

“STEP-BY-STEP GUIDE”

TO MAKE IT THROUGH RECITAL WEEK

GET YOUR TICKETS

Tickets are sold through the Studio Office 1-2 months before Recital. The prices are as follows:

- Mini Shows \$10 in advance and \$15 at the door
- Big Shows \$15 in advance and \$20 at the door

No recital tickets will be “held/guaranteed” without payment in advance.

If you were an Assigned Volunteer for last year’s show, you will be able to purchase selected seats with your tickets for the number of shows you volunteered for last year. For example, if you volunteered for 1 show, you may choose your seats when you purchase your tickets for ONE SHOW this year. All tickets for reserved seats must be purchased within the allotted time frame given – you will not be able to return at a later date to purchase reserved seating tickets.

There is no “Ticket Waiting List” and once your tickets are purchased, they cannot be exchanged or refunded at the Studio or any other ticket selling locations.

VOLUNTEERING

If you sign up to volunteer, you will be placed into a position and notified in advance with details to follow regarding your “post”. All scheduled volunteers must be present during the Dress Rehearsal for your Designated show (see the Dress Rehearsal Week Schedule for dates).

If you will be in the dressing room to change your child, you do not need to sign up on the volunteer sheet. If you are posted to “Supervise” a dressing room, please understand that you are responsible for ALL of the children in that dressing room, not just your own. We need to have designated people in charge of making sure all children are ready for their next number and to communicate with the Runner.

Volunteers do not need tickets for the shows they will be volunteering for. If you are only in the dressing room to change your child, you also do not need to purchase a ticket, but please remember that you are not permitted to go between the dressing rooms and audience. If you have committed to changing your child, you are required to stay in the dressing room for the length of the show, except for while your child is dancing, you will be permitted to watch from the top of the backstage stands and return as soon as they are done. We will have Security watching the stands backstage and they will remind you to go back to the dressing room with your child. Please respect that we are putting on a professional show and there are people who paid to watch the show in the audience.

It is also expected that if you are in the dressing room, once your child is done getting into their next costume that you lend a hand to any other children who may need help. The Recital is a team effort and we can’t make it happen without your help!

If you are a competitive team parent and have signed up to take part in the “Recital Fundraiser”, please understand that the Recital Volunteering and Recital Fundraiser are not the same and will most likely conflict in schedules so you will need to make a decision on which you will be taking part in or have your spouse do one while you do the other.

FIRST RUN-THROUGH DAYS (Monday, Tuesday & Wednesday)

Each class/dance is given 10 minutes with their teacher to “block” their dance on stage. This means the teachers will go through all formations to show the students where they should be standing and get them familiar with the larger spacing of the stage. They will also run through their dance twice with the music. ***These rehearsal days do not require any makeup, hair or costumes.*** Please have your child come prepared with all of their dance shoes and regular studio dress code.

1. WHEN YOU ARRIVE

- Please arrive 20 minutes before your scheduled rehearsal time.
- Parking is available anywhere around the arena. DO NOT park along the side of the building adjacent to the arena (this belongs to the Auberge MacDonald Guest Inn and you may be ticketed or towed).
- Enter through the North doors, closest to the curling rink (all others will be locked).
- Take the first set of stairs on your Left towards the ice surface and find a seat for yourself and your child in the audience.
- You may also enter the ice surface from the front once you climb the first set of stairs to have a look through the “Lost & Found” items before they are donated at the end of the week.
- There will also be an office table setup for you to speak with an Office Staff Member should you have any questions.

2. WHILE YOUR CHILD IS REHEARSING

- Dancers must make their way down the dressing room hallway towards the backstage area for their scheduled rehearsal time. Parents should stay seated during this time until their child is finished with their rehearsal. The teachers and/or assistants for each of the younger classes will meet the little ones at the top of the stairs so they know where to go.
- There is no video or photography allowed during rehearsal days. Please respect the privacy of our students and the excitement of the upcoming show!
- Students who are rehearsing over a long period of time are welcome to bring snacks and WATER (no pop, juice or power/energy drinks) to their rehearsal. Food and water are allowed in the audience area but not in the backstage area.
- Parents are not required to stay during rehearsals, but you are welcome to sit and wait while your child rehearses.
- There are no other family members or friends allowed in the audience during rehearsal week. Any extra attendees will be asked to wait outside. There are no exceptions to this rule. Please respect those who have purchased tickets to view the full show!
- Parents are not permitted in the backstage/stage area. Should you have any questions, please speak to our Office Staff (Miss Amanda or Nana Liz) and they will be able to answer your questions or bring them forward to Miss Stephanie.
- Miss Stephanie will not be answering any messages, phone calls or emails during rehearsal times. Her focus is strictly on your child’s rehearsal. Please make sure to read through all previous emails and attached documents to ensure you have gathered all the necessary information.

3. WHEN YOUR CHILD IS FINISHED THEIR REHEARSAL

- Please collect all of your belongings and throw any trash in the garbage. Miss Stephanie will dismiss each class/dance as they are finished and you are free to leave.
- Please be sure to check the LOST & FOUND as you leave. These items have been gathered from the studio throughout the year. Any items left behind will be donated to the local Friendly Warehouse.
- Should you have any questions during the rehearsal days, please speak to our Office Staff (Miss Amanda or Nana Liz) and they will be able to answer your questions or forward them on to Miss Stephanie who will get back to you by the following day.

DRESS REHEARSALS

Cochrane Mini Show – Wednesday, April 25th @ 7:00-8:30pm

Iroquois Falls Mini Show – Thursday, April 26th @ 4:00-5:30pm

Big Show – Thursday, April 26th @ 6:00-8:30pm

(Grand Finale rehearsal for the “Big Show” requires all “Big Show” dancers in attendance at 5:30pm)

To find out which show your child is performing, please check the Recital Line-Up sheet (available on the studio website “Recitals” page).

Dress Rehearsals are when the shows are run exactly as they will be for the Recitals (without an audience). This rehearsal requires costumes (including tights & shoes) but NO hair or makeup. Please treat this as you would the regular Recital. The more accurate we can be with the Dress Rehearsal, the smoother the Recital Shows will run.

******PLEASE NOTE: Volunteers are required for these rehearsals – please check your volunteer schedule so you know which day(s) & time(s) you need to be present.******

If your child’s dance is listed during an “Act”, you are required to be there during that full rehearsal time. It is very important for the students and volunteers to understand how the shows are going to run. This will ensure we can run an organized and ON-TIME show! Please note that these times do not reflect the actual times of the Recital Shows. We expect the Mini Shows to run 1-1.25 hrs and the Big Show to run approximately 3 hrs.

This is a rehearsal for our backstage volunteers as well. Miss Stephanie will coordinate your jobs and duties prior to rehearsal week. Should you have any questions regarding volunteering, please speak with Miss Stephanie, Miss Amanda or Nana Liz ***before*** rehearsal week.

1. WHEN YOU ARRIVE

- Please arrive 30 minutes before your start time.
- Parking is available anywhere around the arena. DO NOT park along the side of the building adjacent to the arena (this belongs to the Auberge MacDonald Guest Inn and you may be ticketed or towed).
- Enter through the “STAGE DOORS” closest to the Curling Rink – all other doors will be locked.
- Bring your child to their designated dressing room (signs will be posted on the doors). Dressing Room Supervisors will be in the dressing rooms so you may find a seat for yourself in the audience, but you are also welcome to stay in the dressing room with your child.
- For Siblings: you may have your children (of the same gender) together in the same dressing room or apart in their class dressing rooms. If you choose to have your children together, please notify the Dressing Room Supervisors & Runners for that show so they can make note of where to find them for their dances. If you do not notify them, your child will miss their dance!

2. WHILE YOUR CHILD IS REHEARSING

- There is no video or photography allowed during rehearsal days. Please respect the privacy of our students and the excitement of the upcoming shows!
- Students who are rehearsing over a long period of time are welcome to bring snacks and WATER (no pop, juice or power/energy drinks) to their rehearsal. Food and water are allowed in the dressing rooms but not in the backstage area.
- Parents are not required to stay during rehearsals, but you are welcome to sit and wait while your child rehearses.

- This will be the ONLY time parents are permitted to go between the dressing rooms and the audience to watch their child.
- There are no extra family members or friends allowed in the audience during rehearsal week. Any extra attendees will be asked to wait outside. There is no exception to this rule. Please respect those who have purchased tickets to view the full show!
- Parents are not permitted on the ice surface/backstage/stage area. Should you have any questions, please speak to our Office Staff (Miss Amanda or Nana Liz) and they will be able to answer your questions or bring them forward to Miss Stephanie.
- Miss Stephanie will not be answering any messages, phone calls or emails during rehearsal times; her focus is strictly on your child's rehearsal. Please make sure to read through all previous emails and attached documents to ensure you have gathered all the necessary information.

3. WHEN YOUR CHILD IS FINISHED THEIR REHEARSAL

- Please collect all of your belongings and throw any trash in the garbage.
- You must remove all of your costumes/shoes, etc. from the Dressing Rooms as they will be used by other performers for the next show.
- Please be sure to check the LOST & FOUND before you leave. These items have been gathered from the studio throughout the year. Any items left behind will be donated to the local Friendly Warehouse.
- Should you have any questions during rehearsal days, please speak to our Office Staff (Miss Amanda or Nana Liz) and they will be able to answer your questions or forward them on to Miss Stephanie who will get back to you by the following day.

RECITAL DAYS (Friday | Saturday | Sunday)

We require ALL students to arrive at their designated "Call Time" for each Show (whether they only have 1 dance near the end of their show or perform in multiple routines).

FRIDAY:

Recital Show #1 (Big Show) – Friday, April 27th @ 6:00pm (Call Time – 5:00pm)

SATURDAY:

Recital Show #2 (Mini Show A) – Saturday, April 28th @ 11:00am (Call Time – 10:00am)

Recital Show #3 (Mini Show B) – Saturday, April 28th @ 2:00pm (Call Time – 1:00pm)

Recital Show #4 (Big Show) – Saturday, April 28th @ 5:00pm (Call Time – 4:00pm)

SUNDAY:

Recital Show #5 (Mini Show A) – Sunday, April 29th @ 11:00am (Call Time – 10:00am)

Recital Show #6 (Mini Show B) – Sunday, April 29th @ 2:00pm (Call Time – 1:00pm)

Recital Show #7 (Big Show) – Sunday, April 29th @ 5:00pm (Call Time – 4:00pm)

1. WHEN YOU ARRIVE

- Please use the "STAGE DOOR" entrance (the doors closest to the Curling Rink), the other doors will be used for the audience to come in. The Stage Doors will be locked at all times but the Stage Door Security Volunteer will be letting you in.
- If you have tickets to watch the show, but enter through the Stage Door to bring your kids to their dressing room, you must exit back through the Stage Doors and line-up at the main entrance – you will not be permitted to go into the audience and save your seats ahead of time.
- Make sure to have your child's hair and makeup DONE and in their first costume before you arrive.

- If volunteering, sign in at the Stage Door Entrance table and take your designated volunteer badge (please make sure to return it to the same table at the end of the show before you leave).
- Men are NOT permitted down the dressing room halls or in the dressing rooms at any time. If you are a “Prop Dad” or “Cool Papa” going backstage, please enter through the audience area, go up the stairs to the top of the arena and go backstage from the walking area. There will be lights along the sides to help you find your way.
- For Siblings: you may have your children (of the same gender) together in the same dressing room or apart in their class dressing rooms. If you choose to have your children together, please notify the Dressing Room Supervisors & Runners for that show so they can make note of where to get them lined up for their dances.
- The Concession will be open 1-hr prior to the show and will remain open for the duration of the show, as well as 30 minutes after the show has finished. Make sure to get your snacks and drinks to enjoy during the performance!

2. DURING THE RECITAL

- There is no traveling between the dressing rooms and audience permitted. If you are in the dressing room with your child during the show, you must remain in the dressing room. If you have purchased a ticket to watch the show, you may bring your child to their dressing room in advance and exit back through the STAGE DOORS and line up with the rest of the audience at the Main Doors (closest to the pool).
- Students are **NOT PERMITTED** to leave the dressing room area during the intermission. Female Parents/Guardians will be permitted to pass the “Security Area” during Intermission to bring their children water, snacks, flowers, etc. Please be aware that only women will be permitted to enter the dressing rooms. Any men will have to stay at the “Security Area” curtain. We ask that you respect this policy as young girls and women are changing beyond these areas. The safety and comfort of our students is our #1 concern.
- There is no videography or photography allowed during the performances. We have a videographer on-site during all Recitals to capture the performances, which is available for purchase on DVD through the studio.
- Don’t forget to pick up your snacks and drinks at the concession during Intermission!

3. AFTER THE RECITAL

- Please wait for your child to be returned to their dressing room by the backstage volunteers – parents are NOT permitted on the ice surface/backstage area.
- Just as any other time before and during the show, only FEMALE parents/guardians will be permitted past the Security Area down the Dressing Room Halls. All other male parents/guardians picking up their children must wait at the Security curtain.
- Students must remove their costumes from their Dressing Rooms between shows.
- Make sure all of your costumes and change areas are clean and tidy before you leave – there is another group coming in after you for their next show and will appreciate a clean space just as you would for your next show!
- After your Sunday Show(s), please take all of your belongings out of the dressing rooms – the rooms will remain unlocked after this so the arena staff can conduct their duties.

QUICK CHANGES

A "Quick-Change" area is setup behind the stage on the arena floor. There is one for the girls and one for the boys. We have already determined which students need to be in these quick-change areas according to the Recital line-ups. Miss Stephanie will let the necessary students/parents know which costumes will need to be setup in the quick-change area for all Recital shows. ***There are NO Quick-Changes for any of the Mini Shows.***

The quick-change area is equipped with chairs & a table for the dancers to lay their costumes on and sit down while they finish getting ready. We will also have helpers in the quick-change area to help the dancers change.

It is very important that only specified dancers and parent volunteers are in the quick-change areas. We do not have a lot of space available so please do not crowd them; you will otherwise be asked to return to your designated area.

RECITAL DVD

Recital DVDs are available for purchase through the studio (\$25/each). You can purchase your Recital DVD ahead of time through the Studio Offices (Iroquois Falls & Cochrane) or during Rehearsal Week at the Office Table. Please provide us with your name and mailing address as all DVDs will be mailed out once they are complete! Orders will not be taken for DVDs without payment at time of order.

FLOWERS

The studio will not be taking pre-orders for flowers this year. Tanny's Flowers will be selling flowers in the cafeteria before the shows, during intermission & after the shows.

AWARDS BANQUET

There is no Awards Banquet this year.

STEP 'N SOUND RECITAL QUICK-GUIDE 2018

1. **ARRIVE 1-HOUR BEFORE SHOWTIME** with hair & makeup done! The Studio does not provide hair & makeup materials, accessories or services. Please do not ask the studio if there is someone to take care of your daughter's hair – we will not be facilitating these kinds of services.
 - a. **BIG SHOW:** Friday arrive @ 5:00pm; Saturday & Sunday arrive @ 4:00pm
 - b. **MINI SHOW A (Cochrane Show):** Saturday & Sunday arrive @ 10:00am
 - c. **MINI SHOW B (Iroquois Falls Show):** Saturday & Sunday arrive @ 1:00pm
2. **BRING WATER.** Please make sure your dancer has water for their dressing room. **NO JUICE, NO POP, NO GATORADE/POWERADE** as these will stain costumes if they are spilled. We will remove anything from the dressing room that is not permitted.
3. **NO GUM!**
4. **SNACKS:** You may pack snacks for your dancer, but please be aware of anything that could drip or spill and stain the costumes (**NO NUT OR FISH PRODUCTS DUE TO ALLERGIES!**)
5. **KEEP YOUR CHILD OCCUPIED.** Please feel free to bring something to keep your child occupied during the show in their dressing room (please no colouring). The Studio **WILL NOT BE RESPONSIBLE FOR ANY DAMAGED, LOST OR STOLEN ITEMS.**
6. **DRESSING ROOMS WILL BE LABELED** with your dancer's level. You can bring something to hang up your costumes as we will not be providing hanging racks (Rack 'N Rolls are allowed).
7. **CLEAN SHOES.** Make sure all dance shoes are clean & polished.
8. **COSTUMES** should be steamed if necessary (**NO WRINKLES**).
9. **DANCERS: DO NOT WEAR UNDERWEAR** under your tights for Recital. Body liners are available for purchase in The Dance Store (studio office) if needed.
10. **NO NAIL POLISH** – please make sure to have all nail polish and toenail polish removed. Clear polish or French Tips are OK.
11. **STUDIO JEWELRY ONLY** – please only wear your specified studio earrings & choker for Recital. Earrings available for purchase through The Dance Store & studio choker will have been provided to all dancers on Picture Day.
12. **ACCESSORIES:** Any hairpieces, headbands or hats **MUST** be bobby pinned to hair. If it's going to fall off, it will happen during Recital and distract the dancers and audience. Don't let this happen to your dancer!
13. **NO HANGING OUT BACKSTAGE DURING SHOWS** – please stay in your dressing room and wait for a Runner to come get you for your dance. Dancers and parents will not be permitted to hang out backstage during the show. This will be strictly enforced as it caused dancers to miss their entrances during dances due to parents standing in the wings when not permitted.
14. **PUT YOUR NAME ON EVERYTHING!** Please put your name inside all shoes, tights, costumes & accessories! Things tend to get thrown around by the kids when changing costumes and this will ensure you do not lose anything as we **DO NOT PROVIDE EXTRAS** for tights, shoes or costumes/accessories.
15. **PACK EXTRA TIGHTS** in case of runs or accidents. (TIP: If tights begin to run, use Clear Nail Polish to avoid further pulling)
16. **PARENTS ARE NOT PERMITTED TO WATCH THE WHOLE SHOW FROM BACKSTAGE.** If you are changing your child in the dressing room, you are required to stay in the dressing room with your child. Please make arrangements to pair up with another parent so you may sit in the audience and enjoy the show while they are in the dressing room with the kids. Parents will only be permitted to leave the dressing room to watch their child's dance from the top of the arena walking-circle behind the security curtains, then return to the dressing room after their dance is done. Security will be posted at each Top Curtain to make sure audience members do not wander backstage. It is also too distracting for the audience

and creates too much traffic in the halls when parents are moving from the dressing rooms to the audience.

17. **DANCERS ARE NOT PERMITTED IN THE AUDIENCE** during the show. All dancers must remain in their dressing rooms during the Recital, even if they are only in 1 dance. NO EXCEPTIONS.
18. **DANCERS MUST STAY IN THEIR DRESSING ROOMS** during the show. No roaming the halls because the audience will be able to hear everything around the arena.
19. **VIDEOTAPING & PHOTOGRAPHY** are NOT permitted during the performances. Recital DVDs are available for purchase through the studio.
20. **“JUST IN CASE”** list of what to bring: nail polish remover, two-sided tape, bobby pins, hair nets, hair elastics, gel, hairspray, straightener, deodorant, Q-tips, portable mirror, makeup remover wipes, tide-to-go, safety pins, bandages, Polysporin, ice packs, toothbrush/toothpaste, portable sewing kit.
21. **NO OUTDOOR SHOES ON THE DANCE FLOOR OR BACKSTAGE AREA** – Please bring extra slip on shoes/sandals/slippers if you are going to be on the ice surface (Dancers can be in their dance shoes). This will help to keep the stage area clear of sand and rocks for the dancers.
22. **QUIET BACKSTAGE.** When entering backstage, please no talking so the audience and dancers onstage cannot hear you.
23. **DANCERS STAY OUT OF THE WINGS.** If you can see the audience, they can see you!
24. **GRAND FINALE COSTUMES:** All Intermediate, Junior, Beginner, Primary & Boogie Tot dancers wear the last costume they have on for the Grand Finale at the end of each Recital Show.
All Senior, Advanced, Assistants & Teachers wear black bottoms & Dance Jacket (it does not matter what is worn underneath your jacket.)
25. **ALL DANCERS STAY UNTIL THE END OF THE SHOW** to participate in the Grand Finale. Once the Finale is over, Miss Stephanie will have a few short words to say, and then you may meet your child as stated in the detailed Recital Guide (NOT BACKSTAGE).
26. **PICK UP YOUR CHILD FROM THE DRESSING ROOM/HALLWAY (NOT BACKSTAGE);** volunteers will bring all dancers back to their dressing rooms after the Grand Finale.
27. **NO PICTURES IN THE DRESSING ROOMS.** Cellphones will be allowed in the dressing rooms for texting and voice calls only (absolutely NO Face-Time calls). Cellphones will be taken away until the end of the show if they are being misused. Please respect that there are other children changing around you!
28. **NO OUTSIDE FOOD/DRINKS ALLOWED FOR AUDIENCE MEMBERS** – You are absolutely allowed to pack HEALTHY, NUT/FISH FREE snacks for your dancer(s) to have in their dressing room, but please respect the Concession as it is a fundraiser for the Studio and Competition Team. We will be serving Hot Coffee/Tea; therefore Tim Horton’s will not be permitted in the arena. You will be asked to finish your beverage before entering.
29. **KEEP DRESSING ROOMS CLEAN!** Messy dressing rooms will not be tolerated. We have multiple shows each day and will not have time to clean up after dancers between shows. Put all trash in the garbage and keep your area clean and tidy!
30. **DRESSING ROOMS MUST BE CLEARED BETWEEN EACH SHOW.** You must remove your costumes, tights & shoes from the dressing rooms after each show. With so many different performers in each show, we will be using all dressing rooms for each show; therefore your costumes must be removed after each performance for the next group of performers to use.
31. **DON’T LEAVE ANYTHING BEHIND!** Everything must be taken out of the arena after the final shows on Sunday, April 29th. We will not be collecting any leftover items from Recitals. Anything remaining in the dressing rooms or backstage area will be disposed of.