

**Shannon Cooper's Academy of Dance  
Presents**

**Friday June 14<sup>th</sup> @ 6pm  
Saturday June 15<sup>th</sup> @ 11am  
Octorara High School Auditorium**



**RECITAL HANDBOOK  
2018-2019**

**SHANNON COOPER'S ACADEMY OF DANCE**  
**2018/2019 RECITAL HANDBOOK**  
**Philosophies, Policies and Procedures**

**PART 1: The Commitment**

Wednesday June 12th    Dress Rehearsal for Show A

Thursday June 13th     Dress Rehearsal for Show B

Friday June 14th        Recital A @ 6pm

Saturday June 15th      Recital B @ 11am

**\*\*\*All dress rehearsals and recitals will be held at Octorara High School Auditorium located at 226 Highland Rd Atglen, PA 19310.**

Each class is assigned to a particular recital day which you can find on the website under the recital tab. Some classes will be performing in both recitals.

**PART 2: Costumes**

Costumes do not include tights and shoes. **No jewelry, nail polish or underwear is to be worn with costumes. This includes during dress rehearsals, performances and recital pictures.**

**Costume Care**

Please make sure that you check your costume label on the bag for tight, shoe and hair requirements and have all accessories included. Please label all costumes, shoes, accessories and tights with your child's name. Please do not wash costumes in your washing machine; dry clean them only (after the recital). Hang costumes up as soon as you get them. Costumes with tutus need to be steamed. Cover all costumes with a garment bag or a trash bag to keep them neat and clean. Do not let your child wear or play in their costume prior to the recital.

**Quick costume changes**

During the recital, some students may have quick costume changes. A special team of teachers and backstage volunteers will assist these students. If your child is in more than one dance (excluding the finale dance), they **MUST** purchase a nude leotard to be worn underneath for easy changing. Please see the included tight/leotard order form.

**PART 3: Tights, Shoes, Hair and Makeup**

**Tights & Shoes**

To ensure that there are no discrepancies in color and style you should purchase your tights through the studio; please see your tight order form. Please make sure tights are clean and have no holes. All shoe requirements correspond to their normal dress code.

## Hair and Makeup

All female students are required to wear makeup for the dress rehearsal and the recital: red lipstick, blush, neutral eye shadow, and mascara. For the boys, a little blush works well. Uniform hairstyles are required. Please check your costume label for hair requirements.

## PART 4: Dress Rehearsal

Rehearsals are located at the Octorara High School 226 Highland Rd Atglen, PA 19310. All students should arrive 5-10 minutes before their scheduled dress rehearsal time in full costume, hair and stage makeup. Dress rehearsal is **MANDATORY** so please make sure your child is on time as we will not wait for late dancers. Students not participating in the choreographed section of the finale may leave after they are done dancing on stage. All other dancers must be at finale rehearsal on their scheduled dress rehearsal night. If they are in both performances then they practice for finale on both nights. Below is the rehearsal time for each class for dress rehearsal. This is not the exact time they will rehearse on stage. Please anticipate for your child to be at the school for at least one hour if they are in one dance. All children must remain seated and be accompanied by an adult until they are done rehearsing. All tap dancers must wear socks over top of their tap shoes in the auditorium. Rehearsal runs in the order of the show. We try to keep things running quickly but please prepare for a later evening if your child has a late rehearsal time.

## Wednesday June 12<sup>th</sup> Rehearsal for Show A

### Dance Recital Order

	Time
1. Company and Training Company	9pm
2. Monday Predance	4:45pm
3. Monday Ballet 5/A	4:45pm
4. Monday Contemporary 1B/2	4:45pm
5. Monday Kinderdance	5pm
6. Wednesday Ballet 4	5pm
7. Thursday Tap A/B	5pm
8. Saturday Ballet 2	5:30pm
9. Tuesday Jazz 1/1A	5:30pm
10. Monday Contemporary 5	5:30pm
11. Tuesday Hip Hop 2	6pm
12. Wednesday Jazz 3/4/5	6pm
13. Monday Tap 1/1B	6pm
14. Wednesday Contemporary 1/1A	6:30pm
15. Tuesday Ballet 1/1A	6:30pm
16. Thursday Hip Hop 5/A	6:30pm

17.	Monday Jazz 2	7pm
18.	Thursday Boys Hip Hop	7pm
19.	Tuesday Ballet 1B/1C	7pm
20.	Thursday Tap 4/5	7:30pm
21.	Thursday Hip Hop 1	7:30pm
22.	Monday Contemporary A	7:30pm
23.	Wednesday Tap 2/3	8pm
24.	Wednesday Jazz A	8pm
25.	Saturday Hip Hop 1	8pm
26.	Tuesday Jazz 1B	8:30pm
27.	Crew and Training Crew	9pm
28.	Finale	8:30pm

All dancers in the choreographed section

**Thursday June 13<sup>th</sup> Rehearsal for Show B**

<b>Dance Recital Order</b>		<b>Time</b>
1.	Company and Training Company	8pm
2.	Wednesday and Saturday Predance	4:45pm
3.	Monday Ballet 5/A	4:45pm
4.	Tuesday Pre Hip Hop	4:45pm
5.	Wednesday Ballet 4	5pm
6.	Thursday Tap A/B	5pm
7.	Thursday Hip Hop 3	5pm
8.	Monday Contemporary 5	5:30pm
9.	Saturday Kinderdance	5:30pm
10.	Wednesday Pre Tap	5:30pm
11.	Wednesday Jazz 3/4/5	6pm
12.	Thursday Open Breaking	6pm
13.	Monday Teen Jazz	6pm
14.	Thursday Hip Hop 5/A	6:30pm
15.	Monday Pre Jazz	6:30pm
16.	Thursday Tap 4/5	6:30pm
17.	Thursday Teen Hip Hop	7pm
18.	Monday Contemporary A	7pm
19.	Thursday Hip Hop 4	7pm
20.	Wednesday Jazz A	7:30pm
21.	Wednesday Pre Ballet	7:30pm
22.	Crew and Training Crew	8pm
23.	Finale	8pm

All dancers in the choreographed section

## **Student Drop Off and Pick Up for Dress Rehearsal**

A Parent or guardian should bring their child to the check in desk located in the lobby outside the auditorium doors. Students will then be directed to sit with their class. Students in more than one dance will be directed to their proper dressing area where their parent will help them dress. A parent or guardian must remain with their child at all times. Students wishing to watch the performance after they are done on stage must do so at the back of the auditorium. **ALL ACCOUNT BALANCES MUST BE PAID FOR YOUR CHILD TO PARTICIPATE! If you have an outstanding balance you will be asked to pay it at student check in.**

## **PART 5: The Recital**

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

On Friday June 14th dancers must arrive promptly at 5:30pm and on Saturday June 15th dancers must arrive promptly at 10:30am.

Auditorium doors will open 30 minutes prior to show time. Seating is ASSIGNED for performances. Parents and guardians should bring their child to the check in desk located outside the band room wing to the right of the auditorium, where they will be checked in and placed under the supervision of a faculty/staff member. When waiting in the check in line please put on your child's dance shoes as they may not take anything with them backstage unless they are in multiple dances. Parents are NOT allowed in the dressing rooms after the child has been checked in for the recital due to the limited amount of space and safety of our students. **If you would like to take your child before the show has ended, we MUST receive a note from a parent or guardian by dress rehearsal night.** Our performances are no longer than 2 hours. Once a child is signed out they are no longer our responsibility and cannot be signed back in for the finale bow or receiving of flowers.

## **PART 6: Recital Photos and Videos**

### **Recital Photos will be held at the Studio on May 3<sup>rd</sup> and 4<sup>th</sup>**

Students must arrive 10 minutes prior to their scheduled picture time in full costume and hair and light makeup. The photographer will take a group shot of each dance. If you would like an individual shot taken, you must order and pay in advance and bring the order form with you to pictures. More information about purchasing will be distributed at a later date.

**Picture Schedule Friday May 3<sup>rd</sup>**

5:30pm	Wednesday and Saturday Predance
5:30pm	Saturday Kinderdance
5:30pm	Tuesday Ballet 1/1A
6pm	Wednesday Pre Ballet
6pm	Tuesday Ballet 1B/1C
6pm	Tuesday Ballet 2
6:30pm	Thursday Boys Hip Hop
6:30pm	Thursday Open Breaking
6:30pm	Tuesday Pre Hip Hop
7pm	Monday Pre Jazz
7pm	Tuesday Jazz 1/1A
7pm	Tuesday Jazz 1B
7:30pm	Monday Tap 1/1B
7:30pm	Wednesday Pre Tap
7:30pm	Wednesday Contemporary 1/1A
8pm	Monday Contemporary 1B/2
8pm	Thursday Teen Hip Hop
8pm	Monday Teen Jazz

**Picture Schedule Saturday May 5<sup>th</sup>**

9:30am	Individual & Sibling Pictures
10am	Monday Predance
10am	Monday Kinderdance
10:30pm	Wednesday Ballet 4
10:30am	Monday Ballet 5/A
10:30am	Saturday Hip Hop 1
11am	Tuesday Hip Hop 2
11am	Thursday Hip Hop 1
11am	Thursday Hip Hop 5/A
11:30am	Thursday Hip Hop 3
11:30am	Thursday Hip Hop 4
12pm	Crew & Training Crew
12:30-1pm	Lunch Break
1pm	Monday Jazz 2
1pm	Wednesday Jazz 3/4/5
1pm	Wednesday Jazz A
1:30pm	Monday Contemporary A
1:30pm	Monday Contemporary 4/5
1:30pm	Wednesday Tap 2/3
2pm	Thursday Tap 4/5
2pm	Thursday Tap A/B
2pm	Company & Training Company

## **Recital DVDs**

Pricing information and order forms are included with this packet. The recital will be professionally videotaped. No personal video cameras, phones or IPADS are permitted in the auditorium on the day of the recital; however, parents may videotape the dress rehearsal.

## **PART 7: Recital Tickets**

### **Ticket Policies**

Tickets will go on sale on Friday May 17<sup>th</sup> from 6-9pm. Tickets cost \$12 each. **Cash or Check Only!!** We will not charge the card on file this year. Children 4 and under are free but only if they are seated on your lap. Everyone requiring a seat must have a paid ticket. We will continue to sell tickets during office hours until we sell out. If your child is in more than one recital and you plan to attend both recitals, then you will receive two free tickets to one show. All studio accounts (tuition, late fees, costumes, etc.) must be paid in full before any family member may purchase recital tickets. There is no limit to the number of tickets you may purchase as long as seats are available. All seats are assigned; however, if you have any special seating requirements (i.e. wheelchair) please contact the studio prior to May 17<sup>th</sup>. There will be NO refunds for unused tickets. Any tickets purchased at the door on the day of the recital will be \$15 cash only.

## **PART 8: Volunteer Information**

Anyone interested in volunteering to help backstage is welcome. Class mothers are needed for each classroom to supervise the dancers and keep them safe and accounted for. Volunteers will receive a recital t-shirt to wear on the night they are helping. Volunteers, along with the backstage faculty, are responsible for making sure each child is in proper costume, has the proper accessories and shoes, and conducts themselves appropriately. These volunteers also help with tickets, programs, hair and quick changes. We will have a meeting to assign volunteers to areas backstage closer to the recital date. If you are interested please sign up in the office or contact me at [coopersdance@gmail.com](mailto:coopersdance@gmail.com).

## **PART 9: Finale Dance**

All students will participate in the ending bow in our finale. Our students that are in a pre tap, pre jazz, pre ballet, pre hip hop or a level 1 class or above (this includes Ballet, Jazz, Tap, Contemporary and Hip Hop) may choose to participate in our choreographed section of the finale on their scheduled recital night. We will have two 1 hour rehearsals to learn this section of the finale on June 1<sup>st</sup> and June 8<sup>th</sup> from

10-11am and one 1.5 hour rehearsal on Tuesday June 11<sup>th</sup> from 5:30-7pm. You must be able to commit to TWO rehearsals to be able to participate and purchase our recital t-shirt for \$20. All interested students must sign up in the office and pay for their t-shirt by April 15<sup>th</sup> so that we can assign groups. If you choose to do the finale dance you must attend the dress rehearsal for finale on your assigned rehearsal night.