

# Ballet Westside Dance Studio



2022

# Recital Handbook

# Ballet Westside Dance Studio

Center for Nonprofits  
1200 W Walnut St  
Rogers, AR 72756  
Suite 1225  
479-636-6678



*Dear Parents and Students,*

*For over three decades, Ballet Westside Dance Studio has provided students with an exciting performance experience through its June recitals. The annual staples of the studio, the recitals, conjure up images of childhood and Americana for many. It's a rite of passage for thousands of children, a chance to shine in front of family and friends that they anticipate with nervous excitement.*

*The recitals offer our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.*

*A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. 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. That onstage experience 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 commitment 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 recitals, the school, and other students and parents.*

## **Recital Updates**

As the season progresses, additional recital information will be posted on our website [www.balletwestside.com](http://www.balletwestside.com), Facebook page [www.facebook.com/balletwestside](http://www.facebook.com/balletwestside) and in emails. Make it your responsibility to keep abreast of this important information. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort; students, their parents, the teachers, and the director are key players in the success of the show. Please email use with any questions or concerns: [dorothytaylor@balletwestside.com](mailto:dorothytaylor@balletwestside.com)

- Recital 1: June 11th at 7:00 pm
- Recital 2: June 12th at 2:00 pm

All recitals will be held at Arkansas Arts Academy High School located at:  
506 W Poplar Rogers

## **Props**

All props are the property of Ballet Westside Dance Studio and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, feather boas, tambourines, pom poms, maracas, etc.

## **Home Study**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. Parents may film their child's dance routine in the studio. Some dances may be available on our YouTube channel:

<https://www.youtube.com/user/SuperBWStudio>

## **Hair & Makeup**

All female students are required to wear makeup for the recital: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well. Uniform hairstyles are required. Please check the attached list for hair requirements.

## **Nail Polish**

No nail polish except for clear on fingernails. This includes toenails if feet are showing during the dance.

### **Pre-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 their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the auditorium.

Other handy extras include:

- \* Bobby pins
- \* Hairspray
- \* Baby wipes/Shout wipes
- \* Baby powder (for itchy costumes)
- \* Safety pins (for emergency repairs)
- \* Clear nail polish  
(to repair minor runs in tights)
- \* Pain reliever
- \* Band-Aids (the "invisible" kind)

### **Finale Rehearsal**

We will rehearse the finales for recitals on June 4th at the studio before dress rehearsal so we can work out the details and timing of the finale before dressed rehearsal. These rehearsals are not mandatory but we encourage all to participate that can so your child will be more prepared and confident at dressed rehearsal and recital.

#### **Finale Rehearsal on June 4th:**

- Recital 1 (10-11 AM)
- Recital 2 (9-10 AM)

During Dress Rehearsal we will rehearse the finale between during the intermission time slot as listed in the lineup so that students who are not in Act II do not have to remain through the end of the rehearsal.

### **Dress Rehearsal**

The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costumes, 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. Participation in the dress rehearsal is mandatory. Exceptions will be made for extraordinary circumstances only.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 15 minutes prior to curtain. Students may arrive in their first performance costume or may change in the dressing room. A more precise schedule will be passed out in May for actual rehearsal times for your child's dances.

- Dress Rehearsal for Recital 1
  - June 11th at 9:30 am
- Dress Rehearsal for Recital 2
  - June 10th at 4:30 pm

All dress rehearsals are at Arkansas Arts Academy.

### **Dressing Room Etiquette**

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. Children will be provided snacks, drinks, and activities to keep them entertained when not on stage. Students may bring their own snacks and drinks. Clear liquids only and no peanut products due to food allergies.

### **Dress Rehearsal**

Students will sit with their class in designated seating during the rehearsal. They must stay with their class. Students will be dismissed from rehearsal once they have completed all of their routines, including the finale.

### **Video and Photography**

Parents or guardians may videotape or shoot photographs of their children at the dress rehearsal. Due to the large number of cameras and limited electrical outlets, be sure your batteries are fully charged. Please note: NO VIDEO or PHOTOGRAPHY will be allowed in the recital. Security guards will ask you to remove any cameras from the auditorium. All Occasion Video will be professionally taping the performances. Copies may be ordered during dress rehearsals or recitals. The cost is \$35.00 for per DVD or jump drive. If you purchase both Recital 1 and 2 you will receive \$10.00 off your total purchase.

### **Backstage**

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or recitals. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby area after the show.

### **Recital Volunteer Information**

Volunteers are vital to the recitals. Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, and all must abide by the policies set forth by Ballet Westside Dance Studio. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put a system in place that works; we ask that all volunteers rely on their experience and follow their instructions. All volunteers will receive an identification badge at the dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

### **Recital Ticket**

No Recital Tickets needed at this year's performances. Seating is on a first come first served basis. The auditorium doors will open one hour prior to the show.

### **Recital Pictures**

Recital pictures will be taken during dress rehearsals for your child's dance class. Pictures will be taken at the auditorium in the commons area before or after students rehearse their recital routine depending on time limits. Order forms will be handed out to classes at the end of the month. You do not have to purchase recital pictures but we ask that all students pose for the group photo for parents wishing to purchase this photo. Individual photos will be taken for student's wishing to purchase individual photos. Photos need to be prepaid by check, card, or cash. Please fill out an order form for each costume or class that your child is in that you wish to purchase pictures from. Recital pictures will be taken by Creative Shots Photography. This is the same person as at the last recital.

### **Auditorium Rules**

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. Dancers may observe the dress rehearsal only in assigned seats in the auditorium. Dancers must remain in their dressing rooms during recital. No dancers are allowed in the auditorium in costume before or during the recitals.

### **Class Moms**

Class mothers are needed for each class to supervise the dancers. They do not need a recital ticket and will be able to watch their children perform from the audience. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that all children return to their appointed dressing room after their performance. The number of volunteers need for each class is determined by the number of students (1 – 9 students = 1 volunteer; 10 or more students = 2 volunteers).

If there are too many volunteers for one class, some may be asked to work with children from another class. During their class' performances, room mothers leave the students at the stage door with their teacher and watch the dance from the side of the

### **Recital T-Shirts**

We will be ordering recital T-shirts till May 19th. Order forms will be available at the lobby desk in the studio. The name of each student will be featured on the back of the shirt. A limited quantity of shirts will be ordered so it is best to pre-order. The cost \$22.00 each. Pre-orders need to be turned in by May 19th, 2022. Shirts are pre-shrunk and are extra soft cotton and lightweight in fabric. Shirts will not be available until dress rehearsal. Size samples are available on a rack in the lobby.

### **Jewelry**

No necklaces or bracelets are allowed. We will provide clear rhinestone earrings at no cost for all students to wear. We have them for pierced and non-pierced ears.

### **Costumes**

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Beginner students will need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, shoe bows, etc). Shoes are not included with the costumes. One pair of tights are only provided for the younger children in Recital 2. Shoe bows are provided for the younger tap students in Recital 2 as well.

### **Costume Deposits**

In an effort to ensure that costumes are delivered in time for photographs and an organized distribution to students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume deposits. Although rare, if alterations are needed after the costumes have been distributed, they will be taken care of by the studio.

### **Costume Expense**

The estimated cost of costumes is \$65.00 for child sizes and \$75.00 for adult sizes. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included for Recital 1. Recital 2 will have tights provided with their costume.

### **Costume Care**

It is mandatory that your child's name be placed in all costumes, shoes, accessories, and tights. Place costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Steam all costumes prior to the dress rehearsal and the performance if needed.

### **Recital Drop off and Pickup**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of their class mom(s). Parents or guardians must remain in the auditorium until their children have been dismissed. After the finale, parents may pick up their child at the dressing room. Parents are not allowed in the dressing rooms after the child has been check in for the recital. At no time are children allowed in the auditorium in costume. This ruins the surprise of the show.

### **Tights**

To ensure that there are no discrepancies in color and style, students are required to have the correct tights for their classes. Please refer to the attached costume requirement sheet. Tights are to be purchased from the studio. Recital 2 classes will have one pair of tights give to them with their costume. If their dance needs tights, Recital 1 classes need to purchase the correct style and color from the studio. Tights prices are \$12 for children sizes and \$14 for adult sizes. Note: Having a second pair of tights offers students and parents a great sense of security. Students should not wear panties under their tights, as they hang out underneath their costumes and can be seen. Bras should be a nude color unless specified by the teacher.

### **Withdrawal**

No refunds will be made if a parent or guardian withdraws a child from the studio after costumes have been ordered and prior to the recital. Parents or guardians may pick up purchased costumes at the studio at the time of general costume distribution and up to 15 days after the recital. Costumes not picked up after 15 days will be donated to charity.

### **Shoes**

All black patent tap shoes must have black elastic or tap ties (remove all shoe laces). Please check the attached list for correct shoes/tights for each class.

### **April and May Attendance Policy**

Any student missing more than three classes that are unexcused during the months of April and May will not be eligible to perform in the recital. Excused absences are for extended illness and funerals.

### **Flowers/Gifts/Recital Bears/Recital Dogs**

These items will be available for purchase at the dress rehearsals and recitals. Please remember these items may be presented after the recital finale, during awards ceremonies, or in the dressing rooms. Items cannot be presented on stage during the performances unless your child is a graduating senior.

## Volunteer Opportunity Preference Form

Ballet Westside Dance Studio relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are positions available for men as well as women, which makes it reasonable for families to assure their volunteer responsibility. We encourage every family to become involved with our volunteer program and welcome any contribution you are will to make.

Please check any of the items listed below that you are interested in. Filling out this form does not obligate you to volunteer in any capacity. At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form by June 2nd, 2022. If you have questions, please contact us at 636-6678 or email dorothytaylor@balletwestside.com. Thank you for your involvement with your child at Ballet Westside Dance Studio. All volunteers will be required to attend a short informative meeting before the recitals. Date and time to be announced.

Parent Name(s): \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Child's Class Day/Time: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

\_\_\_\_\_ Class Mom: Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances during rehearsals and recitals.

\_\_\_\_\_ Security: Check dancers in as they arrive at the theater and release them when they are picked up.

\_\_\_\_\_ Security: Ensure that only authorized personnel volunteers are backstage and in the dressing rooms. Ensure no food or drinks are in the auditorium or dressing rooms.

\_\_\_\_\_ Usher: Escort ticket holders to their seats, distribute programs, open doors for intermission, and ensure everyone entering the auditorium have tickets.

\_\_\_\_\_ Flower/Concessions Sales: Arrange and sell flowers, snacks, and drinks in the commons area.

\_\_\_\_\_ Clean up and Breakdown. Clean up after the recitals, and take down and help load props, scenery, and supplies.



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