



IMPORANT NOTE REGARDING CELL PHONES & ELECTRONIC DEVICES:

Our mission for the Annual Recital is to create a positive and enjoyable experience for everyone in the audience and the performers on stage. Over the years, there has been a significant increase in the use of cell phones, cameras, electronic devices, and anything that emits a glowing screen, flash or noise. The use of these devices in the auditorium during the performance is very distracting to the performers on stage and to fellow audience members. In fact, the use of these devices can ruin the audiences' experience.

If you think that anyone in your group will not be able to resist using their cell phones, cameras or other electronic devices during the show, please do not bring them to the Recital.

Use of these devices is strictly prohibited and you may be asked to leave the auditorium if you use them during the show. If these devices are being used during the show, a laser pointer will be aimed at the device's screen as a reminder to kindly refrain from using it. Ushers will also be standing by during the show to enforce this rule.

If you would like to video record, or take pictures of your dancer on stage, we happily invite you to do so at the mandatory **Dress Rehearsal only**. **No flash photography is allowed at Dress Rehearsal – flashes are dangerous to the dancers on stage.**

Video recording or photography during the Recital is strictly prohibited.

Thank you for your cooperation in this important matter.



Where Every Student Matters!

RECITAL HANDBOOK

Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR 11 years, Neu Wixom Dance Academy has provided students with an exciting performance experience through its June Recital. The Recital—that annual staple of the dance academy—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 dance training is learning through performance. 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 performing experience helps build self-esteem and self-confidence, and it can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is an invaluable learning experience as well. It helps 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/guardians. 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 academy, and other students and parents. Thank you.

Sincerely,
Gina Thompson

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Contact information for Neu Wixom Dance Academy:

1561 N. Wixom Rd. Wixom, MI 48393
(248) 313-0326
www.wixomdance.com

Gina Thompson –
Director gina@wixomdance.com

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletter emails and other studio information.

Newsletters and important updates are emailed directly to your email that you provided at the time of class registration. They may also be posted in the lobby and on the Neu Wixom Dance Academy website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the front desk at (248) 313-0326 during front desk hours (updated front desk hours are listed on the website's homepage).

We answer email on a daily basis, except on weekends or over holidays/breaks. Feel free to email questions to Gina at gina@wixomdance.com .

Website www.wixomdance.com

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page (Neu Wixom Dance Academy)

“Like” the Neu Wixom Dance Academy page on Facebook to receive updates on academy events. Please invite your family and friends to “like” our academy. Please do not post questions on the academy's Facebook page. Instead, please email them directly to gina@wixomdance.com .

PART I: The Commitment

Important Recital Dates

By allowing your child to participate in the Neu Wixom Dance Academy Recital, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
Saturday, April 29	Picture Day	Neu Wixom (room A)
Monday, May 8	Recital tickets on sale	Tututix.com at 9:00am
Saturday, May 18	Program ads & Recital T-shirt orders deadline	Neu Wixom
Friday, June 9	Mandatory Dress Rehearsal & Make-Up Pictures	Lakeland High School
Saturday, June 10	Recital	Lakeland High School

Updates

As the season progresses, additional Recital information or updates will be posted on the Neu Wixom Dance Academy website, www.wixomdance.com, in monthly emails, and on the academy's bulletin boards. It is your responsibility to stay informed 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.

Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage your dancers to rehearse their Recital choreography on a regular basis. A copy of your child's dance music is available to burn onto a CD (or USB stick) that you bring from home. Please label the CD/USB stick with your child's first/last name and the class day/time before you turn it in at the front desk.

At various points throughout the choreography process (usually during April and early May), we invite parents to videotape choreography at the end of class to assist the students when practicing at home. Please let us know if you plan to video tape.

➤ **Our goal is to make the Recital an organized, exciting experience for everyone involved.**

PART 2: Costumes

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes are required for all Recital classes. The full cost of the costume includes all of the accessories (hats, gloves, tights, if applicable, etc.), but not shoes. (See Dress Code online for the required Recital shoes. The information is also available at the front desk.)

NOTE: No jewelry, underwear or nail polish is to be worn with costumes (plain, clear stud/post earrings are okay). This includes during the mandatory Dress Rehearsal, performances, and when class pictures are taken.

Fees and Payment

In an effort to ensure that costumes are delivered in time for school photographs and in an organized distribution to our students, costume orders are placed during November. Costume manufacturers do not accept cancellations or offer refunds; therefore the academy does not refund costume deposits.

The estimated cost of costumes is \$75 for child sizes and \$85 for adult sizes. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent/guardian. Accessories, such as headpieces, gloves or tights are included in the cost of the costume. **Shoes are not included, but a specific style number and color are required for all Recital students (see Dress Code available online or at front desk).**

Costumes cannot be taken home until they are paid for in full. Parents/guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Neu Wixom Dance Academy is not responsible if costumes are not received in time for the Recital due to late payments.

Costume Payment Plan

Size	November 7	March 31
Child	\$50 deposit	\$25 balance
Adult	\$50 deposit	\$35 balance

Costume deposits are due by November 7. If you prefer a weekly or monthly payment plan, please check with the front desk. We accept cash, checks, or credit cards for costume deposits. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

No refunds will be made if a parent/guardian withdraws a child from the academy after costumes have been ordered and/or prior to the Recital. Costumes may be taken home once the balance has been paid.

➤ Costumes are always age-appropriate and of the highest quality possible.

Sizing

Costume measuring is done in October, during scheduled class times. All children will be measured in order to determine their proper costume size(s). For younger students who are still growing, we add 2 inches in the girth for growth and round-up all other measurements. Parents/guardians 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/guardian. Please contact the front desk at Neu Wixom Dance Academy for recommendations.

Distribution

Costumes will be distributed when all current balances for the season are paid in full. Remember that tuition for the entire season is a total amount that is broken down into 10 monthly payments from September to June. The final tuition payment is due by June 7. Any outstanding balances after June 7 will incur a \$15 late fee and the student(s) will not be able to participate in the show unless all balances are paid.

Costumes and accessories (except for tights) will be tried on during class once they arrive. Please check your child's costume at this time to be sure it fits properly. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

Costume care

We highly recommend that you label all costumes, shoes, accessories, and tights with your child's name in a place that will not be visible on stage (such as on size tags, the inside of the shoes, etc). Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled with your child's name). Hats should be stored in a hatbox or similar container to prevent damage.

Carefully remove any tags that can be seen through the costume or could hang out of the costume while it is being worn.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. Teachers will determine how the headpieces will be worn prior to or at Dress Rehearsal.

NOTE: To ensure that there are not any costume problems, students should not wear their costumes, accessories, or tights prior to the photo shoot, Dress Rehearsal, or the performance.

Costumes with fringe

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or a performance. Please do not pull the string off until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Ironing

Please do not iron costumes. If they are wrinkled, hang them in a bathroom during a hot shower to help “steam” the wrinkles out. You may also use a handheld clothing steamer, but be careful not to burn or damage the costumes.

Tutu maintenance

Grasp the waist and give it a gentle shake, then use your fingers to “comb” out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a hot shower or use a handheld clothing steamer. Be careful not to burn or damage the costumes.

➤ We highly recommend that you label all costumes, shoes, accessories, and tights with your child’s name.

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes. 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 during the show.

TIPS: COSTUME COMMON SENSE

- ✓ Always have a second pair of tights available. A limited number of tights will be available for sale in the lobby at Neu Wixom and at Dress Rehearsal.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang all costumes before each performance.
- ✓ Place your name in all costumes and shoes.

Quick costume changes and multiple dances for younger children

During the Recital, some students may have quick costume changes. A special team of volunteer moms, teachers or other students will assist these students whose costumes and accessories will be placed in the backstage area. Other younger students who are in more than one dance will also have helpers to assist them in changing their costumes and shoes (and hair/make-up if applicable).

Costume cover-ups

Students must wear a cover-up when in costume but not performing. A bathrobe, oversized button-up shirt or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

PART 3: Tights, Shoes, Hair, and Makeup

Tights (female students only)

To ensure that there are no discrepancies in color and style, tights have been provided with your costume. It is suggested that you purchase a second pair of tights from the academy as a back-up, which may also be used in classes next season. The price of the Recital tights is an average cost that it figured into the total cost of the costume. For multiple classes that require the same color of tights (i.e. tan tights for Jazz, Tap, Hop Hop, Lyrical/Contemporary), you will receive one pair of tights. This policy helps us to keep the total cost of the costume down. (If your child also has a Ballet or Acro dance, then you will also receive a pair of pink tights for Ballet or tan footless tights for Acro.)

Shoes

The following shoes are required for all Recital students. Be sure that all shoes are cleaned prior to the Recital. If you purchase dance shoes just before the Recital, please break them in (indoors) so that they are pliable and comfortable for the Recital.

All Ballet: Bloch #205 (Pink) (unless other specified by teacher)
All Jazz & Lyrical: Bloch #499 (Tan)
(All Competitive Company Jazz: Bloch 401)
Preschool Tap: Bloch #350 (Black Patent Leather w/ Snap)
Tap Ages 5-7: Bloch DN3710 "Vinyl Beginner" (black) or any solid black lace-up Oxford (no patent leather "Mary Janes")
All Other Tap Ages 8 & Up: any solid black lace-up Oxford (Capezio or Bloch brands)
Hip Hop: Converse Chuck Taylor All Star Core Ox (black)
Acro: Bare feet

Hair and makeup

All students, even preschoolers and boys, are required to wear stage makeup. Stage makeup is an important part of performing because it allows the performer's features to be seen from the audience. Not wearing stage makeup will "wash out" a performer's face. Please use the following colors/brands. Buy this makeup now as **stores often sell out** close to Recital time. If the stores sell out of these brands, please use makeup that is very similar or matches the colors/brand below:

For girls:

Maybelline Expert Wear Eye Shadow "Natural Smokes" (#02)

Cover Girl Blush "Iced Plum" (#510)

Maybelline Lipstick "Red Revival" (#645)

Maybelline Black Eyeliner (not required for preschool)

Black Mascara (or, False Eyelashes – required for Company students, but not required for all other students; ask teacher if you are unsure.)

For boys: a little blush, dark eye shadow and tinted Chapstick works well.

Uniform Hair Required. All female students must wear their hair slicked back into either a high pony or high bun depending on the style of dance(s). Your child's teacher will inform you of any exceptions.

High bun for all Ballet & Lyrical classes.

High pony tail for all other classes (Jazz, Tap, Acro, Hip Hop).

All buns require a thin hair net and many bobby pins that match the hair color to secure the bun. Make the bun with wet hair and use gel/hairspray to finish. No bangs or beads are allowed in any dance (secure bangs away from face with bobby pins). All Dancers with short hair must pull their hair away from the face and slick it down. A bun maker can be purchased at most beauty supply stores (they are a lifesaver!). *You Tube* also has some good instructional videos on how to make a good bun. Here is a link to one of many videos: <https://www.youtube.com/watch?v=0IhghQQeXvQ>

➤ Having a second pair of tights on hand offers students and parents a great sense of security.

PART 4: Be Prepared

Planning

The 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 of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater. Bring at least one extra pair of tights of each color. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ 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)
- ✓ Band-Aids (the "invisible" kind)

Snacks and dressing-room etiquette

Please do not send your child to the mandatory Dress Rehearsal or Recital with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Please do not send sugary foods such as cookies or candy. Water is the best beverage; please do not send juice boxes or other sticky beverages.

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. Please send your child with non-messy activities, such as books, coloring books (crayons or colored pencils, no markers!), handheld video games, cards, etc., to keep them occupied backstage.

PART 5:

Mandatory Dress Rehearsal – Friday, June 9 @ Lakeland High School

Participation in the Dress Rehearsal is *mandatory*.

Any student who misses the Dress Rehearsal will not be able to participate in Recital.

The Dress Rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), spacing 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.

Why a Dress Rehearsal?

Sometimes parents question the importance of the Dress Rehearsal for their child. In fact, the key to a successful performance for your child is the Dress Rehearsal. Here's why:

- The stage is much larger than the classroom and can often be intimidating.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography and spacing can be made at Dress Rehearsal.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- Confidence is critical to a successful performance. The Dress Rehearsal offers your child the chance to feel ready for the show.
- The Dress Rehearsal is the only opportunity for parents to videotape or take pictures of the show (no flash photography at Dress Rehearsal, please take photos without the flash as it is dangerous to the performers on stage).

And there's another big reason why the Dress Rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. If children miss the Dress Rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We run an organized and timely Dress Rehearsal; your help with the process will guarantee a professional production. **Please arrive at least 20 minutes before your scheduled rehearsal time (schedule will be emailed).** Students need to arrive in their first performance costume. Please wear warm-ups over the costume, especially during the car ride to Rehearsal, to cold muscles and to maintain the costume's appearance.

Dress Rehearsal schedules will be emailed several weeks before the Recital. Parents/guardians will bring the students directly into the auditorium for Dress Rehearsal. Parents/guardians must remain in the auditorium until their children have been dismissed. Students will be dismissed from Dress Rehearsal once they have completed all of their dances.

Dress Rehearsal guests

Anyone may attend Dress Rehearsal. This is the one and only time you may videotape and/or photographs (**no flash**) your child dancing on the stage.

Recital audience etiquette

Enthusiastic applause is encouraged; however, it is not appropriate to scream out a child's name.

Audience members, including children, should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members. All audience members need to turn off or silence all phones and electronic devices before the show starts.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. The show will begin promptly at 1:00pm. Anyone not seated or in the auditorium by the start of the show will not be allowed to sit in their seat until after the first dance is completed. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the Recital. Allowing children to run around, play video games or otherwise disrupt the performance is not fair to other audience members and the performers.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

VIDEO TAPING, TAKING PHOTOS AND/OR USING ANY ELECTRONIC DEVICES THAT EMIT A SCREEN GLOW, NOISES OR FLASHES ARE NOT ALLOWED IN THE AUDITORIUM DURING THE RECITAL. IT IS DISTRACTING AND RUDE TO FELLOW AUDIENCE MEMEBERS & THE PERFORMERS. FLASH PHOTOGRAPHY IS DANGEROUS TO THE DANCERS ON STAGE. Please take all photos (no flash) and videos at Dress Rehearsal. Thank you for your cooperation.

PART 6: Student Drop off and Pickup

Recital Performance – Saturday, June 10 @ Lakeland High School

Student drop off: 11:45am-12:15pm

House opens for seating: 12:30pm

Curtain (show starts): 1:00pm

Show ends: approx. 3:45pm

Parents/guardians will bring the students to the designated check-in area on June 10. At this time a teacher, assistant, or backstage helper will take your child and their belongings to their assigned dressing room where they will be placed under the supervision of the class mom/volunteers. **Parents/guardians are not allowed in the dressing rooms or backstage before or during the Recital. For safety and security purposes, no student is allowed to leave the Recital early.** The only dancers who will be checked out during Intermission are Preschool students (ages 3-4). Preschoolers are encouraged to watch the second half of the show from their parent's lap. An announcement will be made several dances before the end of the show for preschoolers to be dropped off backstage to participate in Finale.

After the finale, the class moms/volunteers will bring the groups to the backstage area for an organized pickup. **Only one parent/guardian is allowed to pick up the student(s) after the finale.** Students will be lined up in the backstage hallway or in their dressing rooms. One parent/guardian will walk down the line of students and pick up his/her child(ren). Staff will be stationed in the hallways after the show to ensure a safe student check-out. Family and friends are then able to meet and celebrate with the students in the main lobby hallway (near the flower/bake sale tables). Please do not have family and friends stand outside the exit where the students are being checked-out.

➤ **Parents are not allowed in the dressing rooms or backstage.**

NOTE: Please do not attempt to pick up your child before the end of the show. All students will be under the supervision of responsible adults and will be safe for the length of the performance. The dancers may eat non-messy snacks in the dressing room

if they get hungry and encouraged to bring various activities to do. There may also be a live video feed of the performance in the classroom for the children to watch.

PART 7: Costume Photography, Videos, and T-Shirts

Costume photos

The Spring Picture Day is Saturday, April 29 at Neu Wixom. About half of the dances will have their picture schedule for this day. The other half of the dances will be scheduled to be taken at Dress Rehearsal. In early April, there will be a sign-up sheet in the lobby for anyone who wants to get individual/buddy pictures. All students are required to be present for their group class picture. There is no obligation to purchase photos.

Order forms, pricing and product information will be at the picture table in the lobby. The photo order forms will also be emailed to you and available online. If you have any questions about ordering photos, you may contact the photographer directly, Tim Howley, at thowley@comcast.net or (734) 434-7318.

Recital DVD/Blu-Ray purchase

Neu Wixom Dance Academy works with a professional videography company, Cool Media Productions, to produce a professional DVD of the entire Recital, including the Finale. The DVD (or Blu-Ray) is available for purchase and the order form will be emailed to you (form will also be available in the lobby and online). For questions about ordering, you may contact the videographer directly, Mark Andrew at:

Office: (419) 824-8244

Email: mr@coolmediapro.com

www.coolmediapro.com

Recital T-Shirt Purchase

The Neu Wixom Dance Academy commemorative Recital T-shirt is available for purchase. The professionally designed shirt must be pre-ordered and will be distributed before or at the Dress Rehearsal.

Recital T-Shirt Order Form

The deadline for pre-ordered Recital T-shirts is May 18, 2017.

Forms must be mailed or dropped off with payment at the Neu Wixom Dance Academy office at: 1561 N. Wixom Road Wixom, MI 49393

Parent name:

Student name:

Address:

City:

State:

Zip:

Telephone:

Email:

Child Size and Quantity

X-Small:

Small:

Medium:

Large:

Ladies/Adult Size and Quantity

Small:

Medium:

Large:

X-Large:

XX-Large (add \$3):

of child shirts ordered: _____ @ \$25 each = _____

of ladies/adult shirts ordered: _____ @ \$25 each = _____

of adult XXL shirts ordered: _____ @ \$28 each = _____

Total = _____

PAYMENT INFO

If paying with a check, make payable to 'Neu Wixom Dance Academy'.

If paying by credit card, please include the following:

Credit card type: _____ Credit card #: _____

Expiration date: _____ 3 Digit security code: _____

Billing address: (street #'s & zip code only) _____

If you are purchasing with a credit card, please sign and date below.

I authorize a charge to my credit card for the quantity of T-shirts ordered above.

PART 8: Recital Tickets

Ticket Policies

All academy accounts (Sept-April tuition, costumes, etc.) must be paid in full before family members may purchase Recital tickets. **Remember the final “June” tuition payment must be paid by June 7 in order for your student(s) to participate in the Recital. This policy is strictly enforced.**

To create an organized and professional atmosphere, all tickets are **reserved seating**. Each audience member must have a reserved seat. Children under the age of 2 may sit on adults’ laps or you may purchase them their own ticket. Anyone occupying a seat requires a purchased ticket. Sitting in the aisles, or anywhere other than a reserved seat, is not allowed. Please inform us at the time of ticket purchase if you, or any of your Recital guests, will require handicap seating. Our Recital is considered family entertainment and runs about 2½ hours in length (time includes 15 minute intermission).

Ticket sales –

Competitive Company family tickets go on sale May 1 at 9:00am on www.tututix.com .

General tickets go on sale May 8 at 9:00am on www.tututix.com .

All tickets are \$15 per ticket (or \$17 per ticket at the door, June 10 at Recital).

Anyone ages 2 years old and up will need a ticket to watch the show. Children under 2 may sit on a parent’s lap. **Each Recital family is allowed 7 tickets, however, extra tickets will most likely be available for purchase.** All outstanding accounts must be paid in full in order to purchase Recital tickets.

All Recital ticket sales are final and are non-refundable.

Ticket sales are online so they are first come, first serve.

PART 9: Recital Policies

Video and photography

Parents/guardians may only videotape or photograph (**no flash**) their children at the mandatory Dress Rehearsal. **NO FLASH PHOTOGRAPHY PLEASE!** No electrical outlets will be available, so be sure your batteries are fully charged. **Remember: No video or photography will be allowed at the Recital.**

Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium. During the Dress Rehearsal, dancers must remain with their parent in the auditorium unless otherwise instructed by their teacher. During the Recital, when the dancers are not onstage, they must remain in the dressing rooms with their class moms/volunteers. Class moms/volunteers will take the younger children on bathroom breaks.

Backstage

For safety and organization, family members and friends are not permitted backstage or in the dressing rooms during Dress Rehearsal and Recital, including during intermission and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers and present flowers after the show may do so in the lobby areas. Reminder: dancers are not allowed to leave before the show is over (pre-schoolers will be signed out at Intermission).

Props

All props are the property of Neu Wixom Dance Academy and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

➤ **No video or photography is allowed at the Recital. No exceptions.**

PART 10: Recognition and Awards

Graduating seniors will be recognized and introduced onstage during the Recital. Also, each year Neu Wixom teachers recognize certain students who have stood out to them during the year for their outstanding dedication and/or improvement in dance. The number of students recognized may vary from year to year.

PART 11: Volunteer Information

Recital volunteers – volunteers needed!

One adult from each Competitive Company family is required to volunteer at the Recital. Anyone interested in volunteering to help backstage is welcome. Please email Gina at gina@wixomdance.com to volunteer. All volunteers must abide by the policies set forth by Neu Wixom Dance Academy. The Recital weekend can be a hectic experience and 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 a volunteer t-shirt, which must be worn in the theater and dressing rooms at all times. T-shirts need to be returned to the flower table after the show. Please do not bring guests, including non-performing children, with you while you are volunteering.

Class moms

Class moms are needed for each dressing room to supervise the dancers and keep them accounted for. Class moms do not need a Recital ticket and will be able to watch their children perform from the audience. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, is backstage at the appropriate time, and returns to the appointed dressing room after the performance. The number of volunteers needed for each dressing room will be determined by the number of students. During their own children’s performances, room mothers must make sure that there are enough moms/volunteers watching the children before they momentarily leave to watch their child(ren). Moms/volunteers and students not “on deck” to perform are not allowed to enter the stage area. Because there will be live microphones backstage, only dance teachers and assistants are allowed in the wings.

PART 12: Recital Program

Each year Neu Wixom Dance Academy publishes an annual program for the Recital. “Well-wishes” and commercial ads are available for purchase. Program ad order forms will be emailed or will be available in the lobby.

Specs and Rate Card for Program Advertising

“Well Wishes”	\$15 (Includes up to 2 lines of a personal message and signature)
“Business Card”	\$30 (Includes up to 2 lines of a personal message, signature, and business card ad)
1/4 page	\$45 (Includes up to 3 lines of a personal message, signature, and photo or ad artwork)
1/2 page	\$60 (Includes up to 4 lines of a personal message, signature, and photo ad or artwork)
Full page	\$75 (Includes up to 5 lines of personal message, signature, and photos or ad network)
<ul style="list-style-type: none">• Ads may be submitted in Microsoft Publisher, Adobe Photoshop, or as JPG, TIFF, EPS, or PDF files by email to: gina@wixomdance.com.• All ads are black and white.• Use a separate form for each ad submission.• Deadline for all ads is May 18.• Checks should be made payable to ‘Neu Wixom Dance Academy’.	

Final Note - The Recital Is for Everyone

When everyone puts the children first, the Recital experience is one they will never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that the Neu Wixom Dance Academy Annual Recital will be as fun and exciting for you as it is for all of our students and staff. Thank you for working with us to create a memorable educational experience through performance for all of our students!