

Chester Valley Dance Academy
Recital Handbook 2018

Congratulations on choosing to participate in the Chester Valley Dance Academy's annual dance recital! In the next few months, the teachers at CVDA will be preparing a dance for your child to perform on the stage. This handbook was created to give you the information needed to make every aspect of the recital as enjoyable as possible! If after reading this book you still have questions, please feel free to call the Chester Valley Dance Academy, LLC at 610-594-2771.

Location

Phoenixville Area Middle School
1000 Purple Pride Parkway
Phoenixville, PA 19460

Dates & Times

Show 1: Friday, June 15th 6:00 PM
Show 2: Saturday, June 16th 12:00 PM
Show 3: Saturday, June 16th 3:00 PM
Show 4: Saturday, June 16th 6:30 PM

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Dear Parents,

To ease your mind I felt it important to explain why it is absolutely mandatory that your child attend dress rehearsal in order to perform in the recital.

The new environment of a stage makes it difficult and confusing for students of all ages. The following are some of the stage factors that need to be considered:

- **Stage lights** are very strong and give an illusion of having an obstructed view. This makes it difficult to be aware of the surroundings when moving quickly and dancing.
- **Wings** are used to enter and exit the performing area. These entrances and exits cannot be practiced in the studio as we do not have the wing space.
- **Mirrors** in the studio are a great help to students who are unsure of their dance or their spacing. Unfortunately on the stage there are no mirrors and practicing without these mirrors can only be done on the stage.
- **Size of the stage** is also larger than our studio. This changes the dynamics of the piece they are performing. The time it takes to move from one place to another and the spacing will be different.

If your child is absent for their MANDATORY rehearsal it causes great confusion to the remaining dancers as they try to compensate for the missing person. I have been in business since 1989 and have learned through trial and error, that if a child is missing the other dancers are the ones who suffer. My goal is to make sure that everyone feels confident on the day of the show. The dress rehearsal is vital to making this happen.

Thank You,
Cathy Moran, Director

Chester Valley Dance Academy, LLC
610-594-2771
www.ChesterValleyDanceAcademy.com

Dress Rehearsal

Schedule available at www.chestervalleydance.com

Dress Rehearsal is Mandatory!

If your child is not at dress rehearsal he/she will not be permitted to perform in the show.

Sorry, No Exceptions.

- Please check the rehearsal schedule online for the time and day your class is to rehearse. Be at the school dressed and ready to dance **30 minutes before** you are scheduled to go on stage.
- In the past, the rehearsals have run early. Please give yourselves plenty of time to drive carefully and prepare your children in a calm manner.
- Before leaving your house, make sure you have your entire costume, shoes, tights and all necessary accessories.
- Hair & make-up should be done at home before you arrive at the school.
- Please carry your costume in a plastic bag to the school. **DO NOT** change into your costume until you have arrived at the school.
- Make sure to wear full make-up & have your hair pulled up, as it will be worn for the show.
- When you arrive at the school go to the registration desk near the lobby to **register your child**. The staff members at the desk will inform you as to where your changing area will be for the rehearsal and the show(s).
- Once in your designated dressing area, **check-in** with your child's Classroom Mom.
- Students in **more than one class** are responsible to **check-in** with each of their "classroom moms".
- It is the dancer's responsibility to notify the stage manager at dress rehearsal if they will have a quick change. *A quick change is a*

back-to-back number or where a child has only ***one dance*** between numbers.

- **Quick changes** will be made with the stage crew's assistance in the backstage area. Prior to the start of the show, your child must bring a laundry basket (with his or her name on it) containing the *second* costume they will be wearing and all of the needed shoes & accessories.
- Dress your child, touch up make-up & hair and leave your child with the Classroom Mom.
- Performers should **not** wear underwear with their costume. They may wear a nude color bodysuit which will help when having a quick change.
- After the class has rehearsed on stage, students will have their pictures taken in their costumes. (*See Picture Information. If their picture is not being taken and they have no other classes, they may go.*)
- **Do Not Eat or Drink in or around ANY costumes!**
- Due to highly polished floors & for the safety of your child, **ALL TAP/IRISH STUDENTS** must wear socks **with tread** over their Tap/Irish shoes in all areas of the school during dress rehearsals & the shows.
- Please allow in your schedule at least **2 hours** of rehearsal time including the ½ hour before you are scheduled to rehearse on the stage.
- Please be patient while waiting for your turn to go on stage. We will run as close to schedule as possible, but still be prepared to wait.

Classroom Mom Information

DRESS REHEARSALS

- When classroom moms arrive at the dress rehearsal, register yourself and your child at the registration desk near the lobby, and then go to the assigned area to dress your child.
- Watch for the other children in your group to arrive and mark them off on your “dress rehearsal list”. Acquaint yourself with the guardian and find out who will be picking up each child at the end of the show on the performance day. This will make the dismissal easier for you.
- Once all of the children are checked-in & dressed in their costumes, make sure the costumes & headpieces all look alike. (For example: The straps on their costumes should be crossed in the back and the headpiece bobby pinned on the right side of their head. *At least 10 bobby pins per headpiece!*)
- When all the children are dressed and ready, keep them seated with you in the dressing area until their class is called to go on stage. At this time please collect all photography envelopes with enclosed money. You will be in charge of giving the envelopes to the photographer. Only you will be allowed in the photography area. **No parents are permitted backstage.**
- A stage crew member will lead you and your class to the hallway. At this time, you will need to line the students up in the order shown on your “stage sheet”.
- A crew member will then take the class to the wings on stage to wait for their turn. At this time you should go back to the audience to watch their rehearsal. Enter by the designated “classroom mom” door.
- As soon as their number is finished, meet your class in the hallway to receive notes from a stagehand. **You must pass on those notes** to each child and his or her parents.
- After the students have received their notes, you will take them to the Photography room. You will wait until each child has had their individual and group shots taken. Do not let any of the children leave before the others have finished. You will then take them back to their

parents who are to be waiting in the Auditorium or in the upstairs hallway outside the photo room.

- *We ask that you stress to the other parents that they wait in the auditorium or the upstairs hallway for their children. This will help the photographer and make it possible for him to do his difficult job without any distractions*

RECITAL DAY

- Arrive 1 hour early to find your dressing room. There will be a designated spot for your class. You will be given a free ticket, which will be in the form of a badge and **Is Not Transferable!**
- Only those assigned as classroom moms will be permitted in the dressing room once the performance begins.
- Wait for each child to arrive and have them place their costumes & accessories in an orderly fashion.
- There will be no intermission so have the children dress immediately.
- Carefully check each child to make sure they have plenty of bobby pins in their headpiece. Also check the children to be sure they all look alike. Check to make sure they have the proper tights.
- It will be your responsibility to keep the students occupied until their class is called to line up. (*Suggestions: play a hand game, watch the recital on the in-house monitor...*)
- Please be mindful of Phoenixville Area Middle School's property. Children should not be allowed to write on the boards or play with the instruments in the classroom.
- When your class is called, have the children line up in the order given on the "stage sheet". The stagehand will escort them to the stage **three numbers prior** to their dance.
- At this time you may go into the audience and **watch your class perform**. *Please enter the auditorium through the door designated for Classroom Moms!*

- After their dance is over, go to the backstage door to meet the performers and bring them back to the dressing room until they are called for finale.
- **The children may not go into the auditorium or lobby at any time during the performance.** You will be responsible for the children for the ENTIRE SHOW.
- Only one female guardian should come to get their children at the **end of the performance**. Before taking their children have them **sign their name** on the roster sheet. If you are uncertain or unfamiliar with the guardian ask them for ID. This will ensure the safety of the child and relieve your responsibility.

Security & Safety Policy

The safety & security of our dancers is of the utmost importance to us. *We have hired security to be on the premises for the protection of your children.* The security staff will be enforcing the safety rules listed below.

HALLWAYS & DRESSING ROOMS

Only dancers & the designated female guardian may enter the “Dancers Only” hallway.

It is the guardian’s responsibility to **“register”** the performer at the main desk for dress rehearsals and shows. Once registered, find the dressing area and **“sign-in”** with the classroom mom.

For the safety & security of your children, dancers may not leave the dressing area at anytime without their designated female guardian.

WRIST BANDS

On the show day, the female guardian will receive a security wristband with the child’s name on it. This band will admit the guardian to and from the “Dancer’s Only” hallway. **DO NOT LOSE THIS BAND.** Please put it on your wrist as soon as you receive it.

All other family and friends must enter through the Auditorium to be seated for the show.

END OF THE PERFORMANCE DISMISSAL

At the end of the performance, only the 1 female guardian with the security pass may go back to the dressing room. All other family and friends must wait in the lobby.

Performers age **16 & older** may show proper identification to leave at the end of the show.

Directions to Phoenixville Area Middle School

From Chester Valley Dance Academy Studio

Go left from our parking lot onto S. Village Ave. toward road Meadows Ln. Take the 2nd right onto RG Hornes Drive. Turn right onto W. Uwchlan Ave./PA-113. Continue to follow A-113. Turn right onto Pothouse Rd./W Pothouse Rd. Continue to follow Pothouse Rd. Turn left onto State Rd./PA-29. Your destination is 0.1 miles past Russell Rd. -1330 Main St. for GPS directions.

Additional directions can be found on Google Maps or the Phoenixville Area Middle School website.

Parking

Please do not park on the lawns at Phoenixville Area Middle School. There should be plenty of parking in the Parking lot. There is a handicap entrance for anyone in need.

Tights

This year we will not be taking orders for tights.

All students must purchase their tights on their own. The following dance shops carry the brand & style tights that are required:

- Definitely Dance (Whiteland Towne Center, Exton)
- Dance Line (Rt. 30 West Lancaster Ave., Paoli)
- Village Dance (Howard Business Park, W. Chester)

All performers are required to have **“BLOCH” brand** tights. Please check the internet for the accessory list to see the correct style and color for your class. **Please do not wear underwear under your tights.**

Picture Information

We recommend that you videotape and take pictures during the dress rehearsal. *For safety reasons, tripods and flash photography are NOT permitted during the shows.*

- Professional pictures will be taken during dress rehearsal or on your assigned picture day.
- The Classroom mom will chaperone the performers from the stage to the photo room. **Parents are not permitted in this area.** Parents will be permitted to wait in the **upstairs hallway outside the picture room** until their child's pictures are completed.
- Picture Information from the photographer will be handed out in dance class *prior* to dress rehearsal.
- Purchasing a picture package is optional. However, we would like to include everyone from the class in the "group shot".
- Please have your picture envelope filled out and ready to give to the classroom mom when you arrive at dress rehearsal. **Complete the address label and put inside the envelope along with your check.**
- Extra "Picture Envelopes" will be available the day of dress rehearsal.

*Pictures will be mailed directly to you 6-8 weeks after the recital. If you have any problems with your picture order or would like to order more photos, **contact Accent Photography at 215-361-3059.***

DVD Information

A professional company will videotape all four shows. Copies of the shows will be available in DVD format for \$35.00 each. **Orders will only be accepted online, at www.chestervalleydance.com via our online store.**

*Videos will be available for pick up in the Office 6-8 weeks after the recital. If you have any problems with your video/DVD **please contact the CVDA office at 610-594-2771.***

Show Day Protocol

ARRIVAL TIME

*All performers must be at Phoenixville Area Middle School **45 mins. to 1 hour before the actual show starts!** In the past, we have had dancers miss their number because they arrived late.*

- Please make sure that you arrive at the school with enough time to check-in, get dressed, and touch up hair & make-up
- When you arrive at the school, go to the registration desk near the lobby & **register** your child. At this point the female guardian will be given a **security wristband** allowing her access to the dressing area. (See “Security” for more information)
- Find your designated dressing area and “check-in” with your classroom mom.
- Dress your son/daughter in his/her costume. Touch up hair & make-up. Make any last minute “bathroom stops”.
- Once your child is ready, the classroom mom will take care of them until the end of the show. You may now take your seat in the auditorium and enjoy the show.
- Please be respectful of each class and remain in your seat until the dance is completely over and the audience is applauding.
- Doors will not be opened while dancers are performing.
- ***PLEASE DO NOT LET YOUR CHILD EAT OR DRINK IN THEIR COSTUMES OR NEAR ANY OTHER COSTUME!***

END OF PERFORMANCE DISMISSAL

- At the end of the performance, only the one female guardian with the security wristband may go back to the dressing room. All other family and friends must wait in the lobby. (See “Security” for more information)
- Before leaving the dressing area please make sure to “sign out” your child with the classroom mom.

- Please make sure you have all of your belongings before leaving the facility.
- Please make sure that your dressing area is clean and neat before you leave.
- If your child is staying at the facility in-between shows, I suggest you pack a meal for them.
- Performers will not be permitted to leave the dressing area without his/her designated guardian (with a wristband). See “Security” for more information.
- Performers Age 16 and older may show proper identification to leave at the end of each show.

This year the shows will run approximately 1 ½ hours with no intermission. The students will not be dismissed into your care until the end of the performance. They will have the opportunity to watch the show from an in-house T.V. monitor from the dressing rooms.

Makeup

Make-up for all performers is a medium base makeup/foundation, rouge, bright red lipstick, brown eye shadow, black/brown mascara & false eyelashes.

FOUNDATION

Apply makeup to the face, blending it below chin line so that it does not appear to be a mask.

BLUSH

Blush must be full pink, NOT purple or lavender because of the look of being bruised. It should be applied to the “apple” of the cheek. (If you grin, the fattest part of the cheek is the apple). Apply the blush with outward/upward strokes along the cheekbone. Also, the blush should highlight the cheek without looking like a stripe. (*See diagram*)

EYE SHADOW

Apply brown eyeshadow in an arc (page 9) and fill in so that the colors are vivid. As with all eye make-up colors, the lines should arch up and out from the eye, never down. *For additional eye definition--Use blush to fill in the area between the eyebrow and the eye shadow. Do not allow the brown and blush to mix.

LIPSTICK

Apply bright red lipstick to lips. Vaseline over the lipstick (and perhaps even on the teeth) will enable you to smile despite the “dry mouth” that performers often get due to nervousness.

FALSE EYELASHES

All girls should wear false eyelashes. There are many different sizes available for all ages. First have your child close her eyes then put a black line with eyeliner on top of your child’s eyelid very close but not touching her eyelashes. Then cut the lashes to fit your child’s eye and put a very little eyelash glue on the lashes (Tip: use a hair pin or safety pin to apply the glue to the eyelash). Place the lashes on the black line on your child’s eyelid. NOTE: Do not put the false lashes on your child’s real lashes. ***Believe it or not-this process is so much easier than putting mascara on a child who squints when you get close to her eyes.***

MASCARA

If you use Black Mascara, Apply Generously!

BLACK EYELINER

Should be put on carefully over the eyelid and below it. (See page 9)

JEWELRY

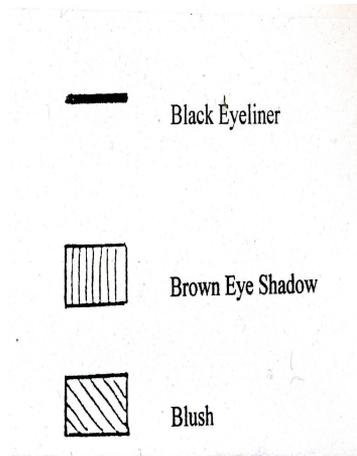
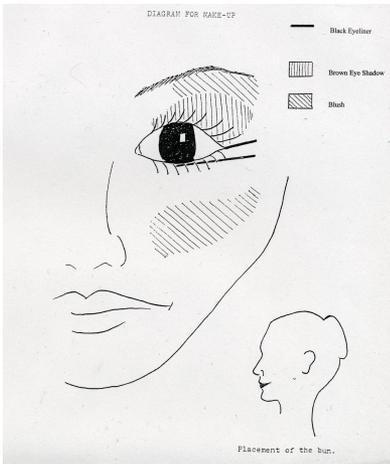
JEWELRY OF ANY KIND IS NOT PERMITTED DURING THE RECITAL!

If your child can't take out their earrings, apply a skin colored Band-Aid to cover them for the rehearsal and the show.

Hair

- Arrive at the school with your hair already fixed in a bun with no bangs.
- Use a hair net around the bun to help to keep it together and hold down any wisps.
- Do not allow any rubber bands or barrettes to show.
- If you must have barrettes, make sure they are the same color as your hair.
- Use a lot of hair spray and/or gel. Your hair should be stiff when you touch it.
- For flyaway hair or layered hair, dampen the hair first with a wet comb.
- Pull the hair into a tight ponytail and secure it with an elastic hair fastener. Twist the ponytail slightly before beginning to wind it so that it stays together like a rope.
- No wisps of hair may be free; this includes pieces around the ears and along the nape of the neck.
- Practice putting up your hair before the day of the rehearsal. Your hair should be trained to the hairstyle.
- Don't forget to bring hair spray, combs and other hair accessories for last minute touch-ups!
- **NO BANGS ARE ALLOWED IN ANY CLASS!**
- **Hip Hop Dancers** may have their hair in a ponytail with no bangs, depending on what your teacher has listed on the accessory list.

- **Irish Step Dancers** may have the front and sides of their hair slicked back with no bangs, with curls hanging down in the back



Reminders

- Dress Rehearsals are Mandatory!
- It is our policy that ALL tuition is paid in full (including Late Fees, Shortages, and any charges that are on your account) before costumes can be handed out to parents/guardian. Please do not wait until dress rehearsal to pay your account. There are no exceptions. Thank you.
- Please remind family members attending the show that tripods and flash photography are not permitted during the performance.
- Do not wear underwear under your costume.
- Jewelry is not permitted on the stage. Dancers should look uniform.
- Give your Picture Envelope & Check to your classroom mom as soon as you arrive to dress rehearsal. The address label should be completed and placed inside the envelope!

- **PERFORMANCE ETIQUETTE:** Be courteous of the people around you and do not leave during the performance. The person sitting behind you may have a child performing on stage at the time you decide to leave!
- **Student Teachers** please arrive as early as possible to all of the rehearsals. The stage crew and I can use all the help you can give us.
- When parking at Phoenixville Area MIDDLE School, please be considerate of others & school property.
- **No men or male siblings will be permitted in the dressing areas. Please make the necessary arrangements to keep all students comfortable and follow this request.**
- **FOR YOUR SAFETY, UNDER NO CIRCUMSTANCES ARE PARENTS ALLOWED BACKSTAGE! PLEASE DO NOT ASK TO GO BACKSTAGE.**

PLEASE NOTE

The Chester Valley Dance Academy, LLC reserves the right to ask anyone to leave the rehearsal and or recital at anytime if he/she does not comply with the policies, protocol and rules set forth by Phoenixville Area Middle School and the Chester Valley Dance Academy, LLC.