

HAC School of Dance

Recital Registration Packet

You must register for the recital by **October 8, 2011**. All forms must be filled out neatly and completely and returned by October 8 to the dance department. The recital will take place on Friday, June 1, 2 and 3, 2012. Children ages 6 and up will perform on Friday June 1 at 6:30 and Sunday June 3 at 4 p.m. For children ages 2 ½ to 5, they will perform on Saturday at 5:30 and Sunday at noon. Rehearsal dates are Tuesday, May 29 and Wednesday, May 30 with dress rehearsal on Thursday, May 31. Recital participation is optional but strongly encouraged as a part of the whole performing arts education experience.

HAC School of Dance enjoys producing a professional Dance Recital and we proudly present **"Just Dance"** featuring dance classes ages 6 and up in our evening performances. Tot I, Tot II, and Cheerdance /Jazz (ages 4-5) will perform in our afternoon performances. Please review all the information thoroughly. If your child is NOT able to participate in the recital, please complete the form and turn in by October 8. They will still receive a quality weekly dance class and will not be excluded from learning the show choreography; however we will be doing costume fittings, rehearsing in costume and giving out trophies during class time.

We hope you join us!

Signing up for the Recital should be considered carefully, it is important that you fully understand the Recital Agreement. By providing this important information in advance everyone has the opportunity to be clear on the policies and procedures before committing to participate in the Recital.

Just like our dance classes, we recommend that parents use this fun and exciting event as a reward for good behavior. It is rewarding to the participants to display their talents and share their enthusiasm with the audience while also rewarding to the audience to see the talent and dedication of the students!

ATTENDANCE & COMMITMENT:

Students must attend class regularly in order to be eligible to perform in the recital. HAC School of Dance reserves the right to remove students who are NOT attending classes on a regular basis, from the recital. Students missing more than 3 unexcused dance classes will not be allowed to participate in the recital. (Attendance records are kept by the dept.)

Though we do not strive for "perfection", students do need to learn the choreography and instructors need to be able to set staging in order to make the Recital an enjoyable experience for everyone involved.

Participants will not be allowed to perform if they miss dress rehearsal or are extremely late to the rehearsals or performance even in the event of an emergency. Dress rehearsal is the one shot dancers have to adjust their choreography to the stage, learn proper on /off stage behavior, and practice costume changes. Missing dress rehearsal jeopardizes their safety and the safety of others.

Dancers & Parents will also be expected to:

- Demonstrate professional behavior and team spirit throughout the recital process.
- Have their choreography memorized.
- Treat their costumes, classmates, volunteers, and all staff with respect.
- Be quiet backstage, be focused and enthusiastic onstage, and stay with their group at all times.
- No child is permitted to leave until the entire show is over.
- No one is allowed backstage unless you are a backstage volunteer.
- No child is allowed in the audience or lobby during the show or during intermission.
- No relatives allowed backstage at anytime.
- All gifts and flowers must be presented at the end of the show after pickup.
- If your child is participating in multiple classes on different days then the parent is responsible for being a backstage volunteer. **NO EXCEPTIONS**

THERE ARE NO EXCEPTIONS TO THE ABOVE

Please have a conversation with your child/ren and remind them of these expectations. With a little preparation, a fantastic time will be had by all!

COSTUMES & PRICING:

Being committed to participate in the recital means the purchasing of costumes for each class in which the dancer participates or the classes participating in the recital. Should the dancer decide not to participate, or be removed due to missed classes, the costume is still the property of the dancer. **1st half of costume deposit and recital fees are DUE no later than October 8, 2011. Costume Balances are DUE no later than January 12th, 2012. A credit card on file must be given when turning in your participation form. Charges will be made to this card if payment is not received by the due date.** Payment arrangements can be made through EFT for costume payments. Costume payments are NON-REFUNDABLE for any reason! Once ordered costumes cannot be canceled, as they are made to order. Alterations if approved by the directors are the responsibility of the parent. Tot I, Tot II, and Cheerdance/Jazz (ages4-5) costume prices are \$85.00 each. Beginner combo classes (ages6-8) costume prices are \$85.00 each. All other classes costume prices are \$95.00 each. **NO REFUNDS for any reason.**

REHEARSAL & RECITAL POLICIES:

Dress rehearsal and all rehearsals are only for students participating in the recital. During the rehearsals all participants are to remain with their classmates in a designated area and during the recital all participants must remain backstage for the entire show. If younger students will not willingly remain backstage without their mother, then we encourage they volunteer to work backstage to appease the young student. For the safety of all students, they must be checked-in /out by a recognizable parent/guardian. They must remain with their classmates and backstage volunteers. Students will not be released during intermission. The backstage area will be secured and only staff, participants, and assigned volunteers will be permitted in this area. We feel the safety of our students is our top priority and work hard to keep them safe.

Dress Rehearsal is closed to the public. Each student participating in the Recital will receive one ticket or wristband, for a family member, for the Dress Rehearsal in which they are participating. Please make arrangements for siblings. No photos or videotaping are permitted during the Recital.

During the Dress Rehearsal and Recital performers will be expected to wear a certain amount of makeup. This is to prevent them from “washing out” under the intense stage lighting. We understand that many parents/guardians are not comfortable with the idea of children wearing makeup however please be assured that it is part of their costume (similar to Halloween - we wouldn't send our kitty cats out with no whiskers or nose!). Be assured that the makeup is for stage effects only and most of the participants look forward to “dressing up” and being able to put on makeup. Providing and applying the makeup is the performer's/parent's responsibility. We will provide a hair & make-up application informational sheet to aid in the process. **Also, female performers are required to wear their hair in either a bun with no bangs or otherwise noted, at both the Dress Rehearsal and Recital. Having hair styled properly is the performer's/parent's responsibility.** If a performer's hair is not long enough to be pulled back please see us on how to style their hair.

“SNACK PACKS” The backstage concession stands offer a hot dog, or pretzel, snack bag and water. They are to be purchased no later than October 8, 2011.

TROPHIES Trophies are presented to students participating in the dance recital during the last class as reward for all their hard work, talent, and dedication. Filling out your recital agreement entirely with the amount of years dancing will ensure your child receive the appropriate year trophy.

PROGRAMS Place a personal ad in our program congratulating your dancer on a job well done or sponsor our dancers by placing a business ad, advertising your specialty! All ads are due by January 12, 2012.

TICKETS & RECITAL FEE PACKAGES Ticket sales for our students' families will begin in April. Package A is for Families with one child in recital, fee is \$67.00; you will receive 2 tickets to the show, 1 recital T-shirt, 1 trophy, & 1 program. Package B is for families with 2 children in recital, fee is \$125.00, you will receive 4 tickets to the show, 2 recital T-shirts, 2 trophies, & 2 programs. Package C is for families with 3 or more children in recital, fee is \$190.00; you receive 6 tickets to the show, 3 T-shirts, 3 trophies & 2 programs. Additional tickets can be purchased up to the show night. All audience members occupying a seat including students not participating in the Recital need to purchase a ticket. Anyone who needs a seat (including wheelchair bound audience members) must have a ticket. Children who are small enough to watch the Recital from a lap and do not need their own seat do not need to have a ticket (ages 2 and younger). It is up to audience members to use their best discretion about leaving infants and small children at home. Please be aware and inform your guests that each Recital usually runs between 2½- 3 hours in length and if small audience members cannot sit quietly for that length of time it would be best to leave them at home. Remember that distractions in the audience make it very hard on the students trying to perform onstage and are very annoying to other audience members who have also paid for tickets and traveled to see the Recital.

Certain seating areas will be held for those families with physically challenged guests. Please inform us of the special accommodations that will be needed for these guests (example: 1 wheelchair and 4 seats in the same row). These areas will be made available first to physically challenged guests.

Ticket monies are used to cover the expenses this event incurs to create all the "magic" of the Recital including rental fees, technical fees (sound, lighting, maintenance, etc.), back drop rentals, trophies, programs and numerous other items.

AUDIENCE ETIQUETTE NO PHOTOGRAPHY OR VIDEOTAPING OF ANY KIND IS PERMITTED IN THE AUDITORIUM DURING THE RECITAL! Should a guest choose not to follow this rule the show will be forced to STOP and Security will escort that audience member out of the auditorium and the audience member will not be allowed to return. This would be very disruptive for the performers, embarrassing for the guest and uncomfortable for everyone. Unfortunately we have had to stop Recitals in the past and hope families will restore our faith that everyone wants the best for all of the participants! **You are responsible for the guests you invite / bring to the Recital. Please inform them ahead of time of the rules and etiquette for audience members!**

Please remain seated for the entire performance. Plan accordingly with other guests that this is treated as a professional performance and it is not proper to leave the auditorium unless it is an emergency. It is disrespectful to the performers and other audience members. Do not get up during a dance. If there is a need to leave the auditorium, wait until the dance is finished and exit during a break between dances. If Security notices someone continually in and out of his/her seat they will be requested to sit at the back of the auditorium for the remainder of the show.

It is up to the discretion of the HAC Directors to have removed any audience member, parent/guardian, volunteer or performer who is disrespectful to any Security, volunteer, Director or staff member working on the Recital.

VOLUNTEERS We are always in need of female volunteers to help out in the dressing room. If any parents or guardians (or responsible big sisters) are available and willing to “run the gauntlet” please fill out and return forms to dance dept so we may plan accordingly. Additionally, many other volunteers (both male and female) are needed to help make the magic happen so if anyone is willing to accept the challenge please inform us. Without great volunteers the show could never be as wonderful! THANK YOU!

COOPERATION All year participants work very hard to produce a Recital of which they and their guests will be proud. Please be sure to check custody arrangements, family vacations, work schedules and other activities that might interfere with the Recital and plan accordingly.

QUESTIONS AND CONCERNS As always, please ask! There are no “dumb questions”, only questions to which we will find the answers.

AGREEMENT SIGNATURE Please DROP OFF THE COMPLETED and signed forms to our dance dept. **Please sign your agreement even if your dancer is not participating in the Recital, just complete the appropriate line. Recital Agreements and Costume payment forms must be signed by October 8, 2011.**

We believe that asking our staff, students, parents/guardians and guests to set good examples by following the rules is not too much to ask, and enhances the performing arts in the area.

Thank you in advance for all of the great questions, ideas and suggestions. We are continually learning and trying to improve the quality education and experience we provide.



Seven Steps to a Happy Recital

Step #1

Recital Registration Deadline: October 8, 2011. Turn in all forms to HAC School of Dance Office. (Recital Costume Payment Form, Recital Participation Agreement Form and Volunteer Form)

Step #2

Purchase any extra costume basics your dancer might need (i.e shoes, tights)

Step #3:

Participate in class pictures, place a personal congratulatory ad in program, buy extra tickets, and order a recital DVD

Step #4

Bring your dancer to the MANDATORY rehearsals & dress rehearsals. Keep in mind your dancers will not be allowed to perform if they are extremely late or miss the dress rehearsal entirely, regardless of the reason, no refunds given.

Step #5

Bring a camera for dress rehearsal; pictures are NOT permitted during a performance. Backstage pictures are the best memories!

Step #6

Check your dancer in with backstage helpers ½ before show time. Pick up child following the end of the show allowing approx. 10 minutes. We will enforce 1 parent pick-up.

Step #7

Write child's name on everything to be sure no one mistakes items as their own.

RECITAL AGREEMENT

Please print child's name **neatly** how it should appear in program.

Child's Name (Child/Adult S,M,L) Trophy # of years dancing

2nd Child's Name (Child/Adult S,M,L) Trophy # of years dancing

3rd Child's Name (Child/Adult S,M,L) Trophy # of years dancing

4th Child's Name (Child/Adult S,M,L) Trophy # of years dancing

PRINT Parent's Name

I have read and understand the recital registration packet & agree to adhere to policies and procedures about the Dance Recital 2012. My child/ren will be available for rehearsals, dress rehearsal, and performance, is enrolled in the Fall/Winter session 2011/12, and will attend class regularly.

Parents' Signature & Date

Parents email address

Parents phone number

Will participate: _____ *Will Not* participate: _____

Credit Card # _____ Card Type: AMEX Discover Visa MC

Expiration Date: _____ Signature: _____

If payments are not made card on file will be charged the day after payment is due.

