

# CANADIAN SCHOOL OF DANCE

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## RECITAL HANDBOOK

Every student at the Canadian School of Dance gets the opportunity to perform in our annual Recital in May. The Recital is a full production with a professional sound and lighting crew, a backstage crew, including props and costumes. It gives the children the opportunity to experience the thrill of performing in a professional setting while entertaining their friends and family with their newly acquired skills.

### THE FOLLOWING IS A COMPLETE OVERVIEW OF THE RECITAL WEEK. PLEASE READ IT CAREFULLY!

This handbook is a day-by-day account of the week and what each day includes. Other important topics such as make-up (located on pg. 5), tickets to the show (located on pg. 5), and parent volunteers (located on pg. 4) are also covered. You will find everything you need to know here. If we have missed something, your child's dance teacher will be able to answer any questions you may have.

### Junior and Senior Recitals

Please be advised that due to a large number of classes at our studio, we have divided Recital into two divisions—Junior and Senior. The shows are divided based on the level of dance. The Recital week as a whole consists of Picture Day, a Technical Rehearsal (selected groups only), one Junior Dress Rehearsal, one Senior Dress Rehearsal, two Junior Show Performances and one Senior Show Performance. There is an expectation for your child to be at all the Recital events for their dances. Your child's absence will affect all the other children in their group

due to choreography. Dance is a team sport, and we need everyone there for the routines to run smoothly.

Suppose your child is part of the Junior Recital. In that case, they are expected to attend the following events: Picture Day, the Technical Rehearsal (depending on the class, the teacher will let the students know), the Junior Dress Rehearsal and the **TWO** Junior show performances.

If your child is part of the Senior Recital, they are expected to attend the following events: Picture Day, the Technical Rehearsal (depending on the class, the teacher will let the students know), the Senior Dress Rehearsal and the **ONE** Senior show performance.

The schedules for the Recital shows are posted outside the office at our Greenbank location (35 Larkin Dr.). We also send out a link so that parents can access the online version. Every class the studio has will have a Recital **NUMBER**. Number 1 will be the first dance/performance of the show; Number 2 will be the second; and so on. The order for the show will be consistent in the Dress Rehearsal and Recital. Number 1 in the Dress Rehearsal will be number 1 in the Recital.

### Locations

The Picture Day takes place at our **studio on Greenbank Road**. (900 Greenbank Rd.)

All of the other Recital Events including Technical Rehearsal, the Junior Dress Rehearsal, the Senior Dress Rehearsal, the **TWO** Junior Show Performances and the Senior Show Performance take place at the **Adult High School**. (300 Rochester St.)

# Recital Week Schedule

## Dress Rehearsals

Junior Dress Rehearsal is Wednesday, May 15th @ 6:30 PM.

Senior Dress Rehearsal is Thursday, May 16th @ 6:30 PM.

## Junior Shows

- Friday, May 17th @ 7:00 PM
- Saturday, May 18th @ 1:00 PM

## Senior Show

- Saturday, May 18th @ 7:00 PM

\* There is also a Technical Rehearsal for the classes that need it **on Tuesday, May 14th**, which is TBD. Teachers will let their students know if they are required.

Students are required to attend all rehearsals and shows in which their classes are involved.

## PICTURE DAY

Saturday, May 11th starting @ 9:30 AM.

There is **NO DANCING** – only picture taking! So, bring your smiles! (Schedule to follow)

We expect all children to participate. If your child is unable to attend, please **INFORM** your child's teacher **BEFORE** Picture Day. (This is to avoid waiting for a missing child who is not coming. We don't want anyone to miss their picture!)

For every dance your child is in, they will dress up in **FULL** costume, hair, and make-up. The photographer will take a group photo of the entire class. Then your child will have an individual picture taken. The images will be on sale at the actual Recital shows – \$8.00 for individual photos & \$7.00 for group photos (note: you are not obligated to purchase any). If you buy the photo, you will be able to access the picture via a jpeg file.

Half of the large studio will be serving as our photography studio, and the other half will be the staging area for dancers (no parents allowed in the staging area; only dancers, teachers and assistants). The small studio will be serving as a change room for our female dancers who need to switch costumes throughout the day. Male dancers

will have a different space to change. If your child needs assistance, please bring them into the changeroom of the gender you identify with. If they do not need help, they may go into the changeroom of the gender they identify with. As space is limited, please bring your child to the studio as fully prepared (including hair and make-up) as possible for their first number. Please try to limit the number of people accompanying them.

Be sure to check the schedule and arrive 15 minutes early. We ask that you and your child come **READY FOR YOUR PHOTO** – hair and make-up done, and in costume. If your child is in more than one dance, they must show up ready for the first dance they have in the Picture Day schedule and bring their costumes for the next one(s). If everyone is on time, the day should run smoothly, and everyone can be in and out with a nice picture to remember the Recital! Finally, we ask that families limit themselves to one parent with their dancer(s) due to space constraints. We appreciate your cooperation and patience.

## TUESDAY, MAY 14TH: TECHNICAL REHEARSAL @ ADULT HIGH SCHOOL

This night runs from approximately 6:00 PM to 10 PM.

Once your child finishes dancing, you are free to leave. Technical rehearsal is **NOT** a rehearsal for all children. Only certain dances will participate as chosen by the teachers. (This is usually chosen based on things like large class size and groups with props). There are **NO** costumes at Tech Rehearsal (no stage make-up needed). Regular dancewear and dance shoes, please. We will provide the schedule for Technical Rehearsal at a later date. If your child's dances are **NOT** listed on the schedule, **YOU DO NOT NEED TO ATTEND.**

## DRESS REHEARSALS

Dress Rehearsal is **MANDATORY** for all dancers in both the **JUNIOR** and **SENIOR SHOWS**. These nights run precisely like the real performance with lights, props, etc. These are closed rehearsals; no one is permitted to watch in the auditorium. Dancers must be in costume, with hair and make-up done. Dances will run in the proper order, the order of the show. Be sure to arrive on time. On this night, **EVERY** parent is responsible for their own child. **THERE ARE NO ASSIGNED SUPERVISING PARENTS.** Once your child is done dancing, you are free to leave. The dancers will be accompanied backstage by the helping parents for their performance in the Dress Rehearsal.

## WEDNESDAY MAY 15TH: JUNIOR DRESS REHEARSAL @ ADULT HIGH SCHOOL (6:30 PM)

- Numbers 1-20 Arrive, ready to go by 6:15 PM
- Numbers 21-end Arrive, ready to go by 7:15 PM

The rehearsal will start promptly at 6:30 PM.

## FRIDAY, MAY 17TH: JUNIOR SHOW @ ADULT HIGH SCHOOL (7:00 PM)

Helping parents must arrive by 6:30 PM.

The Friday show is the first show **FOR JUNIORS** with a live audience. Dancers must be in costume, hair and make-up done. Dances run in the same order as at Dress Rehearsal.

The show will begin promptly at 7:00 PM.

- Numbers 1-20 Arrive, ready to go, by 6:15 PM
- Numbers 21-end Arrive, ready to go, by 7:15 PM

**SEE “RECITAL RULES” FOR MORE INFORMATION**

## SATURDAY, MAY 18TH: JUNIOR MATINEE PERFORMANCE @ ADULT HIGH SCHOOL (1:00 PM)

Helping parents must arrive at 12:30 PM.

The Saturday matinee is the **SECOND** show **FOR JUNIORS** with a live audience. Dancers must be in costume, with hair and make-up done. It runs the same as the first performance.

The show will begin promptly at 1:00 PM.

- Numbers 1-20 Arrive, ready to go, by 12:30 PM
- Numbers 21-end Arrive, ready to go, by 1:30 PM

**SEE “RECITAL RULES” FOR MORE INFORMATION**

## THURSDAY MAY 16TH: SENIOR DRESS REHEARSAL @ ADULT HIGH SCHOOL (6:30 PM)

- Numbers 1-24 Arrive, ready to go by 6:15 PM
- Numbers 25-end Arrive, ready to go by 7:15 PM

The rehearsal will start promptly at 6:30 PM.

## SATURDAY, MAY 18TH: SENIOR PERFORMANCE @ ADULT HIGH SCHOOL (7:00 PM)

Helping parents must arrive at 6:30 PM.

The Saturday evening performance is the only show **FOR SENIORS** with a live audience. Dancers must be in costume, with hair and make-up done.

The show will begin at 7:00 PM. **THE SHOW WILL BE APPROXIMATELY 3 HOURS LONG.**

- Numbers 1-24 Arrive, ready to go, by 6:15 PM
- Numbers 25 -end Arrive, ready to go, by 7:15 PM

**SEE “RECITAL RULES” FOR MORE INFORMATION**

## What door do I use at the Adult High School?

On Dress Rehearsal night/Technical Rehearsal night... **EVERYONE** should use the door at the back of the building. Go to the parking lot off of Gladstone Avenue, near the field. The door should be to your left. Then head to the cafeteria downstairs following the signs.

On Recital night... If you are a **HELPING PARENT** or a **STUDENT**, go in the same back door to access the cafeteria/dressing rooms. If you are a **PARENT** coming to watch the show, go to the front door so you can access the auditorium.



## Recital Rules

1. All Recital Events are **NUT FREE** due to severe allergies.
2. Always arrive at your scheduled time.
3. Arrive **READY TO GO**. Hair and make-up are done, and in costume.
4. Bangs and flyaway hairs **MUST** be gelled and/or hairsprayed off your child's face. (they create shadows with the light). Use lots of bun pins and hair nets! Hairspray is your friend!
5. No barrettes, scrunchies, hair clips or bun warmers. Only bun pins.
6. **NO JEWELLERY** of any kind. **NO** earrings, necklaces, rings, bracelets. Medical bracelets are allowed. If your child has newly pierced ears, cover the earrings with bits of band-aids.
7. **NO** nail polish on fingers or toes. Also, no tattoos. Temporary tattoos must be removed before Recital week and permanent tattoos must be covered with foundation or bandages before the shows.
8. **NO GUM**. This could be a choking hazard.
9. Snacks must be mess-free and costume safe. (eg. Dry popcorn – no butter, licorice, water) Choose snacks that will not damage the costume. But please note, **THERE IS NO EATING OR DRINKING IN COSTUME**. Too many accidents can happen. Please pack only water to drink. Spills can stain.
10. Make sure tights are in good condition. (No holes or runs!)

It is also a good idea to pack activities for your child (books, colouring papers, a deck of cards) but make sure they are costume safe! Pack crayons or coloured pencils. **NO MARKERS**.

### **ALL PARENTS READ CAREFULLY! VOLUNTEERS ARE NEEDED.**

We need volunteers to help with the doors and ushering on Recital nights and to be helping parents (Junior Shows exclusively).

Doors and Ushers. Parents may choose to sign up to help with the doors and ushering on Recital nights. If your child is dancing in the Senior show, we would recommend volunteering during a Junior show as there is only one

Senior show. If your child is in the Junior show, one of the Junior shows, or a Senior show will work.

There will be an email sent out to all parents asking for volunteers for those tasks and there will be a sign-up sheet at the studio. You can sign up either way. Parents who will be volunteering on Recital nights will be given more information about their required arrival time and specific tasks.

What are helping parents? Helping parents supervise one of their child's groups at a designated table in the cafeteria/ changeroom during Junior Recital. As a helping parent, you must stay for the whole show or until every child at your table has been picked up. Two helping parents from each table will also be required to escort the children to and from the stage.

There will be a sign-up sheet asking for helping parents posted in the studio. It will be a list of the studio's classes by day and time, and you can sign up beside your child's class/ one of your child's classes. We ask parents to sign up to help during at least one performance and to watch the other. Please note that only 2 parents will be allowed backstage per group of children. Understand that the helping parents are watching your child so that you can enjoy the show. Please return the favour and volunteer when you are not in the audience so that they can watch their child.

On Dress Rehearsal day, your child is **YOUR RESPONSIBILITY**. During the performances on Friday and Saturday, dancers will be supervised by the helping parents for the **ENTIRE LENGTH** of the show until every child is picked up. If you want to pick up your child at Intermission, that is your choice. All children being picked up must be signed out with the helping parents. Children will not be allowed to leave the cafeteria independently; a parent will have to come and sign them out. This is for the safety of all the children!!!

All children are asked to stay until the end of the show. Those who remain will be asked to come on stage for our Grand Finale. After the Finale, they will be escorted back to the change rooms by the older students and **HELPING** parents, and you can pick them up there – where you dropped them off and **NOT** before then. This is **EXTREMELY** important for the safety and security of the children. These people are responsible for escorting your children from the stage to the change rooms. Please make their job easier by meeting your child in the change room and **NOT** sooner.

**MOST IMPORTANT:** Make sure the helping parents are aware of where your child is at all times.... if they are

leaving with you or have another dance, please make sure to let them know and sign them out.

## Other Important Information

**RECITAL TICKETS.** They will be on sale online April 9th at 10:00 AM, and you can use this link to access the website <http://www.recitalticketing.com/25405/>. Here you can choose your seating, pay for your ticket, and download your ticket. Once you download your ticket, you can print it to be brought to the Adult High School to see the performance. Before this date, you will not be able to purchase tickets. A simple message saying, "Tickets go on sale April 9th at 10:00 AM", will appear on the website to remind you.

After April 9th, they will still be available to purchase on this website until the day of the show. Suppose you want to watch your child dance in the Saturday Junior Show. In that case, you can purchase your tickets on that Saturday, pending availability. However, tickets tend to sell out, especially for the Friday night Junior Show, so we suggest you purchase them as soon as possible. Each show requires a different ticket, so buying one ticket will not cover all three showtimes. You will need to buy a separate ticket for every showtime you wish to attend. There is assigned seating in the auditorium. Please note there are several stairs that you will be required to climb if you purchase tickets in the balcony.

The ticket price is set to cover the show's costs, such as the school auditorium's rental, the cafeteria's rental to be used as a changing area, the lighting and sound crew, programs, tickets, etc.

**Price:** \$27.00 for all tickets.

**NOTE:** If your child is watching part of the show, they will need a ticket.

**VIDEO:** As part of the studio's policy, we do **NOT** allow flash photography or filming during the performances. It distracts the dancers on stage. Instead, we will have a professional filming the show to be purchased for your viewing pleasure.

You can purchase videos during Ticket Sales for \$30.00 each.

After that, you can purchase them in the office until the week after the performance. When ordering, you must write your name on the order form for either the Junior or Senior show video.

## Costumes

Costume pick-up will be in early May for those who have not already received their costume. They will be handed out in your class.

**Make-up:** We ask that every child wear make-up onstage to prevent them from looking washed out under the stage lighting.

### We recommend:

1. Foundation that matches your child's skin tone
2. Earth tone eyeshadows (browns and beiges)
3. Rosy toned blush
4. **RED** lipstick
5. Eyeliner and mascara for **OLDER** dancers

## Quick Changes

A quick change is when a dancer has only 6 numbers or less between dances to change costumes (there may be exceptions). The dancer must go to the quick-change area backstage to change into their costume for their next number. The following steps must be followed when a dancer has a quick change:

### 1. Prepare a quick-change costume bag. The costume bag must be "see-through" and labelled with the following information:

- a. your dancer's name
- b. the dance's title and number in show
- c. type of shoes and tights required
- d. hairstyle required and any hair accessories

The bag should contain the costume, tights and shoes. If there is a change in hairstyles, please provide a hairbrush, bobby pins, hairspray, gel, hairnet, etc., in a Ziploc bag. \*Label every item with the dancer's name (especially **SHOES!**). Put each quick-change costume in a separate bag.

CSD will not be responsible for any lost items.

## **2. Bring the quick-change costume bag backstage.**

If the quick change occurs before the show's Intermission, the costume bag must be backstage 1/2 hour before the show begins. Suppose the quick-change occurs after the show's Intermission. In that case, you may bring the costume bag backstage during Intermission or before the show starts. \*This must also be done for the Dress Rehearsal night, given that it is a rehearsal for the actual show.

## **3. Quick change**

After the dancer performs their first number, they will then go directly to the quick-change area backstage. There will be people ("trained professionals" in the art of quick-changing) ready to help the dancer get into their costume for their next number. Parents, friends, etc., are not permitted to quick-change their dancers. If you have any concerns, please discuss them with the quick-change staff. Tip: If the tights need to be changed, please have your child layer tights on top of each other. Put the tights for the second dance underneath the ones for the first dance. It is easier to strip off a pair of tights than try and put a pair on a sweaty child.

## **4. Costume pick-up from backstage**

Costumes left backstage in the quick-change area will only be available for pick up at Intermission or the end of the show. Costumes are only available for pick up at these times because it is impossible to access the backstage area during the show. Please check your child's bags before going home to make sure that you have everything.

We hope that this addresses all your questions you may have about the Recital process. The week is a busy one, but it is also extremely enjoyable for our dancers and a wonderful experience for them both socially and in their dancing career.

If you have any questions, there are always senior dancers and their parents around who have been doing this gig for years and are happy to help! Your child's dance teacher can also address any concerns you may have. We appreciate your patience and cooperation throughout this process.