

GENESIS ARTS LLC RECITAL HANDBOOK "RUDOLPH THE RED NOSED REINDEER"

Philosophy, Policies, and Procedures

STUDENTS NAME:
Method of Payment:
Class Title:

Dear Parents and Students,

For twenty two years, Lori Struss-Weatherly and her staff have provided students with an exciting performance experience through its spring recital. The annual staple of the dance school, the recital, 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.

The recital offers 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. The 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 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. No one is required to participate in our performances.

PART I: The Commitment

Important Dates

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

Date	Activity	Where	
August 1-25	Costume Fees Discounted if paid in full WITH the signed form Sale of Tights/Nude Leo discounted	At the studio Before closing	Please Initial
August 26- September 22	Costume Fee Regular Price (Last call for tights/leotards in preorder)	At the studio Before closing	Please Initial
November 5	Program ad deadline	At the studio	
November 7	Recital tickets go on sale to all	At the studio	Please Initial
November 26	Last Day to purchase discounted tickets at the studio	At the studio	
December 1	Mandatory Run-through of show 1:30-4pm, arrive at scheduled time as listed one month prior to show	At the studio	Please Initial
December 13	Mandatory Dress Rehearsal 5:30-8 pm, arrive at 5:15	At Slayton House	Please Initial
December 14, 15	Rudolph 7 pm shows, arrive by 6:15, warm ups for older dancers 6-6:30, theatre seating begins at 6:30 (students 12 months-5 years can do one or both)	At Slayton House 10400 Cross Fox Lane, Columbia	Please Initial

Updates

As the season progresses, additional recital information or updates will be posted on the Genesis Arts LLC website, [www.genesisarts.net], in e-mails, and on the recital bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the show's success.

_____ Please Initial

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. A copy of your child's dance music will be available at the start of the choreography season. A charge of \$7 for a CD is required to cover expenses. Please check with your child's teacher to set up a videography day for those who wish to video the dances as well. I have set up my You Tube channel for additional rehearsal and will be coordinating with staff to post these videos. No one will be tagged in these videos since the student's privacy should be respected/guarded. It will be listed under my personal name Lori Struss so that it is for student/client use only.

PART 2: Costumes

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool students will need 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, flesh colored leotards, or shoes. These can be preordered at the time of costume purchase and paid for to insure you will have yours and not need to shop!

Costume Payments

In an effort to ensure that costumes are delivered in time, we order in advance. Some costumers usually offer bulk discounts in August. We pass that savings on to you by having the schedule of pricing as listed below. Costume companies do not accept cancellations or offer refunds; therefore the school does not refund costume payments. These payments include the rehearsal fees, staff pay, and theater rental. _____ Please Initial

Costume Payment Schedule

Size	Discounted payment August 1-25	Regular payment	Late payment/rush	Additional Costumes Price for students in multiple classes
Child XS-Child L	\$75	\$100	\$120	\$65
Child XL-Adult XL	\$80	\$110	\$130	\$75

Sizing

Costume measuring begins as soon as we return to classes in August, during scheduled class times or in advance by parents. Each child will be measured in order to determine his or her proper costume size(s). You will be required to sign a confirmation form stating that you agree with the size(s) to be ordered for your child. You can make adjustments on the form; however, your signature indicates that you take full responsibility for any necessary costume alterations.

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact Miss Lori if you need additional help.

Distribution

Costumes will be distributed before classes and will be signed out as a record you have received them. Students may no longer take them home without a parent signature to insure no lost or missing items. Clients receive them when all outstanding balances for the season (including tuition) are paid in full. **Please Initial** To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Withdrawal

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. **Clients who are not up to date with their class tuition will not be allowed to participate in the recital or pick up costumes prior to payment.** **Please Initial.** Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance.

Costume expense

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.

Costume Care

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the 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. Hats should be stored in a hatbox or similar container to prevent damage. Steam all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine. **We promise to wear the costume exactly as it is provided and not substitute items.** **Please initial.**

Costume Racks

Clothing racks with wheels can be purchased; if your child has several costumes, a rack is a smart investment. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed in the show.

TIPS: COSTUME COMMON SENSE

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

PART 3: Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their classes. Tights are available at the studio or from dancewear stores. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

Level	Required Tights
Ages 2 and up ballet	Ballet Pink
Ages 9 and over modern, acrobatics, and contemporary	Tan Stirrup
Ages 4 and over jazz and tap	Black Fishnets (Preballet/Tap students need both pink as well)
Ages 4 and up Musical Theatre/Jazz 4/5 and Tap 4/5	Black Fishnets/Rhinestone Fishnets for Jazz and Tap 4/5

Shoes

The following shoes are required for all students. It is recommended that all girls' tap shoes must have black elastic (remove all ties) or purchase the Revolution buckle shoe in black.

Girls	Boys	Both
Pink ballet shoes	Black ballet shoes	Black tap shoes for tap
Black jazz shoes for jazz	Black jazz shoes	Black jazz shoes for Musical Theatre and Jazz
Pirouettes or tan jazz shoes	Pirouettes or tan jazz shoe	Bare feet for modern/acrobatics
TBA for solos/character work	TBA for solos/character work	Black Hip Hop Sneakers

Hair and Makeup

All female students are **requested** to wear makeup for the recital: red lipstick, blush, eye shadow (brown or plum for darker skin shades with pink highlight), and mascara. For the boys, a little blush works well. Students over 7 are **requested** to wear foundation as well since skin tone tends to wash out due to the bright theatre lights. Uniform hairstyles are required. All female students must wear their hair in a bun or French braid for ballet or ponytail for hip hop and jazz. No beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down. Barrettes, clips, or headbands in the same color as their hair is requested. Bangs should be trimmed to not hang over brows or held back with a clip.

PART 4: Be Prepared

Pre-Planning

A 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 with your child of their dances, listing their costume, tights, shoes, and any accessories, and have them refer to it to make sure they have all your supplies before going to the theater. Your child should participate since they will need to organize themselves backstage.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hair nets, bobby pins, and hairspray.

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)
- ✓ Water and a non-messy snack (Goldfish/Teddy Grahams/pretzels)
- ✓ Crayons and a coloring book for entertainment purposes

PART 5: Studio Run-through and Dress Rehearsal

Participation in the studio run-through and dress rehearsal are mandatory. _____ Please Initial. The studio run-through allows the students to become comfortable with the staff and assistants in their own studio environment. 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. **If your child does not attend their scheduled run-through time and dress rehearsal time, they forfeit their performance opportunity. No refunds will be made for any recital materials or tickets.** _____ Please Initial.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. **Please arrive at the time listed on the first page of this packet. Students may arrive in their first performance costume or may change in the dressing room.** _____ Please Initial.

Finale

All students are required to participate in the finale, which will be rehearsed during classes. A run-through of the finale will take place at the studio run-through and the dress rehearsal prior to Act 1 or Act 2, depending on when the students perform. All students will remain in their last performance costume for the finale.

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. Flesh toned leotards should be worn for ease of changing as we may have helpers of all genders.

Closed Rehearsals: Studio Run Through and Dress Rehearsal

For speed, concentration, and safety, all our rehearsals will be closed to the public. If you wish to participate in the rehearsal process, you may sign up to assist a class backstage. All other parents and siblings are not allowed backstage. Thank you for understanding.

PART 6: Student Drop-Off and Pickup

Studio Run-Through and Dress Rehearsal Drop-Off and Pickup

Parent or guardian 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). When a class has completed its last performance, the class mom will bring the group to the waiting room to be picked up. Parents, family, and friends are not allowed in the dressing rooms once the children have been checked in for the rehearsal.

Dress Rehearsal Dismissal

Students will be dismissed from rehearsal once they have completed all of their dances, including the finale. We will rehearse the finale before Acts I and II so that students who are not in Act II do not have to remain through the end of the rehearsal. This will be listed in a worksheet one month prior to the rehearsal. Please make a copy of this for your child to refer to

Recital Performance Arrival and Dismissal

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). Students will remain backstage for the entire performance. After the finale, the class mom will bring the group to the auditorium lobby to be picked up. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. All class moms will have cell phone numbers if the student's family needs to be reached in case of emergency.

➤ **Parents are not allowed in the dressing rooms after the children have been checked in at the theater.** _____ Please Initial.

PART 7: Recital Photography and Videos

Recital Photos

Individual photos on will be taken studio date. Students may choose to have solo portraits made in any or all of their costumes. Only students requiring a solo portrait are obligated to purchase photos. A deposit is due at the time of sign up made out to our photographer. If paying by check or paid in cash will be applied to photos. _____ Please Initial. Please arrive at least ten to twenty minutes before your child's scheduled time, since photo shoots tend to run ahead of schedule.

Photo Shoot Hair and Makeup

Consider it the same as a performance. All female students are requested to wear makeup for the recital: red lipstick, blush, eye shadow (brown or plum for darker skin shades with pink highlight), and mascara. For the boys, a little blush works well. Students over 7 are requested to wear foundation as well since skin tone tends to wash out due to the bright theatre lights.

Uniform hairstyles are required in group photos. All female students must wear their hair in a bun or French braid. No bangs or beads are allowed except in individual photos. Dancers with short hair must pull their hair away from the face and slick it down.

Photo and Video Purchase

Photos will be available for viewing and purchase at the time of the photo shoot. This year photos will be available as prints or on a CD. Pricing information will be distributed two weeks prior to the photo shoot, Videography will cost for a DVD will be \$35 in advance and \$40 day of the show or up to two weeks after the event.

PART 8: Recital Policies

Video and Photography

Please note: No flash photography will be allowed at the recital. This includes family members as well so please let your family know. Please make sure your family and friends are aware of this policy for their enjoyment of the experience. Please do not videotape entire dances as they are property of the choreographer. Please Initial. We will have a videographer who videotape the production for purchase. Please see the desk staff for purchase. Thank you.

Auditorium Rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. When they are not onstage, dancers must remain in the dressing rooms with their class moms during the dress rehearsal and recital.

Backstage

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. 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 areas. No one is allowed onstage after the show due to the staff necessity of clearing the space for the next event. Please Initial.

Props

All props are the property of Genesis Arts, should be treated respectfully, and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

PART 9: Volunteer Information

Recital Volunteer Information

A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers exactly a half hour before the studio run through. All must abide by the policies set forth by Genesis Arts and prioritize the comfort of all students involved. 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 an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the studio run through, which must be worn at all rehearsals and shows. Please do not bring guests, including children, with you while you are volunteering.

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 or side of stage. 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 needed for each class will be determined by the number of students (1 to 9 students = 1 volunteer; 10 to 19 students = 2 volunteers; 20 or more students = 3 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 auditorium.

PART 10: Recital Yearbook-Program

This year Genesis Arts will publish an annual yearbook-program for the recital. "Well-wisher" and commercial ads are available. All students have the opportunity to purchase and sell ads, but participation is not required.

Specs and Rate Card for Program Advertising

Booster ad	Names or sentence, 10-word maximum, \$10. (Extra charge for more words.)
Box ad (2.5" x 1.5")	\$25 (Text only; no photo or business card.)
1/6 page (3.5" x 3.5")	\$65 (Text and one photo or business card only.)
1/4 page (5" x 3.5")	\$85 (One photo or business card included. \$10 charge for each additional photo or business card, 2-picture max.)
1/2 page (7.5" x 5")	\$150 (One photo or business card included. \$10 charge for each additional photo or business card.)
Full page (10" x 5")	\$250 (One photo or business card included. \$10 charge for each additional photo or business card.)
<ul style="list-style-type: none"> • Ads may be submitted in Microsoft Publisher, Adobe Photoshop, or as JPEG or PDF files. All ads should be submitted on disk. • All ads are black and white unless requested at a higher price. • Use a separate form for each ad submission. 	

Genesis Arts Ad Submission Form
Please submit a separate form and a disk (if applicable) with each ad.

Student Name: _____ Parent/Guardian Signature: _____

Telephone: _____ Name of Company Submitting Ad: _____

Company Contact: _____ Company Telephone: _____

Volunteer Preference Form

Genesis Arts LLC 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 many positions available for men as well as women, which makes it reasonable for families to assume their volunteer responsibility. We encourage every family to become involved with our volunteer program and welcome any contribution you are willing 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 with your registration. If you have questions, please contact the Genesis Arts office at 443 750 1332. Thank you for your involvement with your child at Genesis Arts LLC.

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.

Security: Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

Usher: Escort ticket holders to their seats, distribute programs, open doors for intermission.

Flower sales: Arrange and sell presentation bouquets at the theater.

Ticket sales: Sell tickets at performance a half hour prior.

Photo shoot: Help keep the day organized.

Costume Size Confirmation Form

Student Name: _____ Parent/Guardian Name: _____

Classes Child Will Dance In for The Recital _____

The following is a confirmation of the recital costume measurements determined by the staff of Genesis Arts to be appropriate for your child. Prior to placing our orders we offer you the opportunity to make changes. Please make your changes in the space provided, sign the form, and send it back to Genesis Arts. If you agree with the sizing, simply sign and return the form. By signing below, I understand the recital commitments and agree to adhere to the policies contained here in this packet.

Measurements

Please note: We add one inch to each measurement to allow for growth.

Child's Current Clothing size:

Chest:	Waist:	Hips:
Girth:	Inseam:	

I wish to volunteer as _____ (See list above ☺)

I have made no changes to the measurements provided by the Genesis Arts. I agree that any tailoring and/or adjustment expenses are my sole responsibility.

Signature of Parent/Guardian: _____ Date: _____

I am placing a pre-order for tights (10 per pair) and a flesh toned leotard (25 per leotard, 30 for older girls)

Tights Size/Color: _____

Leotard Size/Color: