

## **THE BALLET CONSERVATORY RECITAL INFORMATION PACKET**

**The information contained within this packet is extremely important. Please carefully read this entire packet in order to make this a positive experience for your dancer.**

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.

This packet contains the following information:

1. Order of Dances
2. Mandatory Tech Week Rehearsal Schedule
3. General Information (Includes Costume, Tights, Make-up, hair instructions, etc.)
4. Dressing Room Information and Assignments
5. Video Form

**Recital Location:** Irving Arts Center—Carpenter Hall; 3333 N. MacArthur Blvd., Irving, TX 75062

### **Zoom Costume Meetings:**

Dancers will try on their costumes in class and practice their dance in costume the week of May 17th. This year, we will have parents attend via Zoom. 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 and studio secretaries will not be able to answer these specific questions. We will email the recital packet and post on the website.

Our younger dancers (Level 3s and below) will be given a large brown paper bag with their name on it. At the end of their costume meeting, teachers and room moms will place the dancer's costume in the paper bag. For those with additional dances/meetings, they will take their bag into the next class. Studio personnel will assist dancers out with their costumes/bag at the end of their classes. If your child has a costume meeting on another day, please bring the bag back to the studio for that class.

Mrs. Lannin will do two separate Packet Meetings via Zoom to explain the packet, quick changes and the many changes we will have this year because we are using the Irving Arts Center. These separate meetings will be on **Saturday, May 15<sup>th</sup> from 12:30 pm-1:30 pm and Saturday, May 22<sup>nd</sup> from 9 am-10 am.** These meetings are necessary because we cannot get it all done in one class time and want to focus on the costume, the dance and the teachers' instructions at the Costume Meeting. Other important information will be explained at the zoom meetings with Mrs. Lannin, so please attend one of these meetings so that you are informed. A link will be sent out for these Zoom meetings the week before. For the Costume Meetings with your teachers, use the same links that you used for Parent Observation week which is organized by Day and Studio for the class your dancer is in. This info can be found in your Parent Portal on Jackrabbit. If you have dancers in two classes at the same time, email your teachers to work out a plan on which you should attend first. Both Meetings with Mrs. Lannin will use the Saturday, Studio E link. We also emailed this links to you again on May 13, 2021.

## **Costume Notes:**

Each dance will have a specific costume handout completed by the room mom or the costume person, if there is no room mom, explaining the accessories needed for the costume. Carla, our costume mistress, needs a copy of each completed costume handout. This handout will be posted online on the Ballet Conservatory website after Costume Week. Please be patient as we will need time to type them up for the website. We will let you know in the Five Pointes when they are on the website. Please note on this handout any changes or additions made by the teacher.

## **GENERAL INFORMATION**

### Procedures and Policies:

1. Carpenter Hall, Irving Arts Center, has a current seating capacity of approximately 350 due to COVID social distancing requirements. With approximately 225 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 will be referred to as “Show One” and will be on Friday, June 4 at 7 pm. “Show Two” will be on Saturday, June 5 at 3:30 pm.** Advanced level students, Intensity Dance Company, LBT and LBT2 will perform at both recitals because of the finale. There are other students who must perform at both shows due to levels.
2. Please carefully read the entire packet and feel free to ask questions if anything is unclear. We want to avoid any confusion during rehearsal at the theater.
3. Ticket information has been sent out via a 5 Pointes Newsletter. Please refer to that email for ticket information. By the time you receive this packet you should already have called for your 2 reserved comp tickets.
4. Masks/face coverings are required at the Irving Arts Center. Dancers are required to wear masks until they go on stage. Masks will be removed just before going on stage. As soon as dancers exit the stage, a new disposable mask will be given to them to wear back to the dressing room. All patrons in the audience are required to wear masks. No exceptions are made for medical reasons. This is an Irving Arts Center requirement. The following webpage has the Irving Arts Center’s most up to date list of COVID general building requirements and cleaning protocols: **IrvingArtsCenter.com/reopening**
5. Attendance at all rehearsals and in class is **very important, especially all classes in May.** A complete schedule of rehearsal information is included in this packet. 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. Advanced Level students are only allowed 3 absences per semester. No refund will be given.**

## **DRESS REHEARSALS AT BALLET CONSERVATROY**

1. Dress Rehearsals will be held on Tuesday, June 1 and Wednesday, June 2 at **The Ballet Conservatory**. **Mandatory** dress rehearsal for Show 1 will be held at the studio on Tuesday, June 1. Mandatory rehearsals for Show 2 will be held on Wednesday, June 2 at the studio. Please check “Tech Schedule” page for times and instructions.
2. Due to COVID capacity limits at the studio and The Irving Arts Center, we are changing our long standing theater rules in regards to costumes. For dress rehearsals at the studio, please bring your dancer with hair and make-up done and already dressed in their first costume. A cover up should be worn over the costume. This could be a button up adult shirt, a robe or similar garment. Parents will bring dancers to the front studio door to check in. Once checked in, studio personnel will take dancers to assigned areas to wait until their time to dance in full costume in Studio B. For our younger dancers with other dances, room moms will assist with costume changes. When dancers are finished for the evening they will be brought to the front door for parents to pick them up. See tech schedule for pick up times.
3. Rehearsals at the theater and performance go hand-in-hand. **Anyone missing a tech or dress rehearsal held at The Ballet Conservatory or The Irving Arts Center will not be able to participate in the recital.** This information was made clear in the original Participation Agreement. Students must arrive at the studio or 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. The Ballet Conservatory cell phone number is 972-841-6205. Once we move to The Irving Arts Center, please call the studio cell phone if there is any emergency/issue with your child arriving for rehearsals or the shows.
5. Please update your phone and email on Jackrabbit so we can call you in an emergency. If you will not be responsible for bringing your dancer to a required rehearsal, please email your teacher and the office with the phone number of the responsible person.

## **TECH REHEARSALS AT IRVING ARTS CENTER**

1. For tech rehearsals on June 3, 4, 5 at The Irving Arts Center, dancers will wear tights, leotards and the appropriate dance shoes. Please bring dancers in their dance clothes and street shoes. They will change into dance shoes once in their assigned dressing room. No dancers or parents will be allowed in the auditorium during the tech rehearsals due to COVID protocols. Parents must bring children to the dock entrance of The Irving Arts Center (west side of the complex, off of Coker Street) for check in, then studio personnel will take dancers to their assigned dressing room. When dancers are finished with their tech rehearsal, they will be taken to the dock door for parents to pick up. Studio personnel will be monitoring the dock door. **All dancers must enter and exit through the dock door all weekend.**
2. There will be a short break between the end of tech rehearsal and the start of the shows on June 4 and 5. This will allow you to pick them up for a snack/meal, if needed. When students return to the dock door for show check in, hair and make-up must be done. Our costume ladies, room moms and student assistants will help your child dress in their costume. Please have their tights and an over under on to help them feel more comfortable. Costumes, headpieces, and dance shoes should be in dancer's brown paper bag, garment bag or dance bag. Due to COVID restrictions, only room moms and other studio personnel are allowed in the dressing rooms.
3. No food, drink or smoking is allowed anywhere in the auditorium. **FOOD, DRINK OR GUM IS NOT ALLOWED IN THE THEATER OR DRESSING ROOMS.** Due to COVID restrictions, patrons/dancers are allowed to bring in only 1 screw top water bottle. There will be no concessions or vending machines available.

## **ACTUAL SHOWS**

1. Show 1 will be on Friday, June 4 at 7:00 pm. The house will open at 6:15 pm. Approximate end time is 9:30 pm.
2. Show 2 will be on Saturday, June 5 at 3:30 pm. The house will open at 2:45 pm. Approximate end time is 5:15 pm.
3. When arriving for the Show, please enter on the East side of the complex. This entrance is across from the outdoor sculpture garden. This is the only entrance for the Carpenter Theater that will be open.
4. All tickets are reserved and all tickets are handled/distributed through the Irving Arts Center Box Office.
5. All patrons are required to wear a mask/face covering in all public spaces including while seated to watch the performance. No exceptions for medical conditions are allowed. All patrons will also have their temperature taken by Irving Arts Center personnel.
6. When your dancer is finished dancing and you are ready to pick them up, you must exit the building at the same place you entered and go outside to the dock door to pick up your child. If you choose to watch the rest of the show, dancers will be supervised in the dressing rooms and will be able to watch a video feed of the recital from their dressing rooms. Studio personnel will be monitoring the dock door and will assist in getting dancers to their parents.
7. Dancers are not allowed in the audience. All seats are reserved and the seats are configured for social distancing.

### **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 dock entrance of the building all three days. Dancers must enter and exit through the dock entrance. No entering or exiting through the theater lobby area. Please check “Tech 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. This can be updated on your parent portal in Jackrabbit.

**Curtain Call:** There will be no Curtain Call in our shows this year due to COVID restrictions. But we will be doing our all company Finale tradition featuring LBT, LBT2 and IDC.

### **Dressing Rooms at Irving Arts Center:**

1. Dressing rooms are to be used for the tech rehearsal and actual performance. Dancers should wear regular practice clothes for all tech rehearsals at the theater. **If your dancer has tech rehearsal on Friday or Saturday before the actual shows at the Irving Arts Center please bring your dancer with hair and make-up done. Ballet Conservatory personnel will help your dancers get into their costumes. If your dancer does not have tech rehearsal on Friday or Saturday, please bring them to the theater with hair and make-up done and dressed in their first costume.** This is different from what we have done in the past, but we are limited on the number of people we can have in the dressing rooms. Room moms and our costume ladies will supervise the dressing rooms. **All dancers must wear a cover-up over their costume when coming to and leaving the theater; especially if it is raining.**

## **Dressing Rooms Continued:**

2. Dancers please stay in your assigned dressing room. Runners come for dancers when it is time to line up to go to the stage. Runners do not have time to look for children who are not in their assigned dressing areas. Only room moms and dancers are allowed in the dressing rooms.
3. Boys will have separate dressing facilities. They will be supervised by room moms.
4. Runners will come to assigned dressing rooms to get dancers approximately six to seven dances ahead of time. At that time, room moms can leave the dressing rooms and sit in the audience. After your child has danced, runners will return children to the dressing areas. If your child is done dancing, you may pick them up at the dock door. The door will be monitored by studio personnel. If you choose to watch the rest of the show, dancers will be supervised in the dressing rooms. **There will be no curtain call at either show. No dancers will be allowed in the audience or lobby before, during or after the actual show.** All dancers must remain in their dressing rooms.
5. Students with quick changes (changes to be made in less than three or four dances): We will have a quick change area set up. Our costume ladies and room moms will assist with quick changes. 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 dress rehearsal. Teacher will give specific details relevant to your dance at the costume meeting.
3. No parents or guests are allowed in the theater/auditorium for tech rehearsals.
4. Room Moms will have reserved seats on the side of the auditorium closest to the dressing rooms. Please be discreet when leaving and returning to your seat.
5. Special Presentations and announcements will be made at the beginning of the actual shows. Dancers receiving awards will be lined up backstage before awards. No dancers are allowed in the audience.
6. Professional DVD s will be available for sale. We will have a new company producing our video this year. Please pre-order videos, if possible, as the video company's sale table will not be set up in the lobby. It will be in the gallery area of The Irving Arts Center.
7. No videos or pictures during the actual recital. Cell phones should be silenced during the show.
8. There will be no printed program. Program will be available online and you may print and bring to the show or view on your phone. We ask that you dim your screen if viewing the program on your phone.

## **When Can I Watch the Actual Show?**

1. No dancers will be allowed to watch the show. All seats in the theater are reserved and we expect sell outs for both shows. We will show a live feed in the dressing rooms for dancers to watch.
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 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. We will allow costumes to be worn to and from the studio for dress rehearsal this year only. Dance shoes are not to be worn outside. Or to and from the studio for dress rehearsal and should be carried in a small bag.
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. Please send a labeled water bottle with your dancer.
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. Teachers will remove jewelry and return it to the dancer following the dance for those who forget. Eyeglasses should also be removed if possible. 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.
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 should be as quiet as possible while waiting in the hall and backstage. Absolutely no horseplay!

## **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 May 15th must be removed from the show.
2. Each class will have one room mother who will work together with the teacher and costume mistress to make sure everyone in the class is dressed the same and has all necessary accessories, headpieces and props.
3. Following the costume meeting, each class will have a costume handout specifically made for each dance and this handout will be posted online. The 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.

## **COSTUME NOTES CONTINUED:**

4. Costumes should be taken out of bags and placed on hangers immediately. Tutus should be hung upside down, unless told otherwise. If wrinkles are still present, press carefully with a cool iron, placing a thin towel between iron and fabric or steam the costume. Take good care of costume until recital, as it cannot be replaced.
5. Shoulder straps should be sewn tightly and securely so that straps do not fall off the shoulders while dancing. 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 your feet, hands, 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 are worn in Level 2X, Level 3 and up. 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. 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. A nude "over under" is a great investment and helps dancers feel more comfortable with quick changes. Please replace clear straps with nude elastic or nude straps as clear straps can "pop off" and glare under the lights.
9. 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.
10. 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.
11. 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.
12. 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. Or you use the brown shopping bag with dancer's name on it.
13. 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.
14. Jazz shoes should be knotted securely as they can "fly" off easily when dancing.

## **Make-up:**

Since parents will not be allowed in dressing rooms, please send a small “touch up” bag to include face powder, lipstick, blush, eyebrow pencil, bobby pins, small comb & brush and hairspray.

All dancers **must** wear stage make-up. Make up needs to be applied at home because of limited space and time. 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 that can be used for every show 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 to match skin. 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 –This is important!!
- 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 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. 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 and powder to reduce shine
- Neutral blush, well blended
- Lightly highlighted eyebrows
- Neutral, light brown colors for lips

**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, Mrs. Waters or Mrs. Rose 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:**

There are the dressing rooms available to us at The Irving Arts Center. Please change in the dressing room assigned to your class. Remember, no food, drink or smoking is allowed anywhere in the building. Please bring labeled water bottles with you that will not spill in their dance bags. We strongly suggest **ALL DANCERS** apply make-up and fix hair before arriving at the theater.

Dressing Room assignments are still to be determined. The assignments will be available at check-in and dancers will be taken to the dressing rooms so they can find their way. Please do not switch dressing rooms because we are limited in the number of people in each dressing room and we must account to the Irving Arts Center on the number of people assigned to each room.

Unfortunately, parents who are not Room Moms will not be allowed backstage or in the Dressing Rooms this year because of the limited number of people allowed in these areas due to their Covid Protocols.