

About this Handbook

This handbook is provided by the Dance Department staff to help guide new parents and veteran parents alike through the detail-oriented recital process. In this book, you will find information regarding:

- Recital Tickets: when to purchase them and how much they cost
- Recital Rehearsals and Pictures: the schedule and details
- Recital Performances: when and where to arrive
- Order forms for the Recital DVD, and recital tee shirt

How does the staff plan the recital?

We take into account siblings, variety of genres, and variety of ages to line up a great show.

Do you take requests for performance days and times?

While we certainly would like to accommodate everyone's requests, it is just not possible, so to be fair, we do not take any requests.

What's helpful for the staff?

Our dance staff are experienced in producing recitals and are busy preparing all the dancers for wonderfully successful performances. It is helpful to the staff if you hang onto your copy of this handbook and read it carefully before asking questions. Chances are the answer is in the book!

What should I do if I still have a question?

Email Valerie Lober, Artistic Director of Dance, at vlober@wilpark.org. It is difficult for the staff to try to answer questions before and after class and still instruct the students in a timely fashion. Valerie would love to meet all families in person and have a chance to discuss any questions! If you see her, please feel free to approach with any questions or concerns. If you are not sure when she is available, please send an email to schedule a time!

Recital Tickets

On sale beginning Friday, May 4, 2018

Anyone wishing to view a performance must have a ticket (children age 2 and under who sit in a lap do not need a ticket, however children ages 3 and higher in their own seat require a ticket). Tickets are reserved seating, \$10 each and will go on sale beginning Friday May 4, 2018 at 9am to registered families only. Each family will have the opportunity to purchase 8 tickets

beginning on Friday, May 4 at 9am. This limit of 8 tickets is to allow each family an equal opportunity to make an initial purchase. This initial purchase period will last through Tuesday, May 8 at 8:59am. Beginning at 9:00am on Tuesday, May 8, the remaining tickets will be available for purchase without restriction. Please note that seating is reserved, and should you make a second ticket purchase, there is no guarantee that the seats will be together. The limit of 8 tickets is per family, not per student or per show. All tickets may be purchased on our website at www.wilmettepark.org or at the front desk of the CRC. Please watch your email carefully for the detailed ticket purchasing information. Recital performances DO sell out so please do not wait to purchase your tickets!

Recital Pictures – During Dress Rehearsal!

-At the Community Recreation Center (3000 Glenview Road, Wilmette)
This is the first opportunity to see the recital costume on the whole class. To make this run as smoothly as possible, we ask that you follow these guidelines and notes:

- Envelopes will be handed out in class. Please have your envelope filled out and payment enclosed prior to arriving to your pictures. The company provides an option to pay online ahead of time-we HIGHLY recommend this option.
- After each dance is finished on stage, they will be brought to the dance studios for their group picture. Your dancer will be released as soon as their group photo is finished. Please do not attempt to pick up your dancer before group photos.
- Groups are made up of individual dancers who have worked hard together throughout the year to prepare for the recital. Even if you do not plan to order portraits of your dancer this year, they will still need to be present for the photo.
- Costumes come with many pieces. Please make sure you have everything!
- Parents are NOT PERMITTED in the studio while pictures are being taken. This is a distraction for staff, students, and photographers and causes us to fall behind schedule. PLEASE trust the staff to pose your dancer and to handle any nervousness.
- Individual photos can be taken at your convenience during rehearsals on both Wednesday at Thursday. After dancers are released from their group photo, you may take them across the hall to take their individual portrait. Dancers are not required to take individual portraits.

Recital Week

Monday, May 28-Sunday, June 3, 2018

Rehearsals and pictures: Wednesday May 30, Thursday May 31

Recitals: Sat, June 2, 1pm and 3pm • Sun, June 3, 1pm and 3pm

Location

All rehearsals and performances will be held at the Community Recreation Center Auditorium, 3000 Glenview Road, Wilmette.

Rehearsals

Dress rehearsals are just that-rehearsals in the costume on the stage. Dancers are required to attend their scheduled rehearsals so they may get the feel of the stage, learn where entrances and exits are and find where the restroom and dressing rooms are located. **If a dancer misses any rehearsal, he/she will not be permitted to participate in the recital. This rule is strictly enforced for the best opportunity to prepare for the show.** The rehearsal schedule is noted on the following pages-please arrive 10 minutes early to get settled. Upon arrival, all dancers should proceed to the auditorium (where staff will check the dancer in) and take a seat in their designated row (parents are welcome to sit in the back half of the auditorium-no siblings or other family please). The rehearsal begins with a practice of the final bows, then will begin at the top of the show. Once dancers have rehearsed their final piece, they are dismissed, so parents should plan to stay for the full rehearsal or make arrangements with other parents. This is also an ideal time to take non-flash photos and videos.

Costumes, Hair and Make Up

Dancers are to arrive in full costume with full hair and make up to both rehearsals and performances (staff is not responsible for fixing hair and make up). Hair should be fixed according to the costume check list (provided in class with the costume in May), and headpieces and accessories securely pinned.

Costume changes should be in a garment bag with the dancer's name labeled on all costume pieces and shoes. Please refer to our extensive costume tips page later in this handbook for further instructions.

Classes

There will be no recital level dance classes held the week of recital. Creative Dance, Pre-Ballet, and Jazz It Up will all be held the week of May 38-June 2 as scheduled.

Performances

Arrival

All dancers are required to arrive no later than one hour prior to the start of the performances in full costume, hair and make up. Please proceed to the check in area near Rooms 106 and 107. Staff will direct dancers to their assigned dressing rooms. Doors will open approximately 30 minutes before show time. Ushers will be present to help you locate your reserved seats.

Dressing Rooms

Each class will be assigned a dressing room on the first floor of the CRC for the performances. Dancers should go directly to their assigned dressing room. **No parents will be permitted in the dressing rooms~an extensive volunteer network in conjunction with the Dance Department staff has been put into place.** Dancers are encouraged to bring an activity such as cards, games, books, coloring, etc. Dancers are not permitted in the auditorium or lobby until after the show.

Photo and Video

Dress rehearsal is a great opportunity to do your own videotaping or picture taking. (No flashes permitted!) **At the performances, videotaping and photography are strictly prohibited. Our shows are professionally videotaped and any interference from the audience can be very distracting and a detriment to the professional quality of the performance as well as our professional video. Any audience member filming or photographing from the audience will be immediately asked to store their device.** DVDs of the full show will be available for purchase~please use the preorder form included.

Check In/Check Out

The day of the recital, all dancers under the age of 12 must be checked in with a signature by a parent/guardian. Once checked in, all dancers will remain in their assigned dressing rooms for the entire show-**no dancers will be permitted to leave before the finale.** All dancers will be broken into small groups by class and supervised by a park district staff member or volunteer. Parents will not be permitted to linger in the dressing rooms or backstage. After the finale, please send one parent/guardian to check your child out. Please have the rest of your family members and friends wait in the auditorium while you sign out your dancer.

We feel it is for your child's safety and protection that these policies will be strictly followed. Thank you in advance for your cooperation and support.

Costume Tips

Costume checklists will be provided with the costumes and handed out in class, listing the costume pieces, shoes, hairstyles, and color of tights. All students are required to have the same color of tights as it is distracting on stage when legs are different colors and textures.

- Label your dancer's name in every costume piece, shoes and tights.
- Remove all the tags from the inside of the costumes and accessories.
- NO jewelry or underpants allowed.
- Shoestrings need to be double knotted and tucked in.
- Steps to securing a neat and tidy hair bun:
 1. Very gelled, wet hair works best when pulling hair into bun.
 2. Once hair is pulled into a ponytail smooth all bumps & loose hairs back with a fine toothed comb & lots of gel & hair spray.
 3. Wrap the ponytail around into a donut shape.
 4. Secure with lots of hair pins, not bobby pins. To help secure all of those little sprouts that peep out of the bun, hairnets will do the trick! These can be purchased at Osco, Sally's Beauty Supply, Target, Walgreens, etc. Shop early! They run out during this busy recital season.
 5. Secure hairnet with many hairpins. For very long and/or thick hair use 2 hairnets.
 6. All bangs must be secured back and off of the forehead.
 7. Last but not least, Hair spray! Hair spray! Hair spray!
- Bottled water and snacks (PLEASE NOTE: dancers should have healthy snacks that would not mark a costume should an accident occur. Recommended are grapes, pretzels, crackers, breakfast bars, trail mixes, etc. NOT recommended are sticky snacks such as fruit snacks or candy, or messy snacks such as Cheetos and chips. ABSOLUTELY no soda or glass bottles allowed! Please pack in a healthy manner.)
- Dancer's Personal Emergency Kit
 - Bobby Pins, hair pins, hairspray, hairnets and hair ties
 - The first person to contact Miss Valerie and correctly guess her favorite Broadway musical will win a free Recital T-Shirt!
 - Full set of make up: earth tone eye shadow, mascara and red lipstick along with rouge on the cheek bones works well. This is necessary as the strong stage lights wash out faces that do not have make-up.
 - Safety pins
 - Mini sewing kit
 - Philips screwdriver for loose tap shoe screws

Frequently Asked Questions:

How do I know which rehearsal and recitals to attend?

Follow the chart and locate your class by day, time, and instructor. The classes in each chart will follow the schedule at the top for rehearsals and recitals.

Will my dancer be in both the Saturday and the Sunday show?

This allows our dancers to have two chances at performing the dance they have been working so hard on since January. We also provide two shows in order to accommodate enough seating for all of our dancers' family and friends.

Am I able to pick up my dancer early from the show?

For the safety of our dancers, they will not be dismissed until the check-out process after the show.

How long is each show?

Each show is roughly 1 hour with no intermission.

Are tickets refundable?

Tickets are non-refundable. Please carefully check the schedule grids in order to make sure that you are purchasing tickets for the correct show.

Does my dancer have to attend dress rehearsal?

Yes, dancers who do not attend dress rehearsal will not be permitted to perform in the show.

Will my dancer need to be in their costume for dress rehearsal?

Yes, dress rehearsal is our first chance to see everything come together onstage. Dancers will need this time to feel what it's like to perform onstage in their costume, with their hair and make-up complete so that they will know what to expect on show days! Rehearsals will also include our recital pictures this year, so it is important they arrive camera ready!

Where can I find out about hair and make-up?

Hair and make-up instructions and online tutorials will be handed out in class with costumes when they arrive.

Schedule

Your punctuality for all rehearsals and performances is very much appreciated.

Please locate your dancer's class by day, time, and instructor. If your class is not on this list, please refer to the other schedule once you have located your class. Please keep in mind that many classes have another class running at the same time in the opposite studio, so make sure to have the correct instructor! If you do not know your instructors name, please come introduce yourself!

Rehearsal and Pictures: Wednesday, May 30th 5pm

1st Show: Saturday, June 2nd 1pm

2nd Show: Sunday, June 3rd 1pm

Class	Class Day	Class Time	Instructor
Junior Team - The Awakening of Good vs. Evil	Tuesday	5:30pm	Kirsten
Ballet (Age 5-6)	Monday	4pm	Val
Mini Team - Get Your Cape On	Tuesday	5:30pm	Val
Hip Hop (Age 10+)	Tuesday	6:30pm	Kirsten
Ballet (Age 8-9)	Tuesday	4:45pm	Val
Ballet (Age 4-5)	Saturday	10:30am	Maura
Hip Hop (Age 7-9)	Friday	5pm	Danie
Ballet (Age 7-9)	Wednesday	4:30pm	Mackenzie
Tap (Age 6-10)	Thursday	6:15pm	Val
Ballet/Tap (Age 7-9)	Saturday	11:15am	Kirsten
Ballet (Age 6-7)	Tuesday	4:45pm	Kirsten
Dance With Me (Age 4-7)	Saturday	9am	Maura
Jazz (Age 8-10)	Thursday	4:45pm	Val
Hip Hop (Age 7-9)	Tuesday	4pm	Kirsten
Ballet (Age 5-6)	Saturday	9:45am	Kirsten
Ballet (Age 4-5)	Wednesday	2:15pm	Mackenzie
Mini/Jr Team - Good is the New Bad	Tues/Thurs	5:30pm	Val

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Rehearsal and Pictures: Thursday, May 31st 5pm

1st Show: Saturday, June 2nd 3pm

2nd Show: Sunday June 3rd 3pm

Class	Class Day	Class Time	Instructor
Int/Teen Team - Daredevil	Wednesday	7pm	Val
Ballet (Age 10-12)	Monday	6pm	Val
Hip Hop (Age 4-5)	Friday	3:30pm	Danie
Ballet/Tap (Age 5-6)	Wednesday	5:15pm	Kirsten
Jazz (Age 13+)	Wednesday	6pm	Val
Pre-Ballet/Tap	Saturday	9:45am	Maura
Int/Teen Team - Feelin' Good	Monday	7pm	Mackenzie
Hip Hop 9 (Age 5-6)	Wednesday	3:45pm	Kirsten
Ballet (Age 13+)	Monday	6pm	Mackenzie
Ballet (Age 4-5)	Friday	9:15am	Mackenzie
Jazz (Age 10-12)	Wednesday	6pm	Mackenzie
Ballet/Tap (Age 4-5)	Thursday	4pm	Val
Hip Hop (Age 5-6)	Friday	4:15pm	Danie
Ballet/Tap (Age 5-6)	Saturday	11:15am	Maura
Boys Hip Hop (Age 4-7)	Wednesday	4:30pm	Kirsten
Int/Teen Team - Heroes	Mon/Wed	7pm	Val/Mackenzie

2018 Recital Tee Order Form

To pre order a tee, please use the below form, and return it with payment to the front desk of the Community Recreation Center by May 11.

PLEASE FILL OUT ONE PER STUDENT AND PRINT LEGIBLY

Student First Name _____

Student Last Name _____

Email _____

Tee Shirt \$20 each Mock ups will be available at the front desk, and orders will be handed out in class. Sizes are unisex~please circle.

Child Small	Child Medium	Child Large
Adult Small	Adult Medium	Adult Large
Adult XL	Adult XXL	

You may submit payment via check, cash or credit for all recital items at the front desk at the Community Recreation Center.

Tee shirt orders are due May 11, 2018.



2018 Recital DVD Order Form

We will once again have the recital professionally videotaped. To order the 2018 recital on DVD, fill out this form and return it to your instructor by the end of the second show on June 2. DVDs will be mailed to the below address in June.

First/Last Name _____

Street Address _____

City _____

Zip Code _____

Phone Number _____

Please circle which show(s). DVDs are \$32 each:

Saturday/Sunday 1:00pm

Saturday/Sunday 3:00pm

DVDs are \$32 each and include shipping to the above address. You may submit payment via check, cash or credit for all recital items at the front desk at the Community Recreation Center.

DVD orders are due no later than end of the second show on June 2.

