



Spring Recital Packet

We are so excited that you and your child are going to be a part of our annual Spring Recital, The Wizard of Oz! If you have never experienced being a part of one of our amazing productions, get ready, because we are about to take you over the rainbow! If you *have* participated in one of our past productions, you know to expect a fun-filled weekend that your child will remember for years to come! We run a tight ship when it comes to tech rehearsals and performances, because we want the weekend to run as smoothly as possible! Please read over this packet thoroughly and speak with someone at the front desk if you have any questions.

Accounts

All accounts should be paid in full in order for your dancer to receive his or her costume. The Performance Fee of \$75 was due on February 1st. If this fee has not been paid, or if you have any outstanding costume or tuition fees, your child will receive his / her costume(s) once your account is paid in full. The Performance Fee of \$75 includes your child's time at rehearsals and performances, and a special end-of-the-year gift. It will also include access to the studio photo gallery of pictures that are taken at rehearsals and performances. We will provide a special code for you to view all photos that are taken and you will have the option to download the photos you like for free, or have them printed and mailed to you at a very low cost. Photography and videotaping of ANY KIND, including videotaping from your phone or tablet is strictly prohibited inside the auditorium, during rehearsals and performances.

Rehearsal and Performance Dates

The Spring Recital is divided into FOUR shows. Rehearsals will be **May 3rd and 5th, and performances will be May 6th and 7th**. The Recital Info Chart gives specific call times for rehearsals and performances for each class.

Venue

The address is 1601 Maple St, Carrollton, GA 30118.

All tech rehearsals and shows are at the Townsend Center for Performing Arts, located on the beautiful campus of the University of West Georgia and easily accessible from Interstate 20, Highway 27, or Highway 166. The three main entrances to the campus are all on Maple Street. The Townsend Center is located on West Georgia Drive. From either the East or West Entrance, travel to the 3-way traffic light. The Townsend Center is a multi-level building of beige brick located in the corner of the 3-way stop.

Tickets

All audience members 2 yrs and older are required to have a ticket. Tickets will go on sale on April 1, 2017. Purchase tickets on-line at www.townsendcenter.org. **Tickets are sold by specific seats and rows, so purchase your tickets early to get the best seats. Here is how you can purchase tickets:**

1. By going on line at www.townsendcenter.org. Click on the BUY TICKETS button and find our event, "The Wizard of Oz." Tickets are \$10.70-\$12.84 PLUS \$2.80 per ticket for credit card and bank processing fee. There is a \$1 fee per order, not per ticket, to have your tickets emailed to you. There is a \$1.75 shipping fee per order, not per ticket, to have your tickets mailed to your house. You can save a \$1 email fee or \$1.75 shipping fee by having the tickets held at Will Call and pick them up at the Box Office before the performance. Take note, Will Call lines can be long and the lobby can become quite crowded. The best option in our opinion is the \$1 fee to have your complete order e-mailed to you.
2. By calling the Box Office (678) 839-4722. Tickets are \$10.70-\$12.84 PLUS \$2.80 per ticket for credit card and bank processing fee. There is a \$1 fee per order, not per ticket, to have your tickets emailed to you. There is a \$1.75 shipping fee per order, not per ticket, to have your tickets mailed to your house. You can save a \$1 email fee or \$1.75 shipping fee by having the tickets held at Will Call and pick them up at the Box Office before the performance. Take note, Will Call lines can be long and the lobby can become quite crowded. The best option in our opinion is the \$1 fee to have your complete order e-mailed to you.

Class and Individual Pictures

We will be having class and individual pictures April 24-28 during your regular class times. Please see the picture week flyer for info on picture packages and costs.

Video Taping and Photography

Pictures and video may be taken outdoors and in the LOBBY of the auditorium. Photography and videotaping of any kind are strictly prohibited inside the theater during rehearsals and shows. Patrons will be asked to leave if they are caught videotaping or taking pictures during the show. This rule is for the privacy and safety of our dancers and will be strictly enforced. We have hired a professional photographer who will be taking pictures during rehearsals and performances. The Performance Fee that you paid will include access to the studio photo gallery of pictures that are taken at rehearsals and performances. We will provide a special code for you to view all photos that are taken and you will have the option to download the photos you like for free, or have them printed and mailed to you at a very low cost. Please take note that the pictures taken during rehearsals and performances are candid photos and the photographer will do her best to capture images of all students, but this is not guaranteed.

Costume Care and Maintenance

Costumes are ordered based on the measurements that we take of dancers in the fall. We plan accordingly for growth spurts when ordering. Many times measurements will “cross sizes”, meaning that the chest and waist measurement might indicate one size, but the girth another. In cases such as these, we will always order the larger size. It is the responsibility of the parent to have the costume altered to fit correctly, as the costume fees do not cover the cost of tailoring the costumes to meet individual needs. If your dancer is required to have tights, we ask that you purchase only the Body Wrappers brand and color indicated on the Costume List, as this will ensure that the color of the tights is the same for all dancers. These are available in our dance wear store in the front lobby. Once your costume is taken home, DAW will not be responsible for any tears, rips, stains, strap mishaps, or any other defect on the costume. If your costume is lost or stolen, we will not be able to get you a new costume before the Recital.

Hair

Unless otherwise noted, hair should be pulled back and slick in a neat dance “donut” bun on the crown of the head. To secure the bun, hair pins work better than bobby pins. Pre-dance and Kindergarten dancers should wear their headpieces (if applicable) centered in front of their buns. All other dancers, should wear their headpiece (if applicable) on the RIGHT side of their bun. Not all dances will have a headpiece. Pack ALL hair accessories in dance bag and include bobby pins and hair pins.

Make-Up

Pre-Dance students should wear blush and lipstick. Mascara is optional.

Level 1-4 students should wear blush, lipstick, neutral colored eye shadow, and mascara. False eyelashes are optional. No blue or dark eyeshadow.

Dance Bag

All dance bags should include hair accessories, costume accessories, make-up for touch ups, hair pins, bobby pins, a brush, a water bottle with name, and a safe snack such as crackers. No chocolate, candy, or messy snacks please!

DVD's

This year we will be using RDavidVideo for our videography. DVD's are \$25 if you place your order on or before May 2nd, and \$30 beginning on May 3rd. The DVD's MUST be purchased through the following website: <http://rdavidvideo.com/daw.html>. The DVD's will be available for pick up at Dance Academy West beginning on June 25th. **Please note, flash photography and videotaping of any kind, including video taping on your electronic device is strictly prohibited during tech rehearsals and shows.**

Flowers, T-Shirts, and Other Goodies

You have the option to pre order flowers and t-shirts. The order form for these items is at the front desk and can also be printed off of our website, and must be turned in at the front desk by Friday, April 14th. It is likely that we will have extra show goodies available on the day of your child's show. Any items for sale at the recital will be cash or check only.



Backstage Volunteer Form

Each class requires 2-4 backstage volunteers during the shows. Being a backstage volunteer is a really neat experience, as you get to see what it takes for the show to go on! The show CANNOT go on without our backstage helpers and volunteers! Backstage volunteer opportunities are for moms or female adult family members only. Backstage volunteers are the ONLY parents allowed to go backstage, as fire marshall laws only allow for a certain number of persons to be in the backstage and dressing areas.

The responsibilities of backstage volunteers include:

1. **Arriving 30 minutes before the class is required to arrive to dress rehearsals and performances.**
2. Assisting dancers with costume changes and taking young dancers to and from the restrooms. Also, keeping the dressing room areas quiet and neat, helping to keep young dancers occupied between dances, remaining backstage for the duration of performances, and staying until all dancers are dismissed to their guardians for performances.
3. Backstage volunteers will not need a ticket.
4. Backstage volunteers will receive a spring performance t-shirt, which they will be required to wear, along with a name badge, when volunteering.
5. Backstage volunteers cannot bring younger siblings into the backstage area.

If you would like to volunteer backstage, please fill out the bottom portion of this form and return to the front desk. Please do not just "tell" a DAW employee that you wish to help; we need the **form** to consider all volunteers. Also, some years we receive an overwhelming amount of backstage volunteers. Please keep in mind that we may not need everyone who wishes to help, but that we are genuinely appreciative of all those who express interest. After receiving your form, we will notify you by Friday, April 21st if we will be using you for a backstage volunteer.

Backstage Volunteer Form Due by 4/14/17

Dancer's Name _____

Relationship to dancer _____ Shirt size (regular fit tee): AS AM AL AXL AXXL

Which class / show is this dancer in?

Class _____

Show _____

Which show are you wishing to volunteer for?

Show 1	Show 2	Show 3	Show 4
5/6/2017	5/6/2017	5/7/2016	5/7/2016
2pm	6pm	2pm	6pm

Do you understand that all backstage volunteers are required to attend the tech rehearsal as well? YES NO

What is your best contact number? _____

What is your e-mail address? _____

Dance Academy West
Spring Recital FAQ's

Q: When is my child's dance recital?

A: Our spring performances and rehearsals will be May 3-7. Please refer to the Recital Info Chart for specific call times.

Q: What is a call time?

A: The call time is the time your dancer should arrive at the venue.

Q: Where will the rehearsals and performances be?

A: All rehearsals and shows are at the Townsend Center for Performing Arts, located on the beautiful campus of the University of West Georgia. The address is 1601 Maple St, Carrollton, GA 30118.

Q: Do I need a ticket to get in?

A: Yes, all persons ages 2 yrs. and older will need a ticket to be admitted into the theater. Tickets will be \$10-\$12 PLUS taxes and fees and will be sold on-line at www.townsendcenter.org beginning on April 1st. Tickets are sold by specific seats and rows, so purchase your tickets early to get the best seats.

Q: Can I take pictures and videos of my child?

A: Pictures and video may be taken outdoors and / or in the LOBBY of the auditorium. Photography and videotaping of any kind are strictly prohibited inside the theater during rehearsals and shows. Patrons will be asked to leave if they are caught videotaping or taking pictures during the show. This rule is for the privacy and safety of our dancers and will be strictly enforced. We have hired a professional photographer who will be taking pictures during rehearsals and performances. The Performance Fee that you paid will include access to the studio photo gallery of pictures that are taken at rehearsals and performances. We will provide a special code for you to view all photos that are taken and you will have the option to download the photos you like for free, or have them printed and mailed to you at a very low cost. Please take note that the pictures taken during rehearsals and performances are candid photos and the photographer will do her best to capture images of all students, but this is not guaranteed.

Q: How long are the performances?

A: Each performance is approximately 2 hours long with a 10 minute intermission.

Q: Can my child leave after he or she dances?

A: For the safety of our students, we require ALL dancers to remain backstage until the show is over. Students will not be allowed to leave before the end of the show. Also, all students will participate in the final bow and curtain call at the end of the show.

Q: Can I visit my child backstage?

A: Only backstage volunteers are allowed backstage. If there is an emergency with your child, we will make an announcement and call you to come backstage.

Q: How do I know my child is safe and supervised during the show?

A: Upon arriving for shows, you will check-in your dancer at the specified "check-in table". Your dancer will be escorted to his or her dressing room which will be supervised by DAW staff members and backstage volunteers. After the show, dancers will be brought back to the lobby and their name will be called. We ask that ONE family member come forward to get your dancer.

Q: What should I do if I have a younger child watching the show who becomes disruptive?

A: Our shows are fun and family friendly, however, sometimes it is hard for babies, toddlers, and young children to sit quietly through the entire show. The University requires that all patrons remain seated during the show. Children are not allowed to run, sit, or play throughout the isles of the auditorium. Also, we ask that any child who may begin to cry or become disruptive be taken into the lobby, where there will be a live feed of the show. Your dancers have worked extremely hard for this spectacular weekend and distractions coming from the audience take away from the special effects and efforts of our dancers and actors.

Q: What will my dancer need to wear to tech rehearsal?

A: **For tech rehearsals**, your dancer should arrive in regular dance clothes. If able, they should come with their dance bun and stage make-up done. Each dancer should bring a small dance bag that holds EACH pair of their dance shoes. **Dancers should not be in their costume for tech rehearsal.** Do not pack any food, drinks, or activities. Tech rehearsals will be quick and dancers of all ages, need to be able to carry their dance bags that will contain their shoes. Dancers will report to the auditorium upon arriving and find the designated area for their class.

Dance Academy West
Spring Recital FAQ's

Q: What will my dancer need to wear for shows?

A: **For shows**, your dancer should arrive in their FIRST costume and have their dance bun and stage make-up complete. Dancers will need to check-in at the designated table in the front lobby. Volunteers will take dancers backstage. Dancers should wear a cover up so that their costume is not exposed (a large button up shirt works great). Their dance bags should contain the following: Additional costumes, all dance shoes, bobby pins, rubber bands, hairspray, hairbrush, lipstick, other "touch up" make-up, non-messy snacks, a small water bottle, a book or quiet activity. We discourage electronics, and DAW and UWG are not responsible for electronics or valuables that are lost or stolen. BE SURE YOUR DANCER'S NAME IS IN EVERYTHING.

Q: Help! I don't know how to make a "dance bun?!"

A: Unless otherwise specified by your teacher, ALL dancers should wear their hair in a neat dance bun. There are many tricks that you can do to make a dance bun. Your local beauty supply store sells doughnut shaped "bun bases" that are simple to use. Here is a great link if you would like to watch a tutorial: www.youtube.com/watch?v=882m4QKu0sg or www.youtube.com/watch?v=pfrlS1i5RUM. Pre-dance and Kindergarten dancers should wear their headpieces (if applicable) centered in front of their buns. All other dancers, should wear their headpiece (if applicable) on the RIGHT side of their bun. Not all dances will have a headpiece.

Q: Does my dancer have to wear make-up?

A: It is important that dancers of all ages wear make-up when on stage. Our shows are very professional. We use strong stage lights, which will wash out your child's complexion if they are not wearing some make-up. For Pre Dance - 2nd grade, we suggest light powder, neutral or skin toned eyeshadow, mascara, blush and lipstick. Dancers in 3rd - 12th grade may want to include foundation, brow liner and possibly false eyelashes.

Q: How do I order flowers and DVD's?

A: Order forms are available in this packet, and also on our website, for flowers, t-shirts, and DVD's of the shows. Flowers are the traditional gift to give a dancer after a performance. You are not required to order the flowers through us, but let us assure you that the morning of your dancer's big day, the LAST thing you will be thinking about is getting flowers! Our flowers are ordered through a wholesale florist in Atlanta and each and every year they are fresh, bright, and beautiful! It is likely that we will have extra show goodies available on the day of your child's performance. Anything for sale during performance weekend will be cash or check only.

Q: What should I do if my dancer needs extra or special undergarments?

A: Dancers should not wear regular bras and panties under their costumes. Dance tights have a special liner sewn in so that there is not a need for regular underwear. If your dancer requires additional undergarments, besides tights, please check out our dance wear store by the front desk. If you do not see what you need, speak with someone at the front desk and we can place a special order for you. The deadline to order undergarments is March 31, 2017.