

# NSPAC Recital 2018

NSPAC faculty and staff are busy preparing for the recital. This packet will highlight several important dates and times and reviewing the information will help you prepare for the busy weeks ahead. As always, please feel free to email or phone us with any questions or concerns.

## DRESS REHEARSALS & SHOW DATES at IPAC

Rehearsal - Thursday, June 7 at 4:00 PM\*

Rehearsal - Friday, June 8 at 4:00 PM\*

*\*Please see the Rehearsal Schedule for individual class times*

12:00 PM Show - Saturday, June 9

Student Check-In 10:30 – 11:00 AM

Auditorium Doors Open 11:30 AM

Begins 12:00 PM

4:00 PM Show - Saturday, June 9

Student Check-In 2:30 – 3:00 PM

Auditorium Doors Open 3:30 PM

Act 1 Begins 4:00 PM

Act 2 Begins 5:30 PM

## DRESS REHEARSAL & SHOW LOCATION

Ipswich Performing Arts Center (IPAC) is Ipswich High School and Middle School and is located at 134 High Street (Route 1A) in Ipswich.

## CLOSING ACCOUNTS

All outstanding balances are due by May 1, 2018.

**TICKETS WILL NOT BE RELEASED IF YOUR ACCOUNT HAS A BALANCE.**

## COSTUME DISTRIBUTION

All costumes will be distributed during class time the weeks of May 12 – 18. Costumes are already on hangers and in bags. Unless the costume requires alteration, costumes should not be worn until dress rehearsal. **YOUR COSTUMES WILL NOT BE RELEASED IF YOUR ACCOUNT HAS A BALANCE.**

## BACKSTAGE STAFF & PRODUCTION SUPPORT

Our shows could not run smoothly without the dedicated efforts of our parent volunteers. **ONLY PARENTS ASSIGNED TO ASSIST WITH COSTUME CHANGES & WAITING ROOM WILL BE ALLOWED BACKSTAGE BEFORE AND DURING THE PERFORMANCE.**

- Dressing Room Assistant: help students change costumes during the recital, Dressing Room Assistants will receive 2 free tickets.
- Rehearsal Assistant: sixteen 1-hour slots available (sign-up for 1 or more hours of your choice), assist with ticket sales, tights sales, and provide basic information to our studio families regarding rehearsal and the recital, can see the show.
- Front of House Assistant: assist in ticket sales during pre-show and 1st Intermission on recital day, can see the show.
- Waiting Room Assistant: help students in the waiting area during the recital, Waiting Room Assistants will receive 2 free tickets.
- Usher: hand out programs and assist patrons to their seats during pre-show and intermission, can see the show.

## TICKET SALES

Ticket sales will be online and you will find a link on our website. You can also purchase tickets during office hours. While you will be able to reserve and pay for your tickets online, you will need to pick up tickets at the studio during office hours, dress rehearsal, or recital day. All account balances must be paid prior to rehearsal and ticket pick-up. Any patron needing wheelchair seating will need to purchase their tickets thru the office. Tickets will also be sold at rehearsal & day of the

show. Tickets are \$21 each. Anyone entering the auditorium will require a ticket regardless of age. While we do allow unlimited tickets to be purchased, NSPAC reserves the right to purchase back tickets to ensure all families have the opportunity to attend the show. **We strongly urge you to carefully consider when your youngest family members can be a courtesy audience for 2-3 hours.**

**\*\*We've increased our ticket prices from \$20 to \$21 dollars so we're able to make all action photos available to all families at no additional cost.**

## **SPECIAL ORDERS (All Optional)**

Shout Outs – DUE MAY 14, forms can be found online or at the studio

Tights Order – DUE MAY 14, forms can be found online or at the studio

DVD Order – forms can be found online or at the studio, collected at the studio, at rehearsal, & day of show

Flower Info - [www.floracause.com/nspac](http://www.floracause.com/nspac)

Portrait Pictures Info - [www.marklawrencephotographers.com/pricebooks/DanceSchoolsPriceBook.pdf](http://www.marklawrencephotographers.com/pricebooks/DanceSchoolsPriceBook.pdf)

Action Pictures Info – We've increased our ticket prices from \$20 to \$21 dollars so we're able to make all action photos available to all families at no additional cost. A link to the pictures will be sent once they are ready.

## **DRESS REHEARSAL**

**Rehearsals are mandatory.** Specific class rehearsal times are posted in the studio and website. Please be aware that the rehearsal times are approximate. It is very important that your child be relaxed and parents of our younger students must stay with them until they are excused from rehearsal. Students will be excused as soon as they are finished. **NO ONE IS TO LEAVE REHEARSAL WITHOUT FIRST BEING EXCUSED BY THEIR TEACHER.**

## **DRESS REHEARSAL OBSERVATION / VIDEO TAPING / PHOTOGRAPHY**

**Dress rehearsals are CLOSED rehearsals.** Only students and a single parent/guardian who are scheduled for that day will be permitted in the auditorium. PLEASE COOPERATE FULLY WITH THIS POLICY. It is for the benefit of the students and will provide them with a quiet & less disruptive rehearsal time. Please have your child in the auditorium and ready to dance 10 minutes prior to their rehearsal time. During rehearsal, the front center seats are open to those whose children are onstage rehearsing. We ask parents to cooperate by vacating those seats as soon as their child has completed their routine. These seats allow you an unobstructed view of your child. **ABSOLUTELY NO PHOTOGRAPHY OR VIDEOTAPING DURING REHEARSAL OR SHOW. Cameras are not allowed in the venue during rehearsal or show.** Anyone not honoring this rule will be escorted from the auditorium.

## **PROFESSIONAL PHOTOS and DVDS**

Individual portrait photographs will be taken during dress rehearsals. Information is available at the studio. A professional video will be made of the show. The videos offer a clear and edited version with professional sound. **THERE WILL BE NO VIDEO TAPING OR PHOTOGRAPHY PERMITTED DURING THE SHOW OR REHEARSALS. THIS POLICY IS STRICTLY ENFORCED!!**

## **ATTIRE FOR DRESS REHEARSAL AND SHOW**

Students wear complete costumes, including hair and make-up to the dress rehearsal as well as the show.

Hair – Our standard hairstyle for our female students is a no-part, mid bun unless otherwise noted by their teacher. Use gel and hairspray to secure loose pieces. Short hair should be pulled back as much as possible. If your dancer is only in hip hop, they may wear their hair in a high ponytail.

Nail Polish – Only clear nail polish is allowed.

Jewelry – Jewelry shouldn't be worn. If you have jewelry that cannot be removed please ask about camouflage techniques.

Underwear - Underwear should not be worn under costumes. Tights are sufficient. For students that have costume changes and who are concerned about modesty should consider purchasing dance undergarments.

Makeup - Makeup is as important to the look as the costume.

- Foundation – apply matching skin tone to the face only. Our youngest students require just a light dusting of face powder to take off the shine.
- Eye Shadow – brown on the lid
- Eye liner – black liner on top lid

- Eyelashes – black mascara or false eyelashes. Our youngest students do not require mascara.
- Blush – rose (no plum or berry colors).
- Lipstick
  - 7 Years Old & Younger – Pink
  - 8 Years Old & Older - Red
- Male students only need face powder and bronzer.
- Don't be afraid to use a fair amount of make-up. Stage lighting washes our colors.

## **BASIC ORGANIZATION FOR DRESS REHEARSAL AND SHOW**

Garment Bags – Child should arrive in their 1st routine's costume. Put all additional costumes in individual clear garment bags. This keeps the costumes clean and everything organized and together.

Accessories - Use a Zip-Loc bag to hold any accessories (hairpiece, gloves, etc.) for each dance. Use a Sharpie to write the name of the dance on all bags, plus a list of each accessory item. The list serves as a checklist before you leave home for the show, when getting dressed, and when repacking items after each dance is complete.

Extra Everything – Have at least one extra pair of tights on hand of each color that you need. Also bring extra hair gel, hair nets, bobby pins, safety pins, and hair spray with you. A few less obvious items that may come in handy include:

- Wipes (to fix makeup mistakes or dirty hands);
- Safety pins (for emergency costume repairs);
- Clear nail polish (to repair minor holes/runs in tights when there isn't time to change them);
- Extra contact lenses (because the show can't be stopped to search the stage for one);
- Band-Aids (the "invisible" kind - stage is not the place for Sponge Bob Band-Aids).

Label Everything - Put your child's name on everything. It is easy to lose a piece to a costume, shoes, accessories, etc. Be sure to write in inconspicuous places so as not to ruin the costume.

Shoes - Give dance shoes a little extra attention before the show to make sure they look nice, but please no polished or dyed shoes in the studio, save them for the stage.

Planning – Rehearsal and show isn't an "on that day" activity. Pull together all of your costumes, accessories, shoes and makeup several days in advance to give you a little cushion in case something isn't exactly right. Make a check list of your child's routines, listing their costume, color tights, shoes, and any accessories. Make sure you have all your supplies before arriving at the performance location. The checklist helps when leaving to ensure that you have everything.

Passing Time - Rehearsal and show days are often quite long, so consider bringing a deck of cards, a game, or a book, that will keep the kids busy while they are waiting to perform. Avoid markers, glitter and glue that can ruin a costume. As tempting as it is, rehearsal is not a social event. Please refrain from unnecessary noise while classes are on stage.

Drinks - Keeping dancers hydrated is important but stick with bottled water. Colored fruit juices and dance costumes DO NOT go together!

Timing - Be sure to arrive at the rehearsals and the show at the time you're instructed to do so. You will need all the time you are allotted, and the show will start whether you are ready or not. Please arrive with hair and make-up complete. Please plan on arriving 10 minutes prior to your scheduled rehearsal time.

Medication – If your child requires any medication (i.e. inhaler, etc.) or there are any other conditions which may affect their performance the day of the show, please send a note in advance so we may inform staff.

Zzzzzz – A well-rested child is important to performance.

Patience - Bring plenty of patience to show week. We will all need every ounce of it. Faculty and staff are always available to answer questions but also feel free to look to a returning parent or student for any helpful hints.

## **THE RECITAL**

Please remain with your child until they are checked in. You will check-in where you will hand over any additional costumes your child will need. You will be given a Student Pick-Up card. Parents will not be allowed beyond the check-in point. Students will then be escorted to the student waiting area. No child will be permitted to leave the waiting room without a chaperone.

**12 PM Show Check in 10:30-11:00 AM. Full Warm-Up 11:00-11:30 AM**

**4 PM Show Check-in 2:30 AM - 3:00 PM. Full Warm-Up 3:00 – 3:30 PM**

# **NO STUDENT WILL BE ALLOWED TO BE VISITED DURING THE SHOW INCLUDING INTERMISSION!!**

## **FLOWERS**

This year NSPAC has joined with FloraCause for our flowers. Net proceeds will be donated to **Cure CMT4J**. CMT4J is a rare, progressive, neurological disease similar to ALS. Cure CMT4J is an all-volunteer non-profit, created and run by parents of Talia Duff, a 12-year-old Ipswich girl with CMT4J. Flowers may be purchased in the lobby during the show.

## **AUDIENCE COURTESY**

We are focused on providing a wonderful experience for all our patrons.

- No food in auditorium;
- No drinks in the auditorium;
- No video or camera devices in the auditorium;
- Turn off all cell phones;
- No excessive or loud talking during the performance;
- If you must leave during the performance please do so between routines, except;
- Please remove a fussing or crying child immediately. While our show is a family event, we ask you carefully consider whether your youngest family members are able to patiently sit thru a 2-3 hour show. Keep in mind that the show is videotaped.
- Our patrons are restricted to the theatre lobby area. Please refrain from roaming the building.
- Please use the same consideration for those around you that you expect from others.

## **STUDENT DISMISSAL**

Please remember that this is a very hectic time and the most important issue is that each child leaves with the correct person.

- Your child may NOT be visited during the show or intermission. Please be sure to inform your guests;
- Only one parent/guardian will be permitted to pick up their dancer(s) in the cafeteria and this person must be familiar to NSPAC's staff;
- Upon the conclusion of the Finale, 1 parent/guardian picking up should head to the front of the auditorium (towards the stage) and exit thru the doors to the LEFT. This will bring you right out near the cafeteria. Please encourage your family to exit the rear of the auditorium directly into the lobby;
- You must present your Student Pick-Up card to enter the cafeteria as well as to leave the cafeteria with your dancer(s);
- Once you pick-up your dancer(s) please leave the area as soon as you can. The cafeteria is not a place to socialize.

# **YOUR CHILD'S SAFETY IS OUR PRIMARY CONCERN**

**NO STUDENT WILL BE ALLOWED TO BE VISITED DURING THE SHOW!!**