

# Misty's DANCE UNLIMITED

## 2017 SPRING RECITAL HANDBOOK

### *Philosophy, Policies, and Procedures*

#### **It's our 19<sup>th</sup> Annual Recital!**

MDU's Spring Recital is a rite of passage for hundreds of youngsters, a chance to shine in front of family and friends that is anticipated with nervous excitement. MDU's Spring Recital offers our students a professionally directed performance that allows them to present to their families and friends with the results of a year of hard work, dedication, and progress.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem and confidence. Onstage experience can also result in better school presentations, improved social skills, and strong interview skills for future college or job opportunities. Participating in rehearsals helps children develop retention skills, teamwork, and adaptability.

We've created this handbook in an effort to clarify what is required in terms of commitments and responsibility in order to make the Spring Recital a great experience for students, teachers, parents, tech crew, and audience members alike. We're going to have a GREAT show and we look forward to sharing it with you!

Miss Misty and Your MDU Staff

#### **IMPORTANT DATES & REMINDERS**

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##### ***Updates***

As the season progresses, additional Spring Recital information or updates will be published in Monthly Studio Newsletters and additional email communications as needed. Make it your responsibility to keep abreast of this important information. It's a team effort; students, parents, teachers, and the directors are key players in the show's success!

##### ***Home Practice***

Students are encouraged to practice their Spring Recital choreography on a regular basis. Our monthly "Last 10 Minutes" classroom observation time is the perfect chance to take a quick video of our latest choreography to help your dancer practice at home!

#### **COSTUMES, TIGHTS, SHOES, HAIR & MAKE UP**

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##### ***Costumes***

We spend many hours determining the right costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes include accessories, but not tights or shoes.

Although rare, alterations and/or exchanges are sometimes needed. MDU offers a "Costume Construction Day" for FREE alterations. Watch your Monthly Studio Newsletter for date and times. After this time, alterations will be the responsibility of the student's parent. MDU will also exchange costume sizes within one week of distribution at no cost to you, if returned in its original packaging. After that week, there may be additional shipping/handling fees and /or limited availability.

Costumes are distributed as they arrive to the studio; usually in the months of February, March, and April. Costumes come from a variety of manufacturers, so students with multiple costumes may not receive all of their costumes at the same time. To ensure that there are no costume problems, students should not wear their costumes, prior to their photo session, dress rehearsal, or performance. ☺

##### ***Tights & Shoes***

To ensure that there are no discrepancies in color and style, students wear special dance tights (not nylons) and specific shoes for their performance. These items are available from our dancewear boutique, Everything Dance, beginning March 15. A list with specific tights colors and a reminder of required shoes will be published by March 15.

##### ***Hair & Makeup***

Stage lights are very bright and can wash out features. In order to see every dancer's sparkling eyes and smile, girls wear makeup for the Spring Recital: red-tone lipstick, blush, eye shadow, and mascara. For the boys, a little blush works well. Uniform hairstyles are also required. Beginning Level and older dancers wear a "Professional Bun" with a left side part. Children's classes (up to Kidance Level) wear a "Classic Bun" with all the hair pulled straight back from the face. Please see your teacher for suggestions if you have very short hair.

#### **DRESS REHEARSAL**

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Participation in the Dress Rehearsal is **MANDATORY**. The Dress Rehearsal allows the students to become familiar with the theater and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, entrances, exits, formations, and all other logistics are rehearsed so the students have the best experience possible on stage.

Our rehearsals are relaxed, yet organized and timely. All rehearsals are dress rehearsals. Students should arrive in costume, with hair and make up done. Once you are done rehearsing, you may leave. However, it is always fun to stay for a while with your child and watch quietly from the back of the theater so they can see other groups rehearse. You can find your assigned rehearsal time on the “**Recital Quick Reference Guide**” which is published March 15. Videotaping and photography is allowed at the Dress Rehearsal, but not at the Spring Recital.

### ***Dressing-Room Etiquette***

Students are reminded to respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage, so keeping these areas organized and clean is important. A parent “pep talk” in this department goes a long way in preventing lost shoes and accessories. Drinks are not allowed in the dressing rooms. Drinking fountains are located nearby. Please limit snacks to portable, non-messy ones such as fruit snacks. Dancers are reminded not to go into the theater or lobby areas in costume before, during or after the shows.

### ***Grand Finale***

All students participate in the Grand Finale at the end of the recital. The finale is rehearsed in classes during the last month of classes, but will only be rehearsed at the Dress Rehearsals for our Children's Classes.

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## **STUDENT DROP-OFF AND PICK UP**

### ***Dress Rehearsal Arrival and Dismissal***

A parent or guardian should bring the students to the theater, where they will be checked in and placed under the supervision of their teacher(s). All students will sit with their class, by row, on the left side of the theater. When a class has completed its time on stage, the teacher will announce that the class is ready to be dismissed. Please arrive in costume 15 minutes before your scheduled rehearsal time.

### ***Spring Recital Performance Arrival and Dismissal***

Parents should bring their children to their assigned dressing rooms where they will be checked in and placed under the supervision of their Class Mom(s) and/or teachers for the length of the performance. Dressing rooms will be stocked with various activities. After the finale, teachers bring the groups to various points in the theater for pick up, which will be printed in the Recital Program Booklet the day of the Recital. We regret that we cannot accommodate back stage visits during the show. Please arrive in costume 30 minute before your show time.

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## **SPRING RECITAL TICKETS**

### ***Ticket Sales Procedure & Policies***

#### **“ONLINE R.S.V.P. - Reserved Seating for EVery Parent”**

This is a parents-only, pre-sale opportunity offered **ONLINE ONLY!** Parents are allowed to purchase up to two (2) main floor tickets per show that their child is involved in before ticket sales officially begin. RSVP Ticket Sales begin **ONLINE** at 11 am on Friday, March 10 on a first come, first serve basis. You will receive an email from Viterbo University's Box Office by Friday, March 3 with instructions on how to set up your online account. RSVP tickets will be available for purchase online (on a first come, first serve basis) March 10 – 15, when regular ticket sales begin.

#### **“ONLINE SALES”**

Tickets for ALL SHOWS go on sale ONLINE beginning at 11 am on Wednesday, March 15. You will receive an email from Viterbo University's Box Office by Friday, March 3 with instructions on how to set up your online account. All studio accounts (tuition, costumes, etc.) must be paid in full before any family member may purchase Spring Recital tickets. Ticket prices are as follows: \$18 - Main Floor, \$16 - 1<sup>st</sup> Balcony, and \$14 - 2<sup>nd</sup> Balcony. Tickets are limited to 10 per patron during the first week of sales.

#### **“IN PERSON SALES”**

Tickets for ALL SHOWS will also be available for purchase by phone 796-3100 or in person at Viterbo's Box Office beginning at 11 am on Wednesday, March 15. Tickets are limited to 10 per patron during the first week of sales.

In an effort to create an organized and professional atmosphere, all tickets are **reserved seating**. Viterbo requires each audience member, regardless of age, to have a reserved seat. No children will be allowed to sit on a parent's lap. All of our Spring Recitals are considered family entertainment and are approximately two and a half hours in length.

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## **VOLUNTEER OPPORTUNITIES**

### ***Spring Recital Volunteer Information***

**Anyone interested in volunteering to help backstage is welcome!** A volunteer form is required and can be submitted via the link in your February Newsletter. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions. All volunteers must be at least 14 years of age.

All volunteers will receive an identification badge, which must be worn at all times. Please do not bring guests, including children, with you while you are volunteering. Please submit your Volunteer Preference Form by March 1, as we would like to place as many volunteers as possible before regular ticket sales begin!

### ***Class Moms & Ushers***

**Class Moms** are needed for each class to supervise the dancers. They do not need a Spring Recital ticket and will be able to watch their children perform from the side of the stage while volunteering. 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. **This is an exciting job!**

**Ushers** are needed for each show to assist the Viterbo University staff with collecting tickets, helping audience members find their seats, and assisting with program sales. Ushers do not need a Spring Recital ticket and are able to watch the entire show standing inside the auditorium. Only 8 volunteer ushers are allowed per show as Viterbo University provides their own additional ushers.

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## **DADDY-DAUGHTER DANCE**

MDU's annual Daddy-Daughter Dance a must-see part of each show which also results in a cherished memory for years to come! Dancers in our Kidlets/Taplets level (Kindergarten) and up are eligible to perform in the Daddy-Daughter Dance at the Spring Recital.

Rehearsals are held with Miss Misty in May for participants to learn the choreography. Registration details and rehearsal times will be published in your March Studio Newsletter.

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## **PHOTOGRAPHY & VIDEOS**

### ***Spring Recital Photos & Videos***

**Individual Photos (Optional):** You are invited to have your individual photo taken by Design Photography. Individual photo dates, package pricing, and sign up information will be published in your March Studio Newsletter. All photos are taken at Design Photography in Onalaska. Ordering and previewing will take place at Design Photography. Photos will be delivered to the Dress Rehearsal at Viterbo.

**Group Photos (Required):** Purchasing a group photo is optional, but ALL dancers will have their group photo taken by Design Photography after they rehearse their dance on stage during their Dress Rehearsal at Viterbo. Ordering will take place in the lobby at Viterbo. Pricing and package information will be available at Design Photography's table at Viterbo during Dress Rehearsal Week.

**Recital Videos (Optional):** AVP Media will be professionally videotaping the Spring Recital. Order details will be available in your March Studio Newsletter and will also be available at the AVP Media table at the Dress Rehearsal. Personal videotaping is allowed during the Dress Rehearsal only. No personal video cameras are allowed in the theater during the Spring Recital.

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## **SPRING RECITAL KEEPSAKE T-SHIRTS & PROGRAM BOOKS**

### ***Limited Edition Recital T-Shirts***

Each year MDU offers Limited Edition Recital T-Shirts which feature our Recital theme logo on the front and every dancer's name on the back. Order details will be published in your March Studio Newsletter. Pre-ordered t-shirts will be available for pick up at Viterbo University during Dress Rehearsal week.

### ***Recital Yearbook – Programs***

MDU publishes an annual yearbook-program for the Spring Recital. Senior Ads, Good Luck Ads, and Business Ads are available. Yearbook-programs are available for purchase at the Spring Recital and contain each show's information. All students have the opportunity to place ads, but participation is not required.

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## **NEW: RECITAL BUNDLE PACKAGES**

### ***Check it off your list with just a click!***

This year MDU will be offering convenient "Recital Bundle Packages" and A la Carte item purchasing that will make Recital easier for families! Watch your Monthly Newsletter for more details and easy online sign for the following:

- New Yearbook Style Keepsake Program Booklet with autograph pages!
- Recital T-shirts
- Recital DVDs
- Flowers for your Dancer
- Happy Ads
- Daddy Daughter Dance sign-up

**THANK YOU for reading!**  
**We are looking forward to another GREAT Recital!**