



## RECITAL HANDBOOK Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR MORE THAN 66 years, Cabarrus Dance Academy has provided students with an exciting performance experience through its Spring recital. The recital—that annual staple of the dance school—conjures images of childhood and Americana for many. It’s a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement. OUR RECITAL IS HELD AT THE KANNAPOLIS PERFORMING ARTS CENTER (KPAC).

The recital offers our students a professionally directed performance to present to their families and friends the results of a year’s hard work, dedication, and progress.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children’s success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to recital commitments is the responsibility of both students and their parents. We’ve created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

### **Key contact information for CABARRUS DANCE ACADEMY**

2810 POPLAR TENT ROAD, CONCORD, NC 28027

704-782-1915

[tjordan@cabarrusdance.com](mailto:tjordan@cabarrusdance.com)

[www.cabarrusdance.com](http://www.cabarrusdance.com)

TAMMY JORDAN, DIRECTOR

### **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are available in our lobby and on our website. If you have any questions regarding the information distributed, we encourage you to contact the office at 704-782-1915 between the hours of 3:00-8:00PM Monday – Thursday. We answer email on a daily basis, except on weekends. Feel free to email questions to the office at [tjordan@cabarrusdance.com](mailto:tjordan@cabarrusdance.com)

## **PART I: The Commitment**

### **Important Recital Dates**

By allowing your child to participate in the Cabarrus Dance Academy recital, you commit yourself and/or your child to the following dates and events.

**THURSDAY, MAY 17 at 5:30PM DRESS REHEARSAL FOR ELEMENTARY DANCERS AT THE KPAC.** This group includes Elementary Ballet, Elementary Tap, Elementary Hip Hop, and Elementary Jazz, and Sacred.

**FRIDAY, MAY 18 DRESS REHEARSAL FOR PRE-SCHOOL, COMBO, INTERMEDIATE CLASSES, SOLOISTS, LEE-ETTES AT KPAC.**

4:30PM – Lee-ettes (in practice clothes)

5:30PM – Pre-dance, Pre-Ballet, Combo, and Hippy Hop

6:30PM – Lee-ettes (in costume), Intermediate Classes which include Modern, Middle School and High School Tap, Ballet, Jazz, and Positively Ballroom

**SATURDAY, MAY 19 - PERFORMANCES AT KPAC**

10 AM Show - Lee-ettes, Pre-dance, Pre-Ballet, Combo, Hippy Hop, Tues. 7:30 Modern

2PM Show Lee-ettes, Elementary Classes, Sacred, "Oklahoma," and Thurs. 4:45 Modern

7PM Show Lee-ettes, Middle & High School Classes, Ballroom, Sacred

### **Where is the Auditorium?**

Rehearsal and Performance will take place at the Kannapolis Performing Arts Center (KPAC)  
At A.L. Brown High School in Kannapolis 415 East 1st Street (near Cannon Village)  
Park across the street at the church.

## **PART 2: Costumes**

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool dancers will have one costume. All other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes. Some handheld props remain property of the dance studio.

NOTE: No jewelry, including pierced earrings or underwear is to be worn with costumes. No colored nail polish. No visible tatoos. Please no body or face glitter,

Required Tights: (Unless otherwise specified by the teacher), performance tights will be as follows:

Pink Tights for Pre-dance, Pre-Ballet, and Ballet

**Combo students need pink for ballet and carmel/tan for tap**

Modern students wear tan footless or transition tights

Jazz and Tap students wear carmel/tan tights, Lee-ettes wear carmel opera hose

Hip Hop students wear black "no show" socks

Sacred Dancers wear black footless tights

## Alterations

Alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian.

## Distribution

Costumes will be tried on once they arrive to check for any defects. Costumes may be taken home once the full balance on the costume is paid.

## Costume care

We recommend that you label all costumes, shoes, accessories, and tights with your child's name. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled with your child's name). Make sure all costumes are wrinkle free prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

Remove any tags that could hang out of the costume.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

## Hair and makeup

All female students should wear makeup for the recital: red lipstick and blush are a must to avoid a 'washed out' face under the lights. All female students should wear their hair in a bun or French braid if length permits. Dancers with short hair should wear it back from the face. Do not add bows or hair accessories that did not come with the costume. All headpieces should be secured with bobby pins, and hats secured with elastic straps.

## **PART 3: Be Prepared**

### Planning

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hairnets, bobby pins, and hairspray. Don't rely on our staff to provide these items for you.

#### **TIPS: OTHER HANDY EXTRAS**

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ✓ Your pain reliever of choice
- ✓ Band-Aids (the "invisible" kind)

## Snacks

Please DO NOT send your child to the dress rehearsal or recital with snacks or beverages. Food is strictly prohibited in the auditorium. The Knapolis City Schools will fine our studio for violating this policy. No food or drinks is written into our rental contract for the theatre.

## **PART 4: Dress Rehearsal**

Participation in the dress rehearsal is necessary for a successful performance. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

### **Why a dress rehearsal?**

Often parents question the importance of the dress rehearsal for their child. In fact, the key to a successful performance for your child is the dress rehearsal. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.

### **Dressing-room etiquette**

Parents are required to make all costume changes for their dancers.

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms. PARENTS PLEASE DO NOT ALLOW YOUR DANCER TO STAND ON CAFETERIA TABLES!!!!

### **Dress-rehearsal guests**

One parent or guardian may accompany each student to the dress rehearsal. Please, refrain from bringing siblings who do not take dance if possible. Please do not invite friends to watch the rehearsal. NOTE: DANCE DADS & MALE FRIENDS ARE NOT ALLOWED IN THE CAFETERIA. This is our dressing room.

## **PART 5: Student Dropoff and Pickup**

### **Dress Rehearsals**

Parents or guardians should bring the students to the AUDITORIUM where they will sit on a designated row with their class. Parents should sit on the side rows – not among the classes. Students who have multiple costumes should take the costumes to the cafeteria and find the designated class table. ONLY

FEMALES are allowed in the cafeteria! Students may leave the rehearsal after they have rehearsed all of their dances.

### **Recital Performances**

Mom or female guardians should bring the students to the CAFETERIA, where they will be placed under the supervision of the class mom(s). Students will remain backstage for the entire performance. After the finale, especially at the MORNING SHOW – PRE-SCHOOLERS SHOULD REMAIN ON THE STAGE. This is a hectic time, and some parents RUSH to the front of the stage to get their child. FOR THE SAFETY OF EVERYONE – PLEASE DO NOT PUSH AND SHOVE IN A RUSH TO GET YOUR CHILD. DO NOT ASK DANCERS TO CLIMB OVER THE FRONT FLOOR STAGE LIGHTS TO GET TO YOU. DO NOT ASK YOUR CHILD TO JUMP FROM THE STAGE!!!!

## **PART 6: Other Recital Policies**

### **Video and photography**

Parents or guardians may videotape or photograph their children at the dress rehearsal and recital. NO FLASH PHOTOGRAPHY OR VIDEO LIGHT ATTACHMENTS DURING PERFORMANCE. Please do not unplug or interfere with the studio videographic, sound, or lighting equipment.

**Recital DVD purchase** Cabarrus Dance Academy records the entire recital, including finale and award presentations for its own records. Copies of the DVDs are available for purchase. Order forms are available in the DANCE SHOPPE. DVDs are no longer shipped. You may pick up your DVD at the studio approximately 4 weeks after the show. We will send an email to you when your DVD is ready!

### **Auditorium rules**

No eating, drinking, or smoking is allowed in the auditorium, cafeteria, or dressing rooms. During the recital, when the dancers are not onstage they must remain in the cafeteria/ dressing rooms with their class moms. Dancers are not allowed out in the auditorium.

### **Backstage**

Family members and friends are not permitted backstage or in the cafeteria/ dressing rooms during rehearsals or the recital, including during intermission and before and after the show. There is a lot of backstage activity in a limited space, and cafeteria/ dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas. Please take pictures in the lobby areas. Cameras are not allowed in the cafeteria/dressing rooms for obvious reasons!

## **PART 7: Awards and Recognition**

We recognize students who have dedicated their time to dance for 5, 10, and 15 years at our studio. A list of award recipients will be posted in the studio lobby and sent to parents for verification in an e-mail in March. Please check the list to be sure that names are spelled correctly and that we have not left anyone off the list. Graduating seniors will be recognized and introduced onstage during the recital at the evening performance. The school awards six LOVING CUPS to dancers who have shown significant improvement in technique, who attend class regularly, abide by the dress code, and maintain a positive attitude. The recipients of the LOVING CUPS are nominated by their teacher and voted on by the faculty.

Return the last page of the Recital Handbook, signed by your parent/guardian, to your teacher and receive a special treat!

My parent/guardian has read the RECITAL HANDBOOK!

PARENT SIGNATURE

DATE \_\_\_\_\_

### **PART 8 : Volunteers**

We need a minimum of two PARENT VOLUNTEERS for EACH CLASS to chaperone dancers in the cafeteria during performance. Please sign up in the office to help. Without chaperones, hundreds of dancers will be left unattended in the school cafeteria. WE NEED YOUR HELP! All parent volunteers will be able to go to the auditorium to see their child dance. Or – consider volunteering for an alternate show. Watch your child’s performance, and volunteer backstage at a different show.



**If you would like to be a RECITAL volunteer for your child’s class, please fill out the form below and turn in at the office by May 1. All recital volunteers should check in the information at DRESS REHEARSAL for further instructions.**

Name of Parent Volunteer –

Dancer Name –

Circle the Performance You are Volunteering to Help:

10:00AM

2:00PM

7:00PM

# Thank You! Happy Dancing Ahead!