

**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. **Parents should print out this Recital Packet. If you have students in more than one dance, you should take this packet to each meeting.**

This packet contains the following information:

1. General Information (Includes costume, make-up, and hair instructions)
2. Dressing Room Assignments

**The Order of Dances and Rehearsal Schedule is on the website to be printed and brought to meeting.**

**Recital Location: Braswell High School, 26750 E. University Dr., Aubrey, TX 76227 (we are using Braswell High School because Lake Dallas High School is unavailable due to renovations, but we will be back by Nutcracker).**

**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 your copy any changes or additions made by the teacher. Bring your copy to your technical and dress rehearsals.

## GENERAL INFORMATION

### Procedures and Policies

1. There is no admission charge at our recitals. To accommodate all 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 Saturday, **June 7 from 11:00 am to 12:30 pm**. “Show Two” will be on Saturday, **June 7 from 2:00 pm to 5:00 pm**. Advanced level students and Intensity Dance Company will perform at both recitals. There are other students who must perform at both shows.
2. Attendance at all rehearsals and in class is **very important, especially all classes in May**. A complete schedule of rehearsal information and Order of Dances will be posted on the website. 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 are the keys to 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. **A Mandatory Tech/Dress rehearsal** will be held on Thursday, June 5 at Braswell High School for Show One. Students will wear their costume/costumes, with hair and make-up and appropriate shoes. Dressing rooms will be available. Please check the “Rehearsal Schedule” for times.
4. **Mandatory Dress Rehearsal** will be held on Friday, June 6 at 6:30 pm. at **Braswell High School for Show Two only** . Please check “Rehearsal Schedule” page for times. Parents will be allowed to attend dress rehearsal, but please no other guests. Dressing rooms will be available.
5. Those who do not have a specified tech/dress should wear regular dress code to their rehearsals.
6. Rehearsals at the studio/theater and performance go hand-in-hand. **Anyone missing a rehearsal held at 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 studio/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 other dancers.**
7. A parent must accompany all open-level students under 14 to rehearsals at Braswell High School. Part of our agreement with the high school 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.

8 .No food, drink or smoking is allowed anywhere in the auditorium. **FOOD, DRINK OR GUM IS NOT ALLOWED IN THE AUDITORIUM OR DRESSING ROOMS.** Please cooperate or we will not be allowed to use the school again.

9.The recital fee allows us to have 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. To alleviate past problems, 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, BHS 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 our children and teachers who have worked so hard and love to dance!

10.Cell phone number 972-768-3938 is available for calls at the theater. Once we move to Braswell High School, please call this cell phone number if there is any emergency/issue with your child arriving for rehearsals or the shows. 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 dancers to a required rehearsal, please email your teacher, room mom and the office with the phone number of the person responsible.

#### **Arrival/Check-in:**

1. Check-in is required of all performers for each rehearsal and performance. The check-in table will be located in 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.

#### **Dressing Rooms:**

1.Dressing rooms will be available for tech/dress rehearsal, 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.** We realize that it is easier to dress your child at home, but we want to protect costumes and educate even our youngest dancers on what is proper theater etiquette.

2.Please dress in your assigned dressing room only. We strongly advise that make-up and hair be done at home. The 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.

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 finished dancing, you may return to the audience with your child to watch the remainder of the recital. Children **MUST** change into street clothes before leaving the dressing room even if you are going home. **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. Dress rehearsals are a good time to bring dancers out to take photos in front of our sign.

5. Parents are not allowed on the stage for any reason during rehearsals or at the performance. They must remain in the dressing area or in the audience. Only parents who have volunteered to help backstage or parents helping with quick costume changes may enter the stage area.

6. 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. Students with very quick changes (2 dances or less) should discuss with our lead costume mistress. Older students may receive assistance from other students in the 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!

7. Twinkle Ballet/Tap Dancers—After parents of Twinkle dancers get their child ready for their first dance in the dressing room, they will be able to watch from the audience. Our costume team will change them into their costume for the second dance. Please have dance #2 costume, shoes and accessories in the labeled bag given out during costume week.

### **Dress Rehearsal and Actual Performances**

1. Anyone missing a stage, tech/dress rehearsal or dress rehearsal **may not participate** in the recital.
2. Students **must** have full costume, **NEW** tights, appropriate hairstyle, and make-up for dress rehearsal. Special shoes or shoes that need to be dyed should be ready one week prior to tech week. 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. Announcements will be made at the beginning of Show 1. Dancers in Show 2 dancers will have announcements and receive their awards during the Dress Rehearsal on Friday night. Dancers will be lined up backstage before awards. No one will be allowed to enter the audience area wearing a costume during the actual recitals.

6.No videos or photos during the actual recital. Cell phones should be silenced during the show. Videos will be available for sale at both shows. Mrs. Loch will sell still photos. Check our website.

7.There will be no printed program. The program will be available online and you can 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. During Shows 1 and 2, **dancers should stay in the dressing room until after their last dance. After their last dance, dancers may change into street clothes and then go into the audience to watch.** We strongly encourage dancers to stay and watch the rest of the show to support other dancers and to enjoy an afternoon of dance. It is sad when the last dances of the show have an empty audience to perform for. Plus our exciting finale will feature all 3 of our dance companies and is always worth watching! Please move to your seats during the pauses, so as not to prevent someone from seeing their dancer.
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 proper theater etiquette is so they will learn to act appropriately in any situation. We often hear how professional our dancers and parents behave when they participate in other productions! Parents should help us to enforce the following:**

1. Costumes are not to be worn to the theater. Dance shoes are not to be worn outside. At all rehearsals, tech/dress rehearsals and shows at Braswell High School, dancers must wear street clothes and shoes to and from the theater.
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. No multiple piercings if earrings are to be worn. Circles cut out of band aides may be used to cover earrings if ears are recently pierced. Teachers will remove jewelry and return it to the dancer following the dance for those who forget. Eyeglasses should also be removed, if possible.

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 room mom will be given a costume handout specifically for each dance. The room mom will share this handout with the other parents. 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.
5. Shoulder straps should be sewn tightly and securely so that straps do not fall off the shoulders while dancing. **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 or a hazard on the dance floor. 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.
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. Ballet 3 and higher wear canvas with criss cross elastic. All others, including Ballet 1X, will wear pink leather ballet shoes. Old, tattered shoes should be replaced. Pink elastic is to be used on all ballet shoes and sewn in 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.
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 classes.
10. Advanced level ballet students must wear Capezio seamed pink tights. Seams must be lined up properly. All Pointe students must sew their ribbons in after they put shoes on.
11. Make a checklist for costume pieces, shoes and accessories to avoid forgetting 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.
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.

### **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 \$19. 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 hair gel or sculpting glaze. False eyelashes for adults, A-1 and Advanced Students.

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-tone 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

Red lipstick (required color available at En L'air Dancewear) 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)

Advanced Level Ballet students who do not have pierced ears should purchase "spirit gum" from a costume or theatrical supply store to apply rhinestones

### **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 heavy stage make-up before leaving the theater.

1. **All Ballet and Twinkle students must wear hair in a bun with bangs slicked back and pinned off the forehead.** Sculpting glaze or hair gel 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 you teacher for instructions. Very short hair must still be slicked back on top. No bangs, no “whispies”—no loose hair! Helpful hint: “Donuts” may be purchased to make bun appear larger. You may also purchase a “faux bun”, but it must be covered tightly with a hair net. A link to a bun tutorial video will be on our website.
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 Braswell High School. Please change in the dressing room assigned to your class. Remember no food, drink or smoking is allowed in the dressing rooms. There are no mirrors in most of the dressing areas, so you may want to bring your own mirror and a blanket to sit on. It is best to apply make-up and fix hair before arriving at the theater.

TBA	All Men and Boys
TBA	LBT Dancers
TBA	All other students to be assigned
	Show 1—LBT2, IDC, and All Advanced Levels
TBA	Show 1 All Twinkle Dancers
	Show 2 LBT2, 'IDC and All Advanced Levels
	All dressing rooms will be labeled and check-in table will have dressing room assignments.

\*\*\*Thank you for reading all the way to the end! Parents like you make us happier and your children better prepared!