

RECITAL HANDBOOK



Tiny Tutus Dance Center

(+ Traveling Tutus Division)

Dear Parents,

Our Annual Year End Recital is well on its way, and we've been diligently planning on an exciting end to our 2018-2019 season. A dance recital is always an exciting time for a dancer and their families. It is our goal to make your dancer's day as organized and exciting as possible!

Our recital depends on everyone's involvement to make it the success your child deserves. A recital is a team effort; every dancer, parent, and teacher play a key role in the success of the show. We cannot do it without you! This handbook contains all the necessary information you will need to make your recital experience an enjoyable one. Should you have any questions or concerns, please do not hesitate to call. We thank you for the gift of your wonderful and talented children and look forward to working with you on this year's recital!

Yours Truly,

The Staff at Tiny Tutus

DRESS REHEARSAL

Rehearsal Times:

ALL Recitals Saturday May 11, 2019	Rehearsal Day	Rehearsal Time
10:00am Recital	Tuesday May 7th	6:00-7:30pm
12:30pm Recital	Tuesday May 7th	4:15-6:00pm
3:00pm Recital	Wednesday May 8th	4:15-6:15pm
6:00pm Recital	Wednesday May 8th	6:15-8:00pm

Where: Lenape High School
235 Hartford Road
Medford , NJ 08055

ARRIVE EARLY! WE WILL START RIGHT ON TIME!

The purpose of dress rehearsal is to familiarize our dancers with the theater surroundings, being on stage, spacing and to feel comfortable performing their dances. Lighting, music cues, entrances and exits are rehearsed for an organized and professional performance. The rehearsal gives the dancers an opportunity to get over some of the jitters that come with performing on stage and it is also a time for the staff to address any last minute concerns. Your dancer will perform better and have happier memories of his/her recital with the benefit of this rehearsal. Remember, a dance is a "team" effort. If one dancer is missing, it changes spacing or partner elements of the dance.

Please make every effort to attend. We ask that only 1 parent/guardian attend with student to keep noise /distractions to a minimum.

Students should arrive completely ready to dance. Upon arrival, look for "Dancer Entrance" signs. When inside look for "Dancer Check In". Here, there will be a table set up where you will check your dancer in. Parents will receive an index card with their dancer's name that will be used to identify as a proved person to pick up their dancer once their dancer is done rehearsing. Dancers will be escorted to the cafeteria to wait with their class to rehearse. Parents will sit in the auditorium to watch their dancer perform. Once your dancer is done performing ALL numbers (there will be helpers backstage for shoe and costume changes), you will then return to the check-in table where you will meet your dancer and hand in his/her index card, and you will be free to leave. We do NOT rehearse finale at rehearsal. We try to run an organized and timely dress rehearsal; your help and patience with the process will guarantee a professional production.

RECITAL DATE AND TIMES

When: Saturday May 11, 2019

Where: Lenape High School
235 Hartford Road
Medford , NJ 08055

Show Times:

10:00am Recital

12:30pm Recital

3:00pm Recital

6:00pm Recital

Students should arrive 30-45 mins before showtime!

The recital is not a one day activity. Start planning a week before the show. Gather all costumes, accessories, shoes, tights and makeup several days in advance so you will know if something is missing or isn't right. Review your checklist of your child's routine, costumes, tights, shoes and any accessories, and refer to it to make sure that you have all your supplies before going to the theater. Students should arrive completely ready to dance. Upon arrival, look for "Dancer Entrance" signs.

- All dancers must come to the theater dressed in their costume. Hair, makeup, shoes and accessories on.
- Please make sure you take your child to the bathroom right before sending them backstage!!
- When the dancer arrives at the venue, one parent will sign the dancer in and receive an index card with the dancer's information on it. This index card will enable you to pick the dancer up at the conclusion of the show. Only 1 parent will be allowed backstage to pick the dancer up and they must have their dancer's index card to hand in. Once in the cafeteria, we will have coloring books to keep the dancers busy while they wait for the show to start. We will also provide bottled water and animal crackers for snacks. If your child has an allergy that we need to be aware of, please contact us at 856-638-5451.

Our shows are kid friendly and are around 1-1.5 hours long. Because of this, we request that all audience members keep their seats for the entire show out of respect for the dancers performing and their families.

REHEARSAL & RECITAL LOCATION

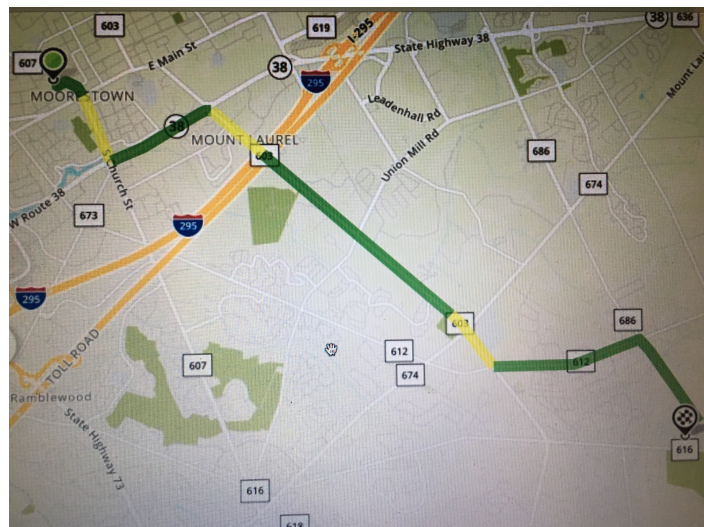
Main Entrance at Rehearsal and Recital

**Lenape High School
235 Hartford Road
Medford, NJ 08055**



Directions

From Tiny Tutus (7.1 miles, 14 minutes) Via Route 38: Start out going southeast on Union St toward W 3Rd St, take the 1st left onto W 3Rd St, take the 1st right onto N Church St/County Hwy-607, head NE on Main St toward Pages Ln, Turn right onto Mt. Laurel Rd, Turn left onto NJ-38E, Turn right onto Hartford Rd, Destination will be on the right.



RECITAL PREPARATION

DON'T FORGET... The best accessory is your BEAUTIFUL SMILE! Don't leave it at home!

HANDY EXTRAS

- Hairspray/Gel • Hairpins and hair ties • Baby wipes(to fix make up mistakes or to wash hands) • Baby powder(for itchy costumes) • Safety pins(for emergency costume repairs) • Clear nail polish(to repair any holes or runs in tights) • Band-aids • Q-Tips • Hangers

COSTUMES

- To ensure that there are no costume problems, students should not wear their costumes, accessories or tights prior to the recital (Except rehearsal).
- Many dancers in the same class are the same size. It is recommended that you put your child's name on all costumes, shoes, accessories, and tights.
- Please do not wash costumes in your washing machine.
- All costume pieces including shoes must be labeled with your child's name. If your child has more than one costume, please be sure that all pieces are packed in a bag labeled with child's name.
- Please leave all valuables at home! Remember, no jewelry, earrings or watches are to be worn by dancers for their safety.

HAIR

- Use hairspray and gels to help control fly aways.
- Hair half up/half down: Hair is pulled away from face and secured with elastic band. Hair is left down in the back and curled.
- Side right pony tail: All hair should be pulled away from face and to side a few inches above the right ear. Hair can then be curled.
- Ballet Bun: All hair is pulled back from face and secured tightly with elastic band. (You may want to use 2 elastic bands) Hair can then be pinned into bun. Bun tip: for a beautiful easy bun, a "donut" can be purchased and produce a lovely bun. Pull hair into ponytail. Pull ponytail through the donut until against head. Lean forward and spread hair evenly over donut then put elastic band over donut and hair. The hair should be neatly over the donut at this point with hair hanging. Gather up the hair and twist while circling around base of bun. Securely pin into place and you are done.

MAKEUP

- The purpose of stage makeup is to prevent the dancer from looking "washed out" from the stage lights. Because of this your dancer should have on a foundation base, blush, eyeshadow(neutrals), mascara and a little dark pink lip gloss.

Hair and Makeup: www.dancebuzz.com has hair and makeup tutorials if you would like a demonstration.

GENERAL RECITAL PROCEDURE

Dancers should arrive 30-45 MINUTES PRIOR to show time.

- Please make sure that your dancer eats a good meal prior to their performance.
- All dancers must come to the theater dressed in their costume. Hair, makeup, shoes and accessories on.
- When the dancer arrives at the venue, one parent will sign the dancer in and receive an index card with the dancer's information on it. This index card will enable you to pick the dancer up at the conclusion of the show. Only 1 parent will be allowed backstage to pick the dancer up and they must have their dancer's index card to hand in.
- Please make sure you take your child to the bathroom right before sending them backstage!!
- Relax! Keep in mind that recitals only happen once a year. You will be excited and anxious, so just try to relax and enjoy your day.
- Family members and friends are NOT allowed backstage or in the dressing rooms during the recital. The same applies after the show. There is a lot of backstage activity in a limited amount of space and dressing rooms are a private area. Please remind your family and guests to be respectful of dancers and of the areas. Those who wish to greet or present flowers to a performer after the show may do so in the lobby areas.

RECITAL TICKETS

We are proud to be able to give our dancers an opportunity to showcase what they have learned all year on stage in a professional theater. **The proceeds from ticket sales are used to pay for the theater, scenery, lighting and backstage crews.** To ensure that we can continue to showcase our students in a professional theater, we rely on our families to support their child's performance by selling tickets.

TICKET SALES

In keeping with everything we do as the most kid and family friendly as possible; we also provide convenient online ticket sales. No waiting in long lines for hours to get your tickets!

Order from the convenience of your home and choose the seats you like. There is no minimum or maximum amount to buy. (Students DO NOT need a ticket for the show as they will be backstage during the entire performance)

In order to make sure our shows will be a wonderful experience for both the dancers and their families, we use assigned seating. Our recitals are about an hour and a half long and we limit how many students are in each show. We are happy to provide our students with a beautiful auditorium with a professional stage and lighting to showcase their talents.

We depend on the sales of the tickets to pay for the theater. We encourage you to invite family and friends to share in this wonderful experience!

TICKET INCENTIVES!

Our High Ticket Sellers Will Receive:

Sell Over 10 Tickets- "High Ticket Seller" Trophy

Sell Over 20 Tickets- "Top Ticket Seller" Trophy and \$20 Off ANY Summer Program!

*****Trophies will be distributed during class or at rehearsal*****



RECITAL TICKETS: HOW TO BUY

Tickets go on sale APRIL 7, 2019

NEW! Each showtime will have its own sale time for your convenience. Please be sure of your dancer's showtime before purchasing.

10:00am—> tickets go on sale for 10:00am Showtime

10:15am—> tickets go on sale for 12:30pm Showtime

10:30am—> tickets go on sale for 3:00pm Showtime

10:45am—> tickets go on sale for 6:00pm Showtime

Steps for Purchasing Recital Tickets

*****See Instruction Sheet Below*****

Ticket cost: \$15.00 online

(plus tax and convenience charge)

Convenience fee of \$1.65

NJ Sales Tax fee of 6.625%

Total ticket cost: \$17.64

*****Above is the online ticketing standard price for the convenience of online ticketing sales. Last year we tried using a less expensive online ticketing service and the adage is true, you get what you pay for!*****

Tickets purchased on the day of the show will be \$18.00 plus tax and will be cash only. Online ticket sales end May 10th.

PLEASE NOTE:

We were contacted by administrators from Lenape HS about handicap seats being used improperly. They asked that we now screen the purchase of handicap seats and they will be checking for improper use. If they are found to be used improperly, the seat holder will be asked to move to an unoccupied seat in the back.



**Dance Recital Ticketing® Instructions for Buying Tickets
(for Tiny Tutus Dance Center, Moorestown, NJ)**

1. Copy and paste the ticketing link into your Internet browser:
[https:// 27777.recitalticketing.com](https://27777.recitalticketing.com)
2. Click on a show time or enter your dancer's name in the space provided under "Which Show is my Performer in?" to see the show time(s) you should purchase tickets to.
3. Select any available seat from the seating chart by clicking on the seat itself.

***NOTE:** Available seats are red. Seats with a blue person appearing in them are already taken. Seats in your cart will appear white and will be listed in your cart on the right side of the screen.*
4. If you are purchasing tickets to another show time, click ADD SEATS FOR ANOTHER SHOW under your shopping cart on the right of your screen. Repeat steps 2 & 3 to choose a showtime and select your seats.
5. Click on BUY SELECTED SEATS (located under the cart on the right side of the screen).
6. You will be directed to the checkout page.
7. Enter information into each field. To complete your purchase, be sure you accept the terms of the refund policy which explains that all ticket sales are final. Review your order and click COMPLETE PURCHASE button.
8. When you complete your purchase, you will immediately receive your receipt. Click on the green button on the right side of the screen labeled "Download Tickets" to download and print your tickets. A copy of your receipt will automatically be emailed to the email address entered in your contact info from checkout.

Suggestion #1: It's best to print your tickets as soon as you get your receipt. Saving them to your computer's desktop is usually helpful, too.

Suggestion #2: Using a mouse or tracking pad provides for a more optimal shopping experience than shopping on a mobile device.

RECITAL PICTURES

Tiny Tutus no longer offers professional dance pictures in the studio. We have found most families prefer getting pictures done on their own. There are a few photographers with studios in Moorestown, on Main Street and on Chester Avenue.

RECITAL DVDS



We will have the show professionally video taped by Ashe Productions.

We know we have all seen the commercial where all the parents are fighting to get a good picture of their child on stage! We certainly don't want that at your child's show. Our goal is for our student's families to enjoy the performance and still have the special memories. Take your pictures and videos during their dress rehearsal (only 1 parent is allowed to attend rehearsal to keep distractions to a minimum) so that you can sit back and enjoy during the recital. There is no flash photography allowed as it is dangerous and distracting to the dancers. Be aware that everyone in the audience is there to see their special person dance, and do nothing to interfere with their view of the stage and the performers.

IMPORTANT! VIDEO AND PHOTOGRAPHY ARE PROHIBITED DURING RECITAL!

We request the utmost consideration and respect be given to our dancers and fellow audience members. We set the example for our children, make it a good one

NEW RECITAL VIDEO DIGITAL HD ONLINE DELIVERY!

THIS YEAR OUR VIDEOGRAPHER WILL ONLY BE OFFERING RECITAL VIDEOS BY DIGITAL DELIVERY. YOU CAN PRE-ORDER FOR ONLY \$20.00!! (USUALLY \$35.00)

The future of digital download is here and now. There is a new and better way to deliver your recital memories this year! It's Digital and in high definition. Since DVD's are on their way out and most have thrown out their DVD players, we have moved forward to digital downloading and streaming the recital videos. Here are the advantages of digital online downloading and streaming:

- You can watch the recital on any device, tablets, phones, computers and some smart TV's -You can download the video whenever you want
- The video quality will be much better in High Definition
- No worries of losing, scratching or breaking your DVD

-Best of all, the videos cost less!

YOUR RECITAL VIDEO IS A SPECIAL MEMORY OF YOUR CHILD THAT INCLUDES THE SLIDESHOWS SHOWN DURING RECITAL.

It's simple to order! Just return the attached form below to the front desk!

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- The video quality will be much better in High Definition
- No worries of losing, scratching or breaking your DVD
- Best of all, the videos cost less!
- ALL PRE-ORDERS MUST BE SUBMITTED BY MARCH 14TH. AFTER THAT DATE THE COST WILL GO BACK UP TO \$35.00. NO EXCEPTIONS.

YOUR RECITAL VIDEO IS A SPECIAL MEMORY OF YOUR CHILD THAT INCLUDES THE SLIDESHOWS
SHOWN DURING RECITAL.

It's simple to order! Just return this form with payment or simply let the front desk know you want a digital copy and they will add the fee to your account which can be paid with your 4th quarter payment.

YES!! I WANT TO PREORDER MY DIGITAL RECITAL VIDEO FOR \$20.00+\$1.33 sales tax= \$21.33 Total

STUDENT NAME: _____

RECITAL TIME: 10AM 1230PM 3PM 6PM (CIRCLE ONE)

OF SHOWS _____ x \$21.33= _____ **TOTAL**

PAYMENT: CASH CHECK CREDIT CARD BILL TO ACCOUNT

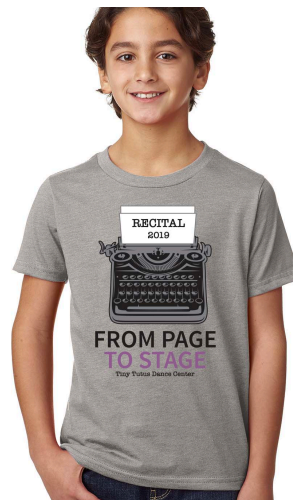
PARENT SIGNATURE: _____

EMAIL FOR DIGITAL DELIVERY: _____

DANCE RECITAL EXTRAS!

RECITAL T-SHIRTS

Strut your stuff in our Commemorative Recital T-Shirt! These super soft, tri-blend shirts in vintage black have the recital logo and year, and are a great gift and memory for your dancer! The recital tee also acts as the perfect cover-up while waiting to perform at dress rehearsal or recital, or proudly wear... just about everywhere! The shirt is unisex, and so cute that moms and dads may want one too!



Price: \$16.00 Children sizes
\$20.00 Adult sizes

*****PURCHASE YOUR SHIRT NOW*****
SIZES SELL OUT QUICKLY!

RECITAL BUN KITS

Got what it takes to make the perfect ballet bun? No? Don't worry, we've got you covered! Our kits include Bunhead brand bobby pins, hair net, and bun maker, Tiny Tutus logo mirror and logo travel case!

Full kit: \$20.00

Items can also be sold separately!



Below is the breakdown of what recital your class will perform in.
Please make note of your child's Recital time: This will determine rehearsal times, ticket sales and performance time.

10am show	12:30 show	3:00pm	6pm
Monday 12:00 Tutu Ballet/Tap 1	Monday 5:30 Tutu Ballet/Tumble 1	Mon 11:00 Tutu Ballet/Tumble 1	Monday 4:15 Tutu Ballet/Tumble 1
Monday 6:30 Tutu Ballet/Tap 1	Monday 5:00 Starlet Triples 1	Monday 4:00 Starlet Triples 2	Tuesday 4:15 Prima Ballet 3/4
Tuesday 1:00pm Tutu Ballet/Tap 1	Tuesday 2:00 Tutu Ballet/tap 2	Monday 4:15 Tutu Ballet/Tap 2	Tues 5:15 Prima Contemporary 3/4
Tuesday 4:15 Starlet HH/Tumble	Tuesday 5:15 HH/Tumble	Monday 5:15 Starlet Triples 1	Wed 4:15 Prima Tap 3/4
Tuesday 4:15 Prima Ballet 1	Tuesday 6:15 Starlet Triples 2	Monday 6:15 Prima Hip-hop 1	Wed 5:15 Prima Jazz 3/4
Tuesday 5:15 Prima Contemp 1	Wed 12:30 Tutu Ballet/Tap 1	Wed 5:15 Prima Tap 1/2	Wed 6:00 Tutu Ballet/Tap 2
Friday 5:00 Starlet HH/Tumble	Wed 4:15 Prima Jazz 1	Wed 6:15 Prima Jazz 2	Thursday 6:45 Tutu Ballet/Tap 1
Friday 5:15 Tutu Ballet/Tumble 2	Wednesday 5:15 Tutu Ballet/tap 2	Thursday 4:00 Starlet Triples 1	Friday 4:00 Starlet Triples 1/2
Sat 10:00 Tutu Ballet/tap 2	Thursday 6:15 Prima Hip-hop 1	Thursday 4:15 Prima HH 2	Saturday 11:00 Tutu Ballet/Tap 1
Wee Kids 9:00 Tutu Babies	Friday 6:00 Prima Ballet 1	Thursday 5:15 Tutu Ballet/Tap 2	Sat 11:15 Tutu Ballet+Tap 1
Wee Kids 9:45 Ballet/Jazz	Friday 7:00 Prima Jazz 1	Thursday 5:15 Prima Ballet 2	Sat 12:00 Starlet Triples 1
	Sat 11:15 Tutu Ballet/tumble 2	Thurs 6:15 Prima Contemporary 2	Sat 12:15 Tutu Ballet/Tumble 1
		Friday 4:00 Tutu Ballet/Tap 1	Performance Team
		Performance Team	

RECITAL TIMELINE CHECKLIST

___ All tuition must be paid by 4/1. Please check your account online to see your final payment due!

___ Make sure that costumes are in order and all tights/socks, head pieces and shoes are ready, AND EVERYTHING IS LABELED with dancer's initials/name. Please remember no cloth slippers (only leather).

___ Tickets sales online April 7, 2019 at:

10:00am—> tickets go on sale for **10:00am Showtime**

10:15am—> tickets go on sale for **12:30pm Showtime**

10:30am—> tickets go on sale for **3:00pm Showtime**

10:45am—> tickets go on sale for **6:00pm Showtime**

___ Last week of classes is April 29-May 4. (The following week we have rehearsal at Lenape High School instead of regular class.)

___ Rehearsal at Lenape High School Thursday May 7 or 8 (look for your specific recital's rehearsal time)

___ Recital at Lenape High School Saturday May 11, 2019 Show times 10:00am, 12:30pm, 3:00pm and 6:00pm. (Check which show your child is in)

___ Students should report backstage NO LATER than 30-45 mins before showtime. They should be completely ready to dance and have gone to the bathroom before being sent backstage.

___ Please give yourself plenty of time to arrive at the school for rehearsal and the day of the recital in anticipation of any kind of delay.