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Dear Parents and Students,

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 can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

Dedication to recital commitments is the responsibility of both students and their parents. We 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.

Key contact information for Grace Ballet & Acrobatics Studio:

515-289-2884 - This number can be reached even during rehearsal or performance times.

GraceBalletOffice@gmail.com

www.GraceBallet.com - Check out our recital page for all updates.

1. RECITAL DATES TO KNOW

Date	Activity	Where / Info
December 1	If you do not plan to participate in the recital, please let us know no later than December 1.	At the school. We don't want to pay for an extra costume if you already know you don't plan to participate.
January 7	Volunteer Sign-Up Starts	Online - see recital page on our website for the volunteer link
April 15-18	Costume Handout Week.	Regular studio for your class Parents come in when picking up a child. Costumes must go to an adult.
April 19	Saylorville Acrobatics Picture Day	Saylorville Studio (strongly encouraged, but optional)
April 20	Saylorville and Ankeny Dance Picture Day	Saylorville Studio (strongly encouraged, but optional)
April 24	Indianola Picture Day	Indianola Studio, during regular class time
May 1	Deadline to sign up for a volunteer job, or pay \$45 waive fee	Online
May 3	Recital tickets go on sale	Email (or May 15-21 in studio)
May 22	Dress rehearsal for Friday recital	CY Stephens Auditorium, Ames
May 23	Dress rehearsal for Saturday recital	CY Stephens Auditorium, Ames
May 24, 5:00 pm	Students arrive for recital	CY Stephens Auditorium, Ames
May 24, 6:00 pm	Recital	CY Stephens Auditorium, Ames
May 25, 2:00 pm	Dress rehearsal for Indianola classes only (and Indianola E)	CY Stephens Auditorium, Ames
May 25, 2:30 pm	Students arrive for recital	CY Stephens Auditorium, Ames
May 25, 3:30 pm	Recital	CY Stephens Auditorium, Ames

2. RECITAL THEME AND ORDER

Recital Theme

This year's show is an original story written by Miss Anna. It takes us on the journey of some friends who are in search of the WORLD'S GREATEST STAR! You see, one of our characters believes that she will eventually be the world's greatest star, and she wants to see what she has to do to make sure the title is properly hers. Luckily, her friend has just finished his time machine, and they take it on a test drive to the past. First, they stop in 1999. This was the year of the first recital for Grace Ballet & Acrobatics Studio...just known as Grace Ballet back then. Here they see dances from the first show Grace Ballet ever performed, The Nutcracker. They also see other dances from that time period, and although it's great, our star believes she can top that.

So on they travel back to the Golden Age of Hollywood. There were lots of stars in this time period for sure! They eat some popcorn and gummy bears and see films from all the greatest stars, but she is confident she can outdo them all. So on they travel to July 4, 1776. This day is full of stars and stripes and lots of patriotic pride. The war may have been won in this time period, but could any one specific person from this time period win the title of world's greatest star?...

Oh no! What happened? The time machine has a malfunction and takes them back to the time of dinosaurs! Will our story have a happy ending? Or will they get eaten to death? Alas! The time machine is repaired, and they start to travel back to the year 2019. Suddenly, the onboard computer completes its calculations and does find the world's greatest star. What star is this that is the most important on earth? What can be done to surpass its importance to gain the title? Don't miss the end of the story to find out!

Recital Order (and which recital is my child in?)

(The order of each section is expected to change or fluctuate a bit to aid in easier costume changes, but the classes will stay in their listed section.) *Classes in italics and with an asterisk are in both shows.*

*Notice that combo classes have a ballet and tap dance.
Indianola B-E have a ballet and acro class.*

Total Running Time for each show - Less than 2 hours

Show A - Friday, May 24, 6:00 pm (Rehearsal on Wednesday, May 22)

Classes with an asterisk () are in both shows.*

Section 1 - 1999 - **Wednesday rehearsal from 7:15-8:00**

1. Spanish - Repertoire 2 - Thursday 6:45 (Miss Anna) *
2. My Heart Will Go On - Level 2/3 Ballet (Miss Anna) *
3. Arabian - Indianola E Acro (Miss Anna) *
4. Hamster Dance - DTYOT Monday (Miss Emilie) - **Rehearsing Wednesday 4:45pm**
5. Marzipan - Level 2 Ballet (Miss Anna) *
6. Jazzercise - Acrobatics Thursday 6:45 (Miss Melissa) *
7. Sugar Plum Fairy - Tween Ballet (Miss Brittany) *
8. My Heart Will Go On Reprise - PBT Level 2/3 (Miss Brittany) *

Section 2 - Golden Age of Hollywood - **Wednesday rehearsal from 4:45-5:45 pm**

9. Popcorn - Primary Tap Monday 4:00 (Miss Brittany)
10. Gummy Bears - Basics Tap Thursday 9:30am (Miss Anna)
11. Singin' in the rain - pre-Primary Tap Monday 5:00pm (Miss Brittany)
12. Goin' to the movies - PBT Tuesday (Miss Katherine) *
13. State Fair - Primary Ballet Monday 4:00pm (Miss Brittany)
14. Lady and the Tramp - Basics Ballet Monday 4:55 (Miss Emilie)
15. Snow White - DTYOT Thursday 10:15am (Miss Anna)
16. Diamonds Are A Girls' Best Friend - Pre-Primary Ballet Monday 5:00 (Miss Brittany)
17. Chimney Sweeps - Basics Tap Monday 4:55 (Miss Emilie)
18. I Got Rhythm - Level 4 Tap Tuesday 4:45 (Miss Katherine) *
19. Somewhere Over The Rainbow - Basics Ballet Thursday 9:30am (Miss Anna)
20. Ladies of the golden age - Level 1 Elite (Miss Emilie) *

Section 3 - July 4, 1776 - **Wednesday rehearsal from 6:00-7:15pm**

21. Bitty Bettys - Acro Wednesday 3:45 (Miss Melissa)
22. Brave Militants - Acro Wednesday 6:45 (Miss Melissa)
23. Paul Reveres Ride - Acro Thursday 7:45 (Miss Melissa) *
24. Fight Song - Acro Wednesday 4:15 (Miss Melissa)
25. Heart of a Warrior - Ashlan Pearson Solo (Miss Melissa) *
26. Marine's Hymn - Repertoire Monday 7:30 (Miss Anna) *
27. Yankee Doodle - Pre-Primary Tap Thursday 11:35am (Miss Anna)
28. Amazing Grace - Level 4 Contemporary (Miss Katherine) *
29. Bunting - Towards Ballet Monday 3:45 (Miss Emilie)
30. Victory - Level 1 Tap Monday 5:45 (Miss Emilie)
31. Stars and Stripes - Pre-Primary Ballet Thursday 11:35am (Miss Anna)
32. Fireworks - Level 2/3 Tap Monday 5:45 (Miss Anna) *
33. In Remembrance of those lost - Repertoire Monday 7:30 (Miss Anna) *

Section 4 - Creation & the Dinosaurs - **Wednesday rehearsal from 5:30-6:15pm**

34. In The Beginning - Level 1 Monday 5:45 (Miss Emilie)
35. Volcanos - Homeschool Acro Wednesday 2:40 (Miss Melissa)
36. Dinosaur Rock - Acro Thursday 10:20am (Miss Melissa)
37. Baby Dinosaurs - Acro 2-4 yr olds Thursday 9:40am (Miss Melissa)
38. Mario and Yoshi - Acro Thursday 10:50am (Miss Melissa)
39. Teacher Dance (don't miss this one!!) *

Finale rehearsal 8:00-8:20 pm

Dance Level 1 and up, Indianola E, and the three acrobatics classes performing in both shows.

Section 5 - The World's Greatest Star - **Wednesday rehearsal from 8:20-9:00 pm**

40. Straw in a manger - Indianola Ballet E (Miss Anna) *
41. Sheep - Towards Ballet Thursday 10:55am (Miss Anna) - **This class will rehearse at 4:45pm.**
42. How Great Thou Art - Tween Contemporary (Miss Brittany) *
43. A Star is Coming - Acrobatics Wednesday 5:15 (Miss Melissa) *
44. Angelic Host - Pointe Level 4 (Miss Katherine) *
45. Mary Did you know? - Repertoire Contemporary (Miss Anna) *
46. God's Purpose - Contemporary 2/3 (Miss Anna) *

Show B - Saturday, May 25, 3:30 pm (Rehearsal on Thursday, May 23)

Classes with an asterisk () are in both shows.*

Section 1 - 1999 - **Thursday rehearsal from 5:00-5:20 pm**

1. Spanish - Repertoire 2 - Thursday 6:45 (Miss Anna) *
2. My Heart Will Go On - Level 2/3 Ballet (Miss Anna) *
3. Arabian - Indianola E Acro (Miss Anna) * (Thursday rehearsal is optional for this class only.)
4. Hamster Dance - DTYOT Tuesday (Miss Emilie)
5. Marzipan - Level 2 Ballet (Miss Anna) *
6. Jazzercise - Acrobatics Thursday 6:45 (Miss Melissa) *
7. Sugar Plum Fairy - Tween Ballet (Miss Brittany) *
8. My Heart Will Go On Reprise - PBT Level 2/3 (Miss Brittany) *

Section 2 - Golden Age of Hollywood - **Thursday rehearsal from 5:00-6:00 pm**

9. Popcorn - Pre-Primary & Primary Tap Tuesday 6:05 (Miss Brittany)
10. Gummy Bears - Basics Tap Thursday 5:15 (Miss Anna)
11. Singin' in the rain - pre-Primary Tap Tuesday 5:00pm (Miss Brittany)
12. Goin' to the movies - PBT Tuesday (Miss Katherine) *
13. Snow White - DTYOT Thursday 6:00pm (Miss Anna)
14. Diamonds Are A Girls' Best Friend - Primary Ballet Tuesday 5:00pm (Miss Brittany)
15. Breakfast At Tiffany's - Pre-Primary & Primary Ballet Tuesday 6:05pm (Miss Brittany)
16. I Got Rhythm - Level 4 Tap Tuesday 4:45 (Miss Katherine) *
17. Somewhere Over The Rainbow - Basics Ballet Thursday 5:15pm (Miss Anna)
18. Ladies of the Golden Age - Level 1 Elite (Miss Emilie) *

Section 3 - July 4, 1776 - **Thursday rehearsal from 5:45-7:30 pm**

19. Brave Militants - Acro Thursday 4:15 (Miss Melissa)
20. Paul Revere's Ride - Acro Thursday 7:45 (Miss Melissa) *
21. Fight Song - Acro Indianola B,C,D (Miss Anna) - **Rehearses Saturday only**
22. Heart of a Warrior - Ashlan Pearson Solo (Miss Melissa) *
23. Marine's Hymn - Repertoire Monday 7:30 (Miss Anna) *
24. Drumline - Pre-Primary Tap Tuesday 4:00 (Miss Brittany)
25. Bitty Betsy Ross - Indianola A Ballet (Miss Anna) - **Rehearses Saturday only**
26. Amazing Grace - Level 4 Contemporary (Miss Katherine) *
27. Military Ball - Basics Ballet Tuesday 4:15 (Miss Emilie)
28. Prepare the cannons - Level 1 Tap Tuesday 5:35 (Miss Emilie)
29. Military Choir - Pre-Primary Ballet Tuesday 4:00pm (Miss Brittany)
30. Proud Americans - Indianola D Ballet (Miss Anna) - **Rehearses Saturday only**
31. Parade Watchers - Basics Tap Tuesday 4:15 (Miss Emilie)
32. The Land We Love - Indianola B Ballet - (Miss Anna) - **Rehearses Saturday only**
33. Sparklers - Towards Ballet Tuesday 5:00 (Miss Emilie)
34. Finally Free- Indianola C Ballet (Miss Anna) - **Rehearses Saturday only**
35. Fireworks - Level 2/3 Tap Monday 5:45 (Miss Anna) *
36. In Remembrance of those lost - Repertoire Monday 7:30 (Miss Anna) *

Section 4 - Creation & The Dinosaurs - **Thursday rehearsal from 7:15-8:00 pm**

37. In The Beginning - Level 1 Tuesday 5:35 (Miss Emilie)
38. Volcanos - Acro Thursday 5:45 (Miss Melissa)
39. Hatchlings - Acro Thursday 4:00 (Miss Anna)
40. Dinosaurs - Acro Thursday 5:00 (Miss Melissa)
41. Teacher Dance (don't miss this one!!) *

Finale rehearsal 8:00-8:20 pm

Dance Level 1 and up and the three acrobatics classes performing in both shows

Section 5 - The World's Greatest Star - **Thursday rehearsal from 8:20-9:00 pm**

42. Straw in a manger - Indianola Ballet E (Miss Anna) * (Thursday rehearsal is optional for this class only.)
43. Sheep - Towards Ballet Thursday 4:45 (Miss Anna) - **This class will rehearse at 4:45 pm.**
44. How Great Thou Art - Tween Contemporary (Miss Brittany) *
45. A Star is Coming - Acrobatics Wednesday 5:15 (Miss Brittany) *
46. Angelic Host - Pointe Level 4 (Miss Katherine) *
47. Mary Did you know? - Repertoire Contemporary (Miss Anna) *
48. God's Purpose - Contemporary 2/3 (Miss Anna) *

3. REHEARSAL SCHEDULE & DRESS REHEARSAL TIPS

*****Participation in your assigned dress rehearsal is *mandatory*.*****

Snacks

We will supply light snacks as a distraction tool for all the students at rehearsals and performances; however, when they are in your care before or after the show, it is prudent to have a meal and snacks packed. CY Stephens is also very accommodating by letting snacks and food go into the auditorium.

Unexpected Emergencies

If your child is sick during their assigned rehearsal call 515-289-2884 and let us know. We will make every effort to minimize their time spent at the theatre even if it means just seeing their spot without their class to allow them to feel confident.

Why a dress rehearsal?

- A dress rehearsal allows students to feel confident with stage lights and a larger stage.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students have the chance to practice their stage entrances and exits, get used to being in the curtains, and get used to being in such a large space.
- The dress rehearsal is the only time of the year when the finale, which involves hundreds of students, is rehearsed in its entirety. Those who miss the dress rehearsal will have a hard time keeping up with their classmates during the finale.
- Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.

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. When children miss the 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. If you are late, your child will miss their rehearsal time.

Finale

Level 1 dancers (ballet, contemporary, tap, PBT) and above will be in the finale along with the following acrobatics classes: Wednesday 5:15, Thursday 6:45, Thursday 7:45. The steps for the finale will initially be rehearsed in class, but a run-through of the finale will take place at the dress rehearsal. Students will typically remain in their last performance costume for the finale. Finale rehearsal has its own section during rehearsal time. Make sure your child is still at rehearsal for the finale rehearsal, or they will not be able to participate in the finale.

Dress-rehearsal Guests

Dress Rehearsal is open to parents; however, we ask that you limit the number to one parent per student. We also ask that you not enter the corded off area as this helps us keep the seats nearest the stage empty so no talking is heard close to the stage during rehearsal. This also allows teachers and staff to come and go into the audience to make changes to lighting or sound without having to step over audience members.

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the 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. This is for the safety of all of our dancers. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas.

4. VOLUNTEERING

➤ **Every family MUST volunteer in one way during the January-June season.**

It takes an army to make recital possible, and recital isn't the only portion of the year that is busy. Because of this, every family must volunteer in one way or more. The job may be as simple as bringing water bottles to rehearsal, helping on Picture Day, being a backstage mom, or making props. You can sign up for any of these opportunities starting Monday, January 7, via a link on our website in the "All Things Recital 2019" page. The sooner you sign up for a job, the more choices you have.

Please sign-up on our website starting January 7.

Backstage Moms and Staff

Due to the suggestion of previous backstage moms, this year, those interested in being a backstage mom (we also need two dads) will need to come to one orientation meeting.

These orientation meetings are scheduled for:

- Friday, March 29, 6 pm - Saylorville Studio
- Sunday, April 28, 2 pm - Saylorville Studio
- Saturday, May 4, 10 am - Saylorville Studio

Please choose the one above that works best for you and mark your calendar.

The benefits to being a backstage mom are a \$20 graceful attire gift certificate, a volunteer t-shirt, and the ability to see your dancer from the best seats in the house.

All backstage volunteers will receive an identification badge and a volunteer t-shirt at the dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

Waive fee

We understand that not everyone is able to volunteer; however, those who are unable to give of their time to help will be charged a **\$45 volunteer waive fee**. This fee is used to hire others to do the remaining volunteer jobs, or to pay for food or other benefits for those giving of their time in bigger ways. On May 1, your account will be charged this waive fee if you have not signed up for a job before then, or if you choose this waive fee option in the volunteer link via our website.

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

5. STUDENT DROP-OFF AND PICK-UP

Dress Rehearsal Drop-Off/Pick-Up

ALL STUDENTS (except level 4 and up) will be entering the NORTH DOOR for rehearsal and performances. Level 4 and up will enter through the stage door.

Siblings, friends, and other children may not be left in the auditorium during the rehearsal process without an adult supervising them. Even if you think the child will be well behaved, it is still not acceptable to leave a child unattended anywhere for any reason. Parents are not allowed in the dressing rooms or backstage.

Drop-Off

The drop-off process varies slightly based on your child's class/age. See below.

Dancers in Dance To Your Own Tune, Towards Ballet, Basics, Pre-Primary, Primary, only Acrobatics

When you arrive at dress rehearsal, go into the audience and have a seat with your dancer. Between sections, we will have you find your drop-off/pick-up location in the stairway and practice the entire protocol.

Parents or guardians of these students must remain in the auditorium until their children have been dismissed completely from rehearsal. The parent is responsible for supervising their child until they have been checked in with the backstage mom and given their pick-up/claim tag.

Level 1, Level 2, Level 2/3 and Tween.

When you arrive at dress rehearsal, go into the audience and have a seat with your dancer. Between sections, we will have you find your drop-off/pick-up location in the stairway and practice the entire protocol.

Parents are free to leave the premises after the class backstage mom has collected their child from the drop-off location, but the parents must return BEFORE the scheduled end time for their child's class. The parent is responsible for supervising their child until they have been checked in with the backstage mom and given their pick-up/claim tag.

Dancers in Level 4 and Up, Indianola E

Dancers in Level 4 and up will enter through the backstage door (it's called "Stage door"). The backstage mom will be backstage already. Parents may leave the premises and then return to pick-up their child.

Indianola Students

You will be rehearsing only on Saturday before the show (Indianola E will also rehearse on Wednesday) and will be the first to arrive in the building on Saturday. Please plan to have your party arrive at different times, with a parent bringing the child for rehearsal time at 2:00 and the rest of your audience members coming for the performance at 3:30. When you arrive, come right into the audience near the stage. From there Miss Anna will guide you to your drop-off and pick-up locations to begin rehearsing. After rehearsing, students will return to you in the audience until it's time to drop-off for the performance. They will be in your care from 2:30-3:15pm.

Pick-Up

Pick-Up will happen at the pick-up/drop-off locations. Show your claim ticket/pick-up tag to get your child. See the rehearsal schedule above for exact pick-up times. Level 4 and above will not have a drop-off location. See their specifics above in the drop-off section.

➤ Performance drop-off is slightly different - see below

Recital Performances Drop-Off/Pick-Up

Parents are not allowed in the dressing rooms or backstage after the children have been checked in. This is both for the security of all the children and to keep the process running efficiently.

NOTE: Please do not attempt to pick up your child during the performance. All students will be under the supervision of responsible adults and will be safe for the length of the performance.

Dancers in Dance To Your Own Tune, Towards Ballet, Basics, Pre-primary, and Primary

The auditorium doors will open 60 minutes before the show. Each parent should make sure that their child has taken care of bathroom needs and has their first costume on. (Additional costumes should be in dance bags with appropriate shoes.) Fifteen (15) minutes before the show, parents should bring their child to the drop-off/pick-up location for their class. Do not leave your child at their assigned drop-off location until their backstage mom has given you a claim ticket/pick-up tag. **Again, please make sure that bathroom needs are already addressed before dropping your child off.**

At the designated pick-up time, after section three, the backstage mom will take the class back to the drop-off/pick-up location. Please exit and reenter the auditorium during the designated entering and exiting times to avoid disrupting other audience members. Return your pick-up tag. Your child will spend the rest of the performance with you.

***If your child is in the Sheep dance (Thursday 10:55 or Thursday 4:45), and no acrobatics classes, please follow the same process as acrobats in section 4 only instead (like the Dinosaurs).

Level 1, Level 2, Level 2/3 and Tween.

The auditorium doors will open 60 minutes before the show. Each parent should make sure that their child has taken care of bathroom needs, has their first costume on, and was checked in in the lobby. (Additional costumes should be in dance bags with appropriate shoes.) Fifteen (15) minutes before the show, parents should bring their child to the drop-off/pick-up location for their class. Do not leave your child at their assigned drop-off location until their backstage mom has given you a claim ticket/pick-up tag. **Your child will remain backstage from this point on and will meet you at their pick-up location after the entire show is done.** Return your pick-up tag when you pick up your child.

Dancers in Level 4 and Up, Indianola E

Students in Level 4 and above will enter through the back stage door located on the south side of the theatre. They will remain backstage after the show. Decide on a meeting location for after the show.

Acrobatics

The auditorium doors will open 60 minutes before the show. At this time, each parent should make sure that their child has taken care of bathroom needs, and has their first costume on. (Additional costumes should be in dance bags with appropriate shoes.) Fifteen (15) minutes before the show, parents should bring their child to the drop-off/pick-up location for their class. Do not leave your child at their assigned drop-off location until their backstage mom has given you a claim ticket/pick-up tag. **Again, please make sure that bathroom needs are already addressed before dropping your child off.**

The following acrobatics classes are in both shows and the finale: Wednesday 5:15, Thursday 6:45, and Thursday 7:45. They will stay backstage the entire show. All other acrobatics classes will come to their drop-off/pick-up location after section 3 EXCEPT for those performing in section 4.

Acrobats in section 4 only, no other classes, will stay with their parents until the senior spotlight between section 3 and 4. They will then go to their drop-off location. **This includes Volcanos, Baby Dinosaurs, and Dinosaurs.** You will pick them up after the show is done at their drop-off/pick-up location. Those also in ballet will follow their ballet protocol and THEN stay backstage for their acrobatics performance as well.

Indianola A to D

At the designated time, after section three, the backstage mom will take the class back to the drop-off/pick-up location. Please exit and reenter the auditorium during the designated entering and exiting times to avoid disrupting other audience members. Your child will spend the rest of the performance with you.

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

6. PURCHASING TICKETS FOR RECITAL

All tickets are **reserved seating**, except for the second and third balconies. Each audience member must have a reserved seat unless you plan to sit in the second or third balcony (first come basis). Children are allowed to sit on laps without a ticket purchase; however, every seat in the main seating area is expected to sell out, so if you want them to get off your lap, or you want to have a seat for your bag, you will need to purchase that ticket as well. Our recitals are considered family entertainment and are less than two hours in length.

Handicapped Seating

Handicapped seating is limited, so please only request this for a person of very low mobility. If your grandparent (or other low mobility guest) is able to do stairs, please do not request handicapped seating. Those requesting handicapped seating will be given one (1) handicapped seat plus one (1) companion seat together. The rest of their party will be seated elsewhere.

Purchasing Process

Because of the size of CY Stephens, the only way to seat 3,000 people in a 30 minute time span and keep it a smooth and joyous task is to sell tickets. We will still have the second and third balconies seats available for free the day of the performance. No tickets are needed to sit in the second and third balconies.

Tickets will be available to purchase by reserving them via e-mail.

(Make sure to use the e-mail given below and not our office e-mail, or your tickets will not get processed until much later.)

GraceBalletTickets@gmail.com

On **Friday, May 3, at 9 am** you may e-mail in your ticket request, and we will process them for you. There is not a limit to the number of tickets you may purchase. E-mails sent before 9 am will be bumped back behind those who e-mailed at 9:30 am. Your account will be charged for the tickets at the time we process your request. If you do not have a current credit card on your account, then your tickets will not be able to be processed, and you will need to reserve them at a later time in person or after fixing the card on file. We will continue to process e-mail orders from May 5 until May 15th, but the earlier you place your request, the more time we have to make sure we get the tickets to you. If you would like to pre-pay your tickets with cash or check, you are welcome to do so before May 3. Please mention this in the e-mail sent for tickets.

If you would you like to come in person to pay with cash/check or swipe a card, then you may come during these times.

- Wednesday May 15, 3:30-6:00 pm (Indianola)
- Monday May 20, 4:00-7:00 pm (Saylorville)
- Tuesday May 21, 4:00-7:00 pm (Saylorville)
- During rehearsals at CY Stephens

Due to policies at CY Stephens that do not allow us to sell tickets on the day of the show, **NO TICKETS** will be available on the day of the shows. General admission seating for balcony 2 and 3 will be available for anyone who comes to the door without a ticket.

When sending your e-mail, please give us the following information:

Your student's name
The number of tickets desired
Any special requests (see below)

Special Requests Available

- Handicapped seating needed, let us know if you also need one companion seat
- Low mobility, stairs will still be needed.
- Have a young lap child and request to be on an aisle
- No small children can sit in the center of an aisle for better seating.

We so look forward to making this event an amazing memory for your entire family.

➤ Does my student need a ticket?

Students who need to have a ticket as they spend at least part of the show in the audience

- Dance To Your Own Tune
- Towards Ballet
- Basics Combo
- Pre-Primary
- Primary
- Acrobatics Thursday AM
- Indianola A, B, C, and D
- All acrobats who are only in sections 1-3 (including their dance classes) with the exception of Wednesday 5:15, Thursday 6:45, Thursday 7:45.
- Acro Thursday 5:45 who have no dance classes
- Acro Thursday 4:00 who have no dance classes
- Homeschool Acro who have no dance classes

➤ As of May 3, tickets will be available on a first-come, first-served basis.

7. HAIR AND MAKEUP

Dance Classes

See our website (www.GraceBallet.com) for a video tutorial, pictures and more information. It is important that all dancers have uniform looking hair.

Acrobatics

Students ONLY in acrobatics (no other classes) will not need their hair in a bun. They can simply wear a low ponytail with all their bangs and wisps contained. Please do not have any visible bangs or loose pieces of hair. You can use a small clear rubber band to bring the bangs into a pony tail, and then pin them back securely.

8. TIGHTS AND SHOES

Tights and Shoes

To ensure that there are no discrepancies in color and style, students are required to purchase tights and shoes from our Graceful Attire boutique. (Specific individual instructions will be given about purchasing pointe shoes.) Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. These can then be worn for the next year of dance as well! (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

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

Nude Camisole Leotard

Students who need to completely change costumes during the recital will need to purchase a nude camisole leotard from our Graceful Attire boutique. These leotards allow students to change modestly backstage because it is not possible for every student to use the bathroom when changing for each dance.

9. COSTUMES

Costume Fees and Payment

At Grace Ballet & Acrobatics Studio, your monthly tuition includes your costume fees. There are no additional costume fee charges!

Your account balance must be \$0 in order to take your costumes home during costume handout day. (See date in the schedule above.) Your account balance must be \$0 in order to participate in recital. Please make sure it is paid before the grace period (the 10th of the month) to make recital time easier.

No refunds for costumes will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. If a child is withdrawn before Picture Day, costumes remain the property of Grace Ballet & Acrobatics Studio. However, if parents choose to pay the remaining balance of the costume, which is \$10 per month per class, they may keep their costume after withdrawing their child from class.

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

NOTE: No jewelry nor underwear is to be worn with costumes. This includes during dress rehearsals and performances and when class pictures are taken. (Little dancers not yet potty trained or who may be overwhelmed by the day and not able to make it to the potty are always welcome to wear a pull up.)

Costume Care

Each costume piece will be labeled with your child's name. If your child's costume does not already have a garment bag (some of our vendors provide one and some do not), place the costume in a garment bag with your child's name on it. 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. Steam all costumes prior to the picture day, dress rehearsal, and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital). Please do not use a traditional iron on costumes. Many costumes come with headpieces or hats. Headpieces, clips, or hats should be worn on the **right side just above the ear**.

NOTE: 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.

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 performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Steaming Costumes

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steamer (or hang it in a steamy bathroom). Treat costumes with caution because of glues that may have been used to attach appliqués and/or trim.

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 shower or use a handheld steamer.

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

TIPS: COSTUME COMMON SENSE

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Hang and steam costumes before each performance.
- ✓ Place your name in all costumes and shoes.

10. DVDS, T-SHIRTS, PICTURES AND MORE

Recital DVD Purchase

When costumes are sent home, an envelope will be included to purchase a recital DVD. Bring the completed envelope and payment with you to the recital and drop it off at the DVD table. DVDs will be available to be picked up during the summer Open Houses, approximately six weeks after the performance.

Recital T-Shirts

Grace Ballet & Acrobatics Studio will provide your child with a recital t-shirt. These will be sized by Picture Day.

Video and Photography

Parents or guardians may videotape or photograph their children at the dress rehearsal. No electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video with a bright screen, including a cell phone, or flash photography will be allowed at the recital.** You may not set up anything on a tripod or in the aisles. Ushers will ask you to bring any cameras back to your car if they are distracting others.

Audience Etiquette

There will be specific designated entering and exiting times for dancers sitting with their parents in the audience. Please only have one parent exit during these times to keep the disruption to a minimum for the rest of the audience.

Children in the audience should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Please think of the preciousness of those around you during the performance. If you have a young child who won't sit still, or who is fussy, please use the lobby, where you can see a live feed of the performance while letting your young child move around as needed.

The use of your phone to take pictures or videos during the recital is not allowed. The bright screen is distracting to those around you. If you have a camera that does not have a bright screen nor a loud clicking sound, then you are welcome to take pictures or video as desired. We also have professional photos and videos available for purchase. It is important that you pass this policy on to your recital guests.

➤ One parent or guardian may accompany each student to dress rehearsal. Please, no siblings who do not dance.

Props

All props are the property of Grace Ballet & Acrobatics Studio and are to be returned to the backstage prop table after the performance. Props include such items as canes, parasols, scarves, hoops, etc.

➤ Do not use your cell phone to take pictures or to videotape the performance.

The Recital Is for Everyone

When everyone is considerate of others and works together, the recital experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that the Grace Ballet & Acrobatics Studio annual recital will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.