



Recital Info Packet

Costume Week - March 25-29, 2019

Picture Week - April 29-May 3, 2019

Rehearsals - May 15-17, 2019

Rehearsal A - Tuesday, May 14 5:00

Rehearsal B - Tuesday, May 14 6:15

Rehearsal C - Wednesday, May 15 5:00

Rehearsal D - Wednesday, May 15 6:30

Rehearsal E - Thursday, May 16 5:00

Rehearsal F - Thursday, May 16 6:15

Rehearsal G - Friday, May 17 5:00

See the **Quick Reference Chart** for your dancer's assigned rehearsal. Rehearsals are closed. Dancers ages 10 and younger may have (1) guardian sit in the theatre during rehearsals. Siblings are not allowed in the theatre under any circumstance. Dancers should wear regular dance clothes to rehearsal (not costumes) and bring their dance bag containing all shoes. Hair should be fixed in a recital bun, and rehearsals are a GREAT time to practice the required stage make up (see next page). Rehearsals run on a very tight schedule. If a dancer is late to their rehearsal call time, he or she may miss their opportunity to practice on stage. We suggest arriving 10 minutes early. Upon arriving at the **Townsend Center**, dancers should enter the theatre and sit in the specified row for their class. Parents of Twirl & Tap dancers, please sit next to your dancer. Other parents may sit in the rear of the auditorium. Please turn off all electronic devices, and keep talking to a minimum. Food, drinks, photography, and videotaping are prohibited in the theater.

Shows - May 18-19, 2019

Show 1 - Saturday, May 18th Dancer call time: 1pm, Show time 2pm

Show 2 - Saturday, May 18th Dancer call time: 5pm, Show time 6pm

Show 3 - Sunday, May 19th Dancer call time: 1pm, Show time 2pm

Show 4 - Sunday, May 19th Dancer call time: 5pm, Show time 6pm

The **Quick Reference Chart** indicates which show(s) your dancer will be performing in. Upon arriving at the **Townsend Center**, for performances, dancers should report to the check-in table located on the far end of the lobby. Once dancers have been checked in, they will be escorted to their assigned dressing room, **where they will remain, well supervised, for the duration of the show**. Dancers will not be released during the show, as we do not have a safe dismissal procedure in place for dancers to be checked out mid show. Only backstage volunteers will be allowed backstage. Dancers should pack their dance bags with all dance shoes, hair and make up items, and a water bottle (water only, no soda). After the final bow, dancers will be dismissed in an organized fashion in the same area. **TO ENSURE THE SAFE DISMISSAL OF OUR DANCERS, ONLY ONE PARENT SHOULD APPROACH THE DISMISSAL AREA.**

Venue

The venue for **rehearsals and shows** is the **University of West Georgia Townsend Center for Performing Arts, 134 University Drive, Carrollton, GA 30117.**

Contact

The best way to contact us during rehearsal and show days is to e-mail us at info@danceacademywest.com.



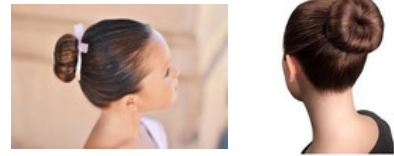
Hair

We ask that all dancers look their very best on stage. There are many tutorials for how to create the perfect dance bun. Twirl & Tap, Kinder Combo, Intermediate Acro, all Junior classes, and all Level 1, 2, and 3 students will wear a slick bun at the crown of head, with no part. Our Teen classes, Advanced Acro, and Level 4 and 5 dancers will wear a slick low bun with a center part. Here are some helpful links:

Bun with no part

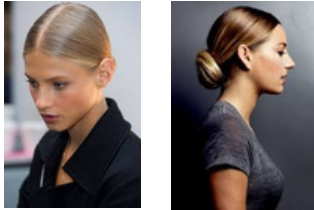
<https://southernflaircrafts.wordpress.com/2012/06/12/ballet-bun-the-easiest-ever/>

<https://youtu.be/882m4QKu0sg>



Bun with middle part

https://youtu.be/zmk05n_Qe50



HELPFUL TIP: Do not use bobby pins to make a bun. Hair pins (which are the open kind of pin) work much better. The thicker hair pins work best because they don't bend.

Make Up

It is very important that all dancers, even our youngest dancers, wear make up. We use very bright lights and have several lighting cues throughout the show. There are many tutorials for age appropriate stage make up. All dancers should have a neutral eye shadow slightly darker than their skin tone, mascara, bright cheeks, and a dark pink or red lipstick.

Young Dancers

https://youtu.be/vu8GH_im5VU

Teen Dancers

<https://youtu.be/Bv8UzAwrels>

HELPFUL TIP: Do not use blue or purple eye shadow. Keep your eye colors neutral.

Practice Tools

You can access your recital music on our website under the Recital tab, or by clicking on this link

<http://danceacademywest.com/recital/recital-playlist>. We will have practice videos available for your dancer to study and practice with by mid April. The links to these videos will be e-mailed to you.

Tickets

Our recital is a ticketed event and anyone wishing to watch the show, including parents and family members will need a ticket to enter the theater. Children ages 2 and under do not need a ticket if they will be sitting on a lap. Tickets will go on sale on Monday, April 1, 2019. Tickets can be purchased online by going to www.townsendcenter.org. Simply click on the BUY TICKETS button and find our event, A Million Dreams. Tickets range from \$10.00-\$12.00 + tax and processing fees. You will have the option to have your tickets e-mailed to you, mailed to you, or held at Will Call. Tickets are sold by specific seats and rows. Tickets are sold on a first come, first serve basis. Our shows have sold out in the past, so please purchase your tickets early.

Ads for Memory Program

This year we are selling ads for our memory program. Ads are a great way to congratulate and show support for your dancer and also a great advertising tool for small business owners. All ads will be 1/4 page and will cost \$30. Ads can include a photo or logo of your choice, and a personalized message. All photos and logos must be e-mailed in the form of a JPEG. Hard copies will not be accepted. Email your photo or logo to info@danceacademywest.com, subject line: AD FOR PROGRAM. Separately, please fill out the **Ad Form** and return no later than March 28, 2019.

Parent Volunteers

Being a parent volunteer is a wonderful experience, and an exciting way to be involved in our production. The success of our recital strongly depends on our parent volunteers. Each Twirl & Tap and Kinder Combo class requires two parent volunteers. Levels 1-3 require one parent volunteer per class. Parent volunteers will be asked to arrive 30 minutes prior to dancer call time, and remain until the last dancer from their group has been dismissed. Please consider being a parent volunteer, especially if your dancer is performing in more than one show. You also are welcome to volunteer for a show that your dancer is NOT performing in. Parent volunteers must fill out and turn in the **Parent Volunteer Form**, which is available on our website and at the front desk. Parent volunteer forms are due no later than March 28, 2019.

Ads for Memory Program \$30

Paris,
Congratulations on all of your
accomplishments! We are so proud of
you!
Love,
Mom, Dad, Brother, and Grandma



Paris
Scott

Your
Business
Logo / Name

770-123-4567

Advertise your business in our recital
program and reach hundreds of
potential customers!



Flowers, T-Shirts, Program Ads DEADLINE TO ORDER MARCH 28, 2019

Dancer Name _____ Your Name _____

Your best contact number _____ Your e-mail _____

I am ordering (circle all that apply): Flowers T-Shirt Program Ad

Flowers - \$20

Flowers are the traditional gift for dancers after a performance. This year Oak Mountain Florist in Carrollton will be providing our flowers. Surprise your dancer with a beautiful bouquet that contains a half dozen pink and white roses, baby's breath, greenery, and a blank card for you fill out with a special message to your dancer. You can pick up your bouquets before your dancer's show, or at intermission.

How many bouquets would you like _____?

Which show will you be picking up your bouquets? Show 1 Show 2 Show 3 Show 4

T-Shirts - \$30

Don't miss out on our beautiful show shirts! They will be navy with a colorful design on the front and back. The shirts will include the date so they make a great momento! List the quantity next to the appropriate size.

_____YS _____YM _____YL _____AS _____AM _____AL _____AXL _____AXXL (\$35)

Program Ads - \$30

Congratulate and show support for your dancer, or advertise for your business! Ads will be 1/4 page and printed in color. Include payment with this form and e-mail info@danceacademywest.com and include your picture / logo as a JPEG and include your personalized message. Use the subject line: AD FOR PROGRAM. NO HARD COPIES OF PHOTOS ACCEPTED.

I will be sending in an ad for the program. I understand that I will need to send photo or logo as a JPEG to info@danceacademywest.com and I will include a personalized message or any other info that I would like in the ad. I will be sure to proofread my message and understand that it will be printed exactly as it is sent in regards to spelling and grammar. Font, font size, and ad design will vary. The deadline to send in ads is March 28, 2019.

Total for flowers _____

Total for t-shirts _____

Total for program ad _____

Grand Total _____

Charge my account. I understand that the total will be automatically drafted with my April tuition.

Payment attached



Parent Volunteer Form

Thank you for electing to volunteer for our Spring Performance. Our shows could not go on without the help of our backstage volunteers. Being a backstage volunteer is a really neat experience, and an opportunity to create special memories as you become an important part of putting on the show!

Please fill out and submit this form by March 28th if you would like to be considered as a backstage volunteer. We will notify you via e-mail with more information once our backstage volunteer schedule has been determined.

Your Name: _____ Dancer's Name: _____

Relationship to dancer: _____ Best contact number _____

E-mail address _____ Shirt size _____

Circle the show(s) your dancer is performing in: Show 1 Show 2 Show 3 Show 4

Circle the show(s) you would like to volunteer for: Show 1 Show 2 Show 3 Show 4

Backstage volunteer responsibilities include: arriving early on show days, supervising dancers in dressing rooms, escorting young dancers to the restroom, assisting dancers with costume and shoe changes, escorting dancers to and from the backstage area, assisting with quick changes, keeping the backstage area neat and clean, staying with dancers for the duration of the show, and assisting with dancer dismissal.

- Backstage volunteers will wear a special volunteer shirt when backstage.
- Dads, brothers, or other male friends or family are not allowed in dressing rooms or in quick change areas.
- Backstage volunteers should be able to safely and happily assist and supervise dancers.