up or slide on)

- Jazz and Musical Theater – TAN jazz shoes

- Lyrical – pirouette shoes (half soles)

- Hip Hop – solid black sneakers – should only be worn to hip hop class, not your every day street shoe.

Earrings

Recital Earrings will be available for purchase via this link. <https://29026.danceticketing.com/>. We do have both post and clip on. They are not required, but many dancers do like to wear them.

Pre-Registration

Dancers will get their highlighted fall schedules the end of April. That will begin our current student pre-registration period. At that time, dancers can hold their spots in classes desired for the following season at no extra cost to you. You would put \$10 towards your first month's tuition to hold your spot - the balance to be paid by August 8th. Reminder- our payment year is from August through May. You will be able to pay in the studio or online through our convenient payment portal. All tuition should be paid in full by May 8th.

Tuition Reminder

TUITION MUST BE PAID PRIOR TO RECITAL PARTICIPATION - it cannot be paid at the door the day of the show. The tuition is prorated to offer a certain amount of classes over a 10-month span. This question is often asked by new parents, so we are just reiterating (originally stated in contract). Payments can be made through your studio portal. [BEAR](#) [NEWARK](#)

Dress Rehearsal

DRESS REHEARSAL IS MANDATORY. This is not an optional date - if a dancer is not present during their on-stage time, they may not be permitted to perform in the show. The rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance and being onstage. Lighting, music, cues, and all other logistics for an organized performance are rehearsed so that the students make the best impression possible. Your help with the process will guarantee a smooth weekend. This is a weekend dedicated to your dancer's happiness - please make arrangements to get your student there on time.

At dress rehearsal ONLY, once dancers have completed all their dances, they are free to leave. We ask that only **one** parent or guardian accompanies the dancer- this is not a free showing and gets very crowded. If you bring snacks, they must be eaten in the hallway to ensure no mess is left behind – the schools are very strict about this, please be courteous. The dancers will do their dances in the order of the show - and unlike many other studios, they wait in the audience with their parent until their turn (not backstage). This will give each dancer the opportunity to see the show since they are backstage during the actual recital. Dress rehearsal is the only time photography is permitted, please bring your cameras! No videotaping at any time.

Please follow all hair and makeup instructions for rehearsal day. Students should arrive in their first full costume with hair and makeup applied. The show order will be posted at a later date.

Show Day

Check in –

All backstage moms and students must check in before entering the gym. All parents must check in their dancers at the tables in front of the gym and either a student volunteer or a backstage mom will escort the dancer to their assigned area/mom. Once you hand off your child, you will not be permitted backstage at any time. This is for the safety and security of all children. One backstage mom per group will be given a class folder.

Pick Up

PLEASE DESIGNATE ONE PERSON TO PICK YOUR CHILD UP TO ALLEVIATE CROWDS BY THE DOORS. We will call classes, from youngest to oldest.

As a reminder- No males are permitted in the dressing rooms at any time.

NO ONE IS ALLOWED IN THE DRESSING ROOMS OR BACKSTAGE OTHER THAN OUR PARENT VOLUNTEERS. THIS IS TO ENSURE THE SAFETY OF ALL OF OUR CHILDREN. We will have security standing at the gym doors to stop anyone from attempting to back.

Reminders:

ALL DANCERS stay for the entire show, and all shows are mandatory that they are performing in. If your dancer is only in one show, as shown on the event confirmation that was emailed in November, then they do NOT need to stay for all shows. Only their own. If a dancer is performing in the annual recital, they must stay for their entire show. They do not come out during intermission. This is the reason we have backstage moms, and the reason we encourage you to bring snacks/water/items to keep your child entertained.

Backstage moms – must also stay for the entire show and stay until all of the dancers in your care have been picked up.

Frequently Asked Questions:

Can I take pictures or videotape the recital? - No. Nearly every studio implements this same policy. Why? - **Safety of the dancers.** We want to be able to control who photographs/tapes your child. Flash photography is very distracting. Because of the nature of stage lighting, dancers can't see much past the end of the stage. When a flash goes off, and a dancer happens to be looking in that direction, the flash can compromise their ability to see on stage for a short moment. **The enjoyment of those around you:** No one wants to try and look around someone else who is blocking the stage "to get that good shot"

Why do parents have to buy tickets: To give students the opportunity to experience a theatrical show, we hold our annual recitals at a high school auditorium. There are many costs to put on a show of this caliber. An example of some of the costs associated: COST OF THE VENUE, LIGHTING, SOUND, INSURANCE, TICKETS, PROGRAM BOOKS, MUSIC EDITING, JANITORS, TROPHIES are just a few things. We do understand that it can add up to have your child participate in the recital. That's why we do everything we can to be able to give these opportunities and yet keep costs down.

How long is the recital? Our recitals usually last between 2 and 3 hours. We do have a 15-minute intermission between acts.

Can I purchase tickets at the door? - You can purchase tickets at the door **IF THERE ARE ANY LEFT.** We strongly encourage purchasing tickets online prior to coming to the show. While we will do everything we can to ensure every parent can see their child on stage, we cannot find a seat if the show is overly sold out.

How can I be in on a competition or a performance team? – Easy! Just come to an audition at either the Bear or Newark studios. We always have an informational meeting first. No decisions are made that day. It doesn't matter what studio you go to for your audition. You'll select the location you want to compete at on the registration form. Auditions are scheduled for Saturday, June 17th. Times will be announced later on.

PROGRAM ADS

Do you have a personal message or cute picture of your dancer you would like included in our recital program? This is very popular for parents congratulating tiny dancers on their first recital, seniors on their graduation, experienced dancers on their accomplishments or just to say good luck to your baby to show them how special they are to you.

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Program ads are virtual and in full color

RECITAL T-SHIRTS/Teddy Bears/Earrings

The recital t-shirt will have the theme, studio name, year and an autograph section on the back for the dancers to sign backstage!

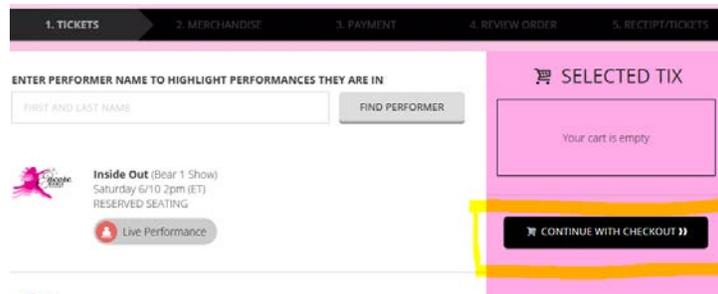
T-shirts, Bears and earrings will go on sale Monday, April 10th at 6:30pm and will close on May 1st. Be sure to order if you think you will want them as we will not have many extra for sale at the venue.

You will purchase your recital merchandise via the ticketing link below. You do **NOT** have to purchase tickets at the same time as merchandise. If you want to move to the next tab after tickets- simply click the continue with checkout button. Screenshots are below.

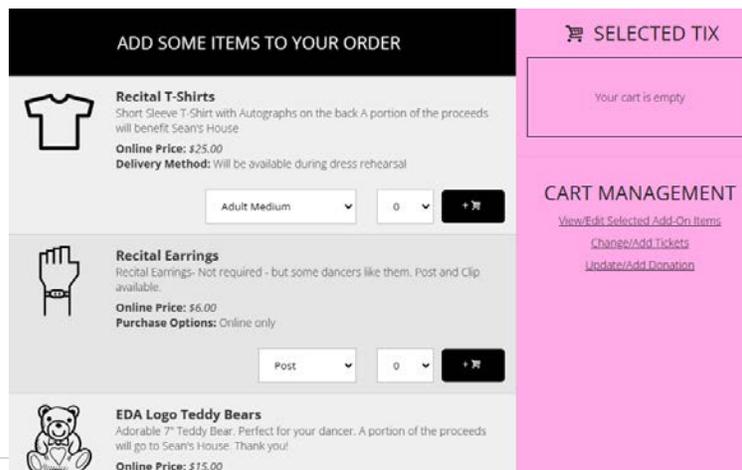
Remember that a portion of all proceeds will go to [Sean's House](#).

<https://29026.danceticketing.com/>

To move to next step **WITHOUT** purchasing tickets:



You will always have the option to go back and add tickets if you like, or move forward to the donation section, then checkout section.



RECITAL TICKETS

Ticketing will open up on **Monday, April 10th at 6:30pm.**

Tickets are first come first serve and you will select the seats you would like to purchase. **WE CANNOT MOVE PEOPLE AROUND SO YOUR WHOLE FAMILY CAN SIT TOGETHER.** We strongly suggest that you get with your families before tickets go on sale and purchase the number you will need.

You will be able to search for your dancer and if there is an asterisk next to your dancer's name for a particular show, then that is the show that the majority of their dances are in. Example, if my daughter has 1 dance in show 2 and 4 in show 3, then show 3 is the one that I will most likely have my family go to.

<https://29026.danceticketing.com/>