

# 2018 June Recitals: Information Packet

## A: When and Where

**When:** **DRESS REHEARSAL - Saturday, June 2<sup>nd</sup>, 2018 at 12:00pm** (at SHS Performing Arts Center)  
*Only classes age 7-9 and older will participate in Dress Rehearsal. See Section I. Due to the high school's scheduling needs this date is different from the calendars distributed in the summer and fall of 2017.*

**11:15am** Class Parent Arrival Time. *Speak with your child's instructor before registering at the front desk.*  
**11:30am** Dancer Arrival Time  
**12:00pm** Dress Rehearsal! *We will begin at 12:00 SHARP! You may watch from the audience and leave once your child has completed all their dances. We estimate Dress Rehearsal to be 4 hours, but will finish earlier if things run smoothly and quickly. Please do not drop off your dancer assuming we will be at the theater until 4pm.*

### **5:00pm Friday Evening Performance - June 15<sup>th</sup>, 2018 (at SHS Performing Arts Center)**

**3:45pm** Class Parent Arrival Time (Show #1)  
**4:00pm** Dancer Arrival Time, Drop Off & Check In (Show #1)  
**4:30pm** House Opens for Show #1 (4:25pm lower level for those needing assistance)  
**5:00pm** SHOWTIME! (appx 90 minutes) *The dancer drop-off location will also be the pick-up location.*

### **11:00am Saturday Morning Performance - June 16<sup>th</sup>, 2018 (at SHS Performing Arts Center)**

**9:45am** Class Parent Arrival Time (Show #2)  
**10:00am** Dancer Arrival Time, Drop Off & Check In (Show #2)  
**10:30am** House Opens for Show #2 (10:25am lower level for those needing assistance)  
**11:00am** SHOWTIME! (appx 90 minutes) *The dancer drop-off location will also be the pick-up location.*

### **2:00pm Saturday Matinee Performance - June 16<sup>th</sup>, 2018 (at SHS Performing Arts Center)**

**12:45pm** Class Parent Arrival Time (Show #3)  
**1:00pm** Dancer Arrival Time, Drop Off & Check In (Show #3)  
**1:30pm** House Opens for Show #3 (1:25pm lower level for those needing assistance)  
**2:00pm** SHOWTIME! (appx 90 minutes) *The dancer drop-off location will also be the pick-up location.*

### **5:00pm Saturday Evening Performance - June 16<sup>th</sup>, 2018 (at SHS Performing Arts Center)**

**3:45pm** Class Parent Arrival Time (Show #4)  
**4:00pm** Dancer Arrival Time, Drop Off & Check In (Show #4)  
**4:30pm** House Opens for Show #4 (4:25pm lower level for those needing assistance)  
**5:00pm** SHOWTIME! (appx 90 minutes) *The dancer drop-off location will also be the pick-up location.*

**Where:** **The Snohomish High School Performing Arts Center: 1316 5th Street, Snohomish**

## B: Choreography and Attendance

**Choreography is taught and cleaned from January to May. Attendance is very important!**

•Formations are an integral part of choreography and can only be understood when all dancers are present. However, we do understand that sometimes an absence cannot be avoided. If your child is absent please call to let us know. At that time you may speak with an admin about **private lessons** with your child's instructor to learn the missed choreography. Private lesson costs are split amongst all who attend, so inviting a few classmates will reduce the individual cost.

## **C: Tickets**

**Tickets go on sale Tuesday, May 1<sup>st</sup> for those whose accounts are current through June.**

● **TUITION:** ‘Current through June’ means that all outstanding payments, including June tuition, must be paid. We understand that paying both May and June tuition plus ticket costs will be expensive. This is why we are letting everyone know months in advance!

● **WHICH SHOWS?** Check the Recital Binder at the front desk to see which shows your dancer is participating in.

● **TICKETS:** Due to the seating limitations of the Snohomish High School PAC we will initially offer each registered family the opportunity to purchase **FOUR** tickets total at the discounted rate of **\$20** per ticket. Divorced families: We will sell to the parent who signed the registration form so please coordinate amongst yourselves if you wish to split the four initial tickets. (If you must attend two, three, or four shows to watch all of your child’s dances you will receive two additional tickets for each show at no cost in the month of May.) This offer will last until **Thursday, May 31<sup>st</sup>**. We highly recommend you purchase your initial four tickets as you pay for May/June tuition. On **Friday, June 1<sup>st</sup>** the unclaimed tickets will be taken off reserve and you may purchase more tickets at the standard rate (**\$22/\$24**) as they become available. We will not take pre-orders for unclaimed tickets or reserve unpaid tickets. We will not mail purchased tickets. Remaining tickets will be available in person **Friday, June 1<sup>st</sup> through Thursday, June 14<sup>th</sup>** during office hours.

● **TICKETS WILL NOT BE SOLD AT THE DOOR THE DAY OF THE SHOW OR DURING DRESS REHEARSAL. Please help us avoid confusion by telling your friends and family that tickets will not be sold after June 14<sup>th</sup>.** You may purchase tickets during Snohomish and Lake Stevens office hours. Tickets are **\$24** for adults, **\$22** for kids age 2-17 and seniors age 65+. There will not be group discounts on tickets. Ticket sales enable us to rent the venue, pay the school district theater director, lighting techs, sound techs, custodians, PacWest staff, instructors, printing costs, ASCAP fees, and insurance. June Recital Tickets are for festival seating (not assigned). The show will go on rain or shine. **Ticket purchases are non-refundable and non-transferable.**

## **D: Costumes**

**Purchased costumes are handed out in class and brought home starting in April.**

● If your dancer tried on a fitting leotard and payment was made in December, your costume most likely has arrived. Some production times and shipping dates will be longer. Please check with an administrative assistant if your payment was made after December, as there is a possibility your costume will arrive after distribution week.

● The costume may not fit perfectly... This is normal! Catalog-selected costumes that studios purchase in bulk are generically sized small, medium, large, and extra-large. Our ultimate goal is to prevent a costume from being too small. If your child’s costume is too small we will do everything we can to make sure a properly fitting costume finds its way to you. If you would like to adjust the costume yourself or have it professionally altered you may.

● Once the costume is brought home it is yours. If there are any specific requirements for your child’s costume (tights, shoes, etc.) it will be discussed in class or found in the costume notebook at the front desk. Don’t hesitate to call with any questions you may have!

**Self-Created Costume check-in occurs during classes, April 23<sup>rd</sup> – April 28<sup>th</sup>. Keep the tags on!**

● A Self-Created Costume Guide is available at the front desk. If you have any questions after reading about your child’s color scheme/concept please speak to an admin. We use self-created costumes so the kids may wear clothing that is comfortable based on their specific needs, and so they can feel like individuals. It’s supposed to save parents a little money, too! If your child’s instructor suggests finding additional items after check-in week you will have an additional

week to shop before In-House Dress Rehearsal. Keep the tags and receipts until your child's items have been approved by their instructor.

## **E: In-House Dress Rehearsal**

**In-House Dress Rehearsals will occur **May 12<sup>th</sup>-18<sup>th</sup>**.**

• 'In-House' simply means at the studio. All In-House Dress Rehearsals will occur during your child's regular class time. Dress Rehearsal requires dancers to be in costume with proper make-up, hair, shoes, and tights. Dancewear may be purchased at Petticoat Junction (Lynnwood) or online (discountdance.com, dancewearsolutions.com, etc).

## **F: Tights, Hair, Makeup, and Shoes**

### • **TIGHTS and SHOES (For all levels):**

- **Ballet:** Capezio Ballet Pink **footed tights** and pink ballet shoes.

- **Jazz:** Capezio Light Suntan **footed tights** and Capezio Caramel slip-on jazz shoes (unless the instructor has asked for black tights/shoes)

- **Lyrical, Acro, Contemporary:** Capezio Light Suntan **footed tights**. We are no longer recommending "transition tights" for classes where dancers need to be barefoot or wear Foot Undeez. The excess fabric that bunches up on the ankle isn't worth the convenience of having one pair of tights! Contemporary and Acro classes will be barefoot. Lyrical classes will use Foot Undeez in a shade that closest matches their own skin tone -- Nude or Espresso.

- **Age 2-7 Combo classes:** Check with your child's instructor or the **Costume Notebook**. The instructor will have tights and shoe selections that are specific to the dance style your student is performing. If your child's class is doing tap they will wear patent leather black Mary Jane's.

- **Tap Levels I, II, III, IV/V:** Black Oxford tap shoes. No Mary Jane's for leveled tap classes.

- **Hip Hop:** Please refer to the **Costume Notebook**, as this will vary from class to class.

• **HAIR: All ballet, jazz, lyrical, contemporary, modern, tap, and acro dancers must wear hair parted on the left and gathered securely in a low bun.**

**Low Bun Instructions:** Begin with slightly damp hair: Work in enough hair gel that the roots and the ends are fairly saturated. The purpose of gel near the hairline is to keep baby hairs down. When wisps are not gelled down the stage lights will illuminate them, creating a 'lion' look. Gel at the ends of the hair is necessary to help affix the bun to the head. If a bun begins to flop around on stage the audience will be distracted. Create a part directly above your child's left eye, comb the hair so it lies flat, and secure it in a low ponytail with a rubber band. A low pony means as low as possible, or exactly where the hairline meets the neck. Twist the hair as you wrap it around the base of the ponytail. Use large bobby pins for anchoring, and smaller bobby pins for the smaller pieces of hair that pop out. This will be a major process if your child's hair is layered. Once it's nearly in place and looking like it should, wrap a hair net around the entire bun. You will need to fold it over and encase the bun numerous times until there is no net left. Finish by securing a few more bobby pins in the bun. Be sure you have purchased bobby pins and hairnets that match your child's hair color. **Hip Hop dancers** may wear their hair in any style that does not distract, but preferably not fully down. Hats or bandanas must be secured with pins. Dancers transitioning from a ballet to a hip-hop dance may wear hairpieces pinned to their bun, but they must be very secure. Do not let your child be the one whose fake hair gets kicked around the stage!

• **STAGE MAKE-UP: Brown shadow, black mascara, rose-colored blush, deep rose or wine-colored lipstick, a matching wine lip liner:** *Stage make up will look heavier than everyday make up because stage lighting is brighter than everyday light. The goal of stage make-up is to prevent the dancers from looking washed out. Make-up is part of the performance process, and not unique to our studio. If you would prefer your child not to wear make-up it is not mandatory.*

Use **base** and **powder** that match your child's skin tone. Very young dancers need not use base, though it does make

blush and eye shadow application much easier. Apply the base to the entire face, including lips and eyelids. Do the same with the powder. Apply **blush** to the apples of the cheeks and blend well. (Have your child smile and the fullness that is created or “apple” is where the blush should primarily go. This will create a look that is achieved naturally when the face is flushed from exercise. Blend the edges so you have not created a doll-face.) Blush should be a deep pink or rose color. Avoid browns or orangey pinks.

Put a darkish brown **eye shadow** over the entire lid and in the crease. Older dancers may attempt a more dramatic eye: Black **eye liner** (for the upper lid) should begin lightly at the inner corner and extend VERY SLIGHTLY beyond the outer corner of the eye, angled up toward the end of the brow. You can add a bit of black eye shadow to the wing to blend it into the brown of the lid. Add a touch of shimmer/highlight to the inner part of the lid.) Use an eyelash curler if your child’s lashes are long, and add numerous coats of mascara.

**Lipstick** and **lip liner** are the most vital elements of stage make up. To apply, dab on a small amount of lipstick to ‘wet’ lips, line the lips with the liner and, again with liner, completely fill them in. (Sometimes you may have to draw on your hand with the liner to get it started.) Apply more lipstick to the top and blot. Be sure to reapply lipstick after eating and just before performing. BIG HINT: Do the lipstick after the costume is on, especially if you must put it on over your dancer’s head. We suggest you practice doing a bun and applying stage make-up before your child’s In-House Dress Rehearsal day.

## **G: Class Pictures by FOTOS**

**Class Pictures for both locations will occur at the Snohomish studio from Saturday, May 19<sup>th</sup> - Friday, May 25<sup>th</sup>.**

Class Pictures by FOTOS will take place in **Snohomish in Studio 1**. Your child’s picture appointment time will **not** be during their scheduled class time, so please look at the photo schedule carefully. There are no classes during our picture dates.

### **Things to remember for picture day:**

Your dancer needs to look exactly like they would look for the recitals, including hair, makeup, proper tights and shoes, and full costume. **The Picture Schedule can be found on our website and also posted at each location.** All picture-related questions should be directed toward Chris Fotos and his assistants. The picture schedule is tight, so we thank you for your patience as we try to accommodate all our classes. Older students are asked to come prepared with their individual pose. We ask that you arrive 15 minutes prior to your photo appointment time. If we find ourselves running early will take advantage of it. Parents may be in the picture room but please try not to distract your dancer. We want everyone’s eyes on the camera!

## **H: Volunteering to be a Class Parent**

- The Class Parent is an invaluable volunteer who stays with the younger dancers backstage, escorts them from the dressing room to the ‘on-deck’/backstage/on-stage areas, and assists with costume changes. Class Parents have the privilege of watching their child’s performance from the wings...for free! Class Parents may take non-flash photos while watching the performance, but please stay behind the line on the floor. This is so the audience remains focused on the dancers.
- All Class Parent positions are first come first serve. Speak to your child’s instructor first. Teachers will need to explain their needs so you can fully understand your role as their Class Parent. Once the instructor has confirmed that no other parents have offered to volunteer you may sign up. Classes for dancers age 3-12 each need a class parent. (Tiny Twos must each have a parent backstage.) Volunteers for classes age 7+ must also be at the Dress Rehearsal. Volunteers must wear dark tops and either black pants or dark jeans at the show. This is so you aren’t distracting if you are visible from the audience. You will be given a nametag to help identify true PacWest volunteers.

- Refer to the **Class Parent Info Sheet** for more details!

## **I: Dress Rehearsal**

**Dress Rehearsal for classes age 7-9, 9-12, and 12+ at Snohomish High School: Saturday, June 2<sup>nd</sup>.**  
**Class Parent arrival time: 11:15. Dancer arrival time: 11:30.** *This date is different from the calendars distributed in the summer and fall.*

Why do we rehearse? Dancers grow accustomed to their studio surroundings. After numerous months of doing choreography facing a mirror it becomes very difficult to face the abyss of an audience. The dimensions of the performance space are also significantly different than the studios at PacWest. Our Dress Rehearsal at the theater will allow dancers to adjust to a new atmosphere and choreographers to block formations. This is also the time when dancers learn about wings and how to properly enter and exit the stage. The Technical Director uses rehearsal to program the appropriate lighting on each piece based on costuming, genre, and music. Dress Rehearsal is as important as the show itself. (Our younger dancers don't need to attend Dress Rehearsal since they are brought on and off stage by their teacher, teacher's assistant, and parent volunteers.) All participating dancers must bring proper shoes, tights, costumes, and accessories. It is strongly encouraged to have hair done and make-up on.

**Directions:** The main parking lot for the SHS PAC is off of 5<sup>th</sup> Street, via the second driveway after you turn from Ave D onto 5<sup>th</sup>. When you arrive at the theater for Dress Rehearsal you will notice **pink traffic cones. Follow the cones around the building to our dancer drop-off point.** Dropping-off will begin **no earlier than 11:30am Saturday, June 2<sup>nd</sup>** for dancers participating in the Dress Rehearsal. (Older dancers who are self-sufficient need to check in at the drop-off desk and proceed to their specified dressing room.) You will leave your child at the drop-off point with a PacWest Staff member, teacher, a Class Parent, or an older PacWest dancer. Your child will be checked in from the PacWest staff member's master check in list, and will remain in his/her class-group until the Class Parent and teacher takes the class backstage. Your child will be monitored by their Class Parent while in our care. Please label everything! If your child is participating in Dress Rehearsal you are welcome to stay and watch from the auditorium. You will need to head back outside and follow the pink cones to the foyer doors. Older performers may sit in the audience during Dress Rehearsal and wait for their time on stage. Class Parents will be in charge of younger classes, and will use their own judgment regarding down time. Non-flash photography and videos may be taken of your child's classes during Dress Rehearsal.

## **J: Recital Drop-Off and Pick-Up Procedures**

**Drop-Off Procedure for all four recitals: Friday, June 15<sup>th</sup> and Saturday, June 16<sup>th</sup>.**

The main parking lot is located off 5<sup>th</sup> Street. Once you turn onto 5<sup>th</sup> from Avenue D it is the second driveway. When you arrive at the theater you will notice **pink traffic cones. Follow the cones around the building to our dancer drop-off point.** Dropping-off will begin **no earlier than your assigned dancer arrival time.** (See first page of this packet for the recital itinerary.) You will leave your child at the drop-off point with a PacWest staff member, teacher, a Class Parent, or an older PacWest dancer. They will take your child backstage to their class. Your child will be **checked in** at the check-in desk, and will remain in his/her group until the class parent and teacher take the class onstage. Your child will be monitored by the class parent while in our care. Your child should bring easy **food and activities.** Please do not pack nuts of any kind. Treat this aspect of recital as a day-camp – label everything that you'd like to see again! Once you have dropped off your child you may head back outside and **take your place in line** to enter the auditorium.

**PacWest staff members have been instructed to keep all non-volunteer parents from coming backstage. We will not allow parents to go past the drop-off point, and this will be especially true of males. There are girls changing in all of the rooms so we thank you for understanding how sensitive this situation can become. We are responsible for your children when they are backstage and we take our jobs very seriously. We appreciate your understanding. Please contact the front desk if you have concerns. If your**

dancer must leave the show before it is over please let your child's instructor, class parent, and the front desk know BEFORE the day of the show. We will have you fill out a Deviation Form so this is carefully tracked.

## **K: Recitals!**

**5:00 Friday, June 15<sup>th</sup> – Friday Evening Show #1**

**11:00 Saturday, June 16<sup>th</sup> – Saturday Matinee Show #2**

**2:00 Saturday, June 16<sup>th</sup> – Saturday Afternoon Show #3**

**5:00 Saturday, June 16<sup>th</sup> – Saturday Evening Show #4**

We will open the front doors at their designated time for General Seating (see itinerary on page 1 of this packet). Line up begins at the PAC door directly across from Building B. You may not enter the foyer from the dancer drop-off point inside the building. Once we open the foyer you will find the restrooms directly in front of you (toward the parking lot). We will also post signs. To enter the auditorium you may remain on the first level and walk past the trophy case, or head up the stairs. **If you are able to use the stairs we encourage you to do so as those in wheelchairs or needing assistance will be using the main floor door.** We will have flowers\* and concessions for sale in the foyer, as well as Summer and Fall registration information. Your tickets will be taken as you enter the auditorium. The show will begin exactly on the hour so please arrive early. Those who need assistance will be seated at 25 past the hour. Please wait at the lower auditorium doors. Let an admin know how many in your party will need handicapped seating when you purchase tickets. \*It is customary to give flowers to performers after a show. You may bring your own or purchase roses from us in the foyer before the show. Please bring cash if you plan to purchase the day of the show.

## **L: After the Show**

### **• Once the show is over...**

Our number one priority after the show is to make certain young dancers are picked up quickly and safely. To prevent confusion and to increase crowd control it is **mandatory that only one family member** retrieve the dancer from the drop-off/pick-up area. This family member must be the person who dropped off as well. PacWest staff members, teachers and class parents will only allow dancers to leave with the parent we have come to recognize. Though we will do our best to execute an organized pick-up, the drop-off/pick-up area becomes very packed. We thank you in advance for your understanding. All of this is done in the name of safety. Older dancers (approximately age nine and above) are asked to gather their things and meet their families **in the lower foyer**. If for some reason you need to collect your dancer before the show is over you must complete a Deviation Form, available at the front desk. A child picked up early has the potential of creating confusion if volunteers assume the child is lost, so we appreciate your planning ahead. **Again, all of this is done in the name of safety!**

• After the recitals there will be **one more week of classes**. This week is an "open attendance" and "bring a friend" week, which means you may attend any class you'd like! Talk to an administrative assistant first to make sure the level is appropriate. Enjoy and have fun!

## **M: Don't Forget!**

### **...to register for Summer and Fall!**

Summer Session begins on **Monday, July 9<sup>th</sup> and runs until Friday, August 17<sup>th</sup>**. Registration for **Summer 2018 began April 2<sup>nd</sup>. Please register by June 23<sup>rd</sup>** so if our schedule changes you will have plenty of notification before the session begins. Company members and those interested in Company must register for Summer Session to ensure that technique is maintained over the summer months. If your child is interested in our Performing Company, auditions will be held on **Saturday, April 21<sup>st</sup>** at our Lake Stevens location. You may pick up an audition questionnaire at the front desk beginning in **April**. If your child is unable to attend auditions contact the front desk for **solo options**. **Registration for**

the **2018-2019 School-Year Session begins June 4<sup>th</sup>**. Please register before the end of August so that we may notify you of any necessary changes before fall classes begin.

## **N: Recital FAQ's**

### **How do I know what show my dancer will be in?**

Talk to an admin or find your name in the Recital Binder at the front desk. The four show orders we created are not a final draft so let us know if you have concerns. We may be able to fix it!

### **Why are there four shows?**

The Snohomish HS theater seats 492. In order to guarantee each PacWest family can see their child dance we must spread the routines out. If we put every single dance into one show we would need a seating capacity of 2000 for a show that lasted six hours!

### **Is there an intermission? Is there a finale?**

There is not an intermission. Our shows will run approximately **60-75 minutes**, with a 'parade of dancers' at the end of each show. We encourage all dancers and audience members to stay for the entire show. However, if you must take your child early please fill out a Deviation Form at the front desk.

### **Who needs a ticket?**

If you need a seat, you need a ticket. Children under the age of two are free if they watch the show from a lap rather than a seat, but please let us know so we can properly adhere to SHS fire code. Class parent volunteers do not need to purchase a ticket.

### **Can I take photos/videos during recital? Will a DVD be available to purchase?**

You may take non-flash photos and video during the show. **We will not have a videographer at the shows and will not be offering a professional DVD.**

### **Who participates in Dress Rehearsal?**

All 7-9, 9-12, and 12+ classes WILL be participating in dress rehearsal. Tiny Twos, age 3-4, and age 5-7 combo classes WILL NOT be participating in the dress rehearsal. Please double check with an administrative assistant if you have questions.

### **Why should I be a Class Parent?**

Class Parents do not need to purchase a ticket for themselves. You will watch your child's dance from the wings. This is a wonderful experience and worth the effort! **Be sure to pick up a Class Parent Info Sheet.**

### **Why are tickets so expensive?**

Facility rental, sound crew, lighting techs, theater manager, stage director, backstage manager, janitorial services, ASCAP, liability insurance, program and ticket printing, paying the instructors and admins for all the extra time they spend working dress rehearsal and all four shows... It takes quite a village to put on a successful and safe production involving over 400 children. Though everyone involved loves what they do, this is their job and they need to be paid!

### **When do tickets go on sale?**

Registered families (the name on the signed registration form) may purchase **4 tickets** starting May 1<sup>st</sup>, as long as June tuition has been paid. These 4 tickets are reserved for you until **May 31<sup>st</sup>**. Everyone may purchase any remaining tickets starting **June 1<sup>st</sup>**. **See Section C for details about attending multiple shows.**

### **Will tickets be sold at the door?**

No! PacWest shows sell out so please DO NOT WAIT to buy your tickets!

**Will anyone be responding to phone or email messages on June 15<sup>th</sup> or 16<sup>th</sup>?**

No! All PacWest teaching and administrative staff will be at the theater. If you absolutely need to get a message to us you can stop by the Drop-Off Point at SHS.

**Will flowers be available for purchase?**

Yes! Red roses, cookies, and bottled water will be sold in the lower lobby before the show. We will also have a red carpet and step-and-repeat set up for photo opportunities.

**After the recitals do we come back for class?**

Yes! There is one more week of classes after the shows. This is Bring-A-Friend/Try-Any-Class Week. For example, if your dancer has been in Ballet/Tap/Jazz (5-7) all year, she can try out Jazz I (7-9), plus she can bring a non-PacWest friend to try it with her! Talk to an admin before attending a new class. Non-PacWest students must have a signed waiver.

**Where do I take my child the day of the show?**

See 'Drop-Off Procedure,' section J. In essence, go to the SHS High School main parking lot and follow the pink cones.

**Will the theater have accessible seating?**

Snohomish High School does have limited accessible seating. Please let an admin know if anyone in your party will need accessible seating so we can be sure we keep these seats reserved. Those needing assistance will be seated at 25 past the hour. The auditorium opens to everyone at half past.

*Thank you for being a part of PacWest! We're going to have four amazing shows!*