This handbook was designed to answer any questions we have been asked in the past about our performances. This is lengthy, but if you take the time to read it you will have a better understanding of how the recital process works. If there is something that is missing, please don’t hesitate to ask. Thank You.

Q: What is picture day?
A: Picture day is a free opportunity to have your child photographed in their dance costume(s.) You are not obligated to purchase any photos. We encourage each dancer to take photos in all of their costumes. As a class, each group will take only one group photo, ex. Ballet. Company dancers will take photos in all costumes. You will be informed of the selected costumes for group photos before picture day. Dancers can wear their hair any way they like for pictures. Company dancers are asked to wear a bun. Make-up is also up to your discretion. Donner Photography does a beautiful job capturing memories for us, and we are excited to have them back this season.

Q: How do I purchase my photos?
A: Picture pick up day is conveniently scheduled during all 3 of our dress rehearsals at Grafton High School. Donner Photography has fair pricing and offers discounts for the higher quantity of photos purchased. They do accept cash and credit cards.

Q: What is Dress Rehearsal?
A: Dress rehearsal is mandatory in preparation for the annual recital. It gives dancers the opportunity to practice their choreographed routines on the big stage. Dancers are asked to be stage ready with their costumes, tights, make up and hair the way it will be for the big day. This way the dancers are familiar and comfortable for the Recital. Dress Rehearsal will be the week of June 11th, 12th and 13th. Dancers will be given a specific time and day for their rehearsal. When you arrive at Grafton High School, your dancers class will be assigned a specific row to meet with their classmates. Once you find your selected row, we ask our Kinderdance and younger friends to please put your dancers remaining labeled dance shoes in the box provided. For example, if your dancer is rehearsing their ballet number first, we would ask you to place their labeled tap shoes in the box. Backstage managers and student volunteers will bring your dancer backstage to practice their routine. Pack your cameras and video cameras for rehearsal! You are ONLY allowed to record or photograph during dress rehearsals. For the safety of our dancers please refer to our website and view our social media policies when posting. Remember never post our choreography in its entirety as we work hard to keep our choreography creative and different from our competitors.

Q: Who is allowed to attend dress rehearsals?
A: Dress rehearsals are CLOSED rehearsals. It is not an invitation for your extended family and friends. Dancers should be accompanied by their parent/guardian only. Of course if a parent can’t make the rehearsals, another family member can take their place. Siblings should be left at home.

Q: How will I know what to do with my child’s costume?
A: You will receive specific details required for each of your dancers costumes. Your dancers performance tights will also come home with their costume(s.) These tights should be worn for picture day, dress rehearsal and the recital. We do have extra tights for sale in the office, should you want an extra pair (children $10.00- adult $12.00). Please keep costumes in a safe place. LABEL, LABEL, LABEL everything! Please cut out all costume tags. You can use a piece of masking tape to label costumes and accessories.

Q: Do you have multiple costumes?
A: Any dancer who has more than one costume is required to purchase a nude camisole that is to be worn under all costumes. This will prevent any dancer from feeling uncomfortable changing backstage. Camisoles are also great for any dancer that has sensory issues with itchy or tight fitting clothing.
Underwear is not worn under tights for the recital. Camisoles can be purchased at any dance store, or online at discountdance.com. Make sure to order your camisole early, as this is a popular recital item. We do rent curtains to provide privacy and create changing areas for the dancers.

Q: Is jewelry or nail polish allowed?
A: NO it is not. We try hard to make every class look the same and polished from their choreography to their costuming.

Q: How does my child wear their hair?
A: Any dancer in a Combo III or higher including hip hop and all specialty classes will wear their hair in a classic ballet bun, not a sock bun. You can find detailed directions on our website. Any dancer in a preschool, kindergarten or combo II class can wear their hair however you see fit. We do ask for their hair to stay out of their face. All hair accessories are to be worn on the right side of the dancers heads.

Q: What is the annual recital?
A: The annual recital is a fun filled and exciting weekend where your dancer performs their choreographed routines. The dancers have worked very hard all year and are excited to show off their moves! :) The recital is June 15th &16th at Grafton High School located at 24 Providence Road. HHDA puts on three annual recitals. Each show runs about 2 hours and 30 minutes long. Our shows have a reputation for being entertaining, and quick moving. We do not close the curtain in between numbers, nor do we break for an intermission. This keeps the show moving quickly. We’re always proud to show off our dancers talent and technique they have acquired throughout the season.

The day of the recital, dancers are asked to arrive one hour before the show. All dancers must sign in before entering our secured backstage area. Once signed in, you will escort your dancer backstage to their assigned section. Parents who have younger children, or nervous dancers are encouraged to separate as quickly as possible allowing the backstage crew and volunteers to gain the trust of your child by engaging them with fun activities. Give your child a kiss, wish them well and leave to get in line for your seat. Please note: only backstage volunteers with assigned name badges will be allowed backstage throughout the show. We are incredibly protective of our dancers once they are checked in backstage. We take this responsibility very seriously. Once a dancer is checked in, backstage is where they will stay. Extended family and friends will not be allowed backstage to “visit” the performers before or during the recital.

Q: Can I dismiss my dancer after their last dance during the Recital?
A: We ask that all dancers stay for the duration of the show. Our older students study several dance styles all season and love to perform for a full house. All dancers will receive a ribbon of accomplishment and will be part of our finale performance. While backstage, dancers will be able to watch a direct feed of the recital, as well as make crafts. We keep the dancers entertained when they are not entertaining you. *If you have old board games, puzzles or craft materials you no longer want we would be happy to accept your donation for the dancers to use backstage during the shows.

If you need to dismiss your dancer after their last number in the show, a written note must be handed to Heather or Heidi PRIOR to our dress rehearsal week. No exceptions! Have your ID ready, as no child will be released during the recital without ID verification. The ID provided must match the name written down on the dismissal form. Thank you for your understanding. Your child’s safety is our main focus during our performances. If there are any sensitive custody issues, please inform Heather or Heidi prior to our event.

Dancers are not allowed in the auditorium during the recital. If you dismiss your dancer early, you must immediately leave the school. Ushers will enforce this rule.
Q: How is my child released after the recital?
A: Once the final bows are taken and a quick presentation from Heather and Heidi, the curtain will close. Staff members and the assigned backstage crew members will escort our dancers back to their assigned backstage waiting area (this only takes a few minutes). No parent will be allowed backstage until all the children have entered their assigned areas. No men are allowed backstage due to costume changing. Please send one person to go get your dancer and their belongings to sign your dancer out. Once you leave the backstage area, you are invited to meet in the auditorium and take pictures up on the stage or in the hallways. Teachers are always willing and exciting to take pictures.

Q: Who works and is allowed backstage?
A: We have a fabulous dedicated stage crew who are either alumni members of HHDA, or family and friends of Heather and Heidi. We are so fortunate to have them put on our shows for us. We also have parent volunteers who sign up prior to the recital to watch individual classes. Without their help, our shows would not be possible. All backstage crew members will be wearing name badges, recital t-shirts and headsets. All backstage volunteers will have a HHDA lanyard allowing them access backstage. Please note: Men are not allowed backstage as dancers will be changing costumes. A registered nurse also works backstage for all three recitals.

Q: How Can I Volunteer?
A: Are you a V.I.P (very important parent) who can help out backstage, perhaps a classroom teacher or someone who works well with children? Volunteers make the show possible. If your child is in more than one show, it would be great to volunteer for one of them. Backstage room moms are responsible for those ever so important potty trips, and keeping all the dancers safe and occupied during the show. We ask that V.I.P.’s show up at least an hour before show time. Thank you to all the volunteers.

Q: What if my child has a problem while backstage?
A: Heather and Heidi are in CONSTANT contact with the backstage managers via headsets during the show. If there is a problem, we will find you. Our backstage managers have a variety of “toys” and tricks up their sleeves. They try to make the backstage experience as fun as possible. It is very rare if they can’t get a child on the stage, however stage freight happens with all ages. It is helpful to start talking about how fun the big day with your dancer now. Always encourage them to watch their teacher in the front row for comfort and reassurance.

Q: How do I travel with my child in a tutu and car seat?
A: If you feel the costume does not fit in the car seat safely, we suggest putting the tights on and wearing a bathrobe to the school. Once at the school children can use the bathroom, or changing area and put on their costume.

Q: Can my dancer bring a snack with them?
A: NO dancer is allowed to bring any food with them to the recital. We have several students with severe food allergies. We will provide goldfish for all children to eat backstage. Please abide by this rule, as it is for all the children’s safety. If your child is allergic to goldfish, please speak with the office so accommodations can be made. **Dancers are responsible to bring with them a labeled bottle water** Dances in both Saturday recitals are asked to pack a peanut free lunch to eat in the cafeteria before the second recital.

Q: Do I need to purchase recital tickets?
A: Yes you do! :) Tickets will go on sale Saturday, May 11th. and cost $18.00. Unlike other studios, we do not number our seats or have a lottery system. Families who have outstanding balances will not be able to purchase their tickets until all balances including comp have been paid in full. Families who wait to pay their balances will not be guaranteed tickets.
HHDA will no longer accept any personal checks for the remainder of the 2019 dance season (excluding summer registrations,) on Saturday, May 25th. All remaining balances after this date must be paid in cash or bank checks.

We typically sell out or come close to selling out all our recitals. Therefore, **we are selling 7 tickets at first to each child and 10 tickets to each family.** This includes divorced family members as well. We offer a limited amount of tickets at first to allow each family the same opportunity to purchase tickets. What generally happens is preschool parents want more than 7 tickets and the older dancers parents typically want less than the 7 allowed tickets, leaving many tickets to be distributed to the wait list.

**Please understand we do not reserve 7 tickets for each family, nor do we buy back any tickets once they are purchased.** You are not guaranteed 7 tickets; so even if you only purchased 4 tickets this does not mean that you can sell your remaining 3 tickets to another dance family, or come get 3 more tickets at a later date.

**IMPORTANT**

**Once you have purchased your initial ticket purchase, your name will be crossed of the master list. If you need more tickets after your initial purchase, you will be added to the wait list.**

If you need more than 7 tickets, we will gladly add your name to the wait list. We will work our way down the wait list tickets starting **Saturday, June 1st** in the order tickets were purchased. Families that wait to bring their accounts up to date will not be guaranteed tickets.

**We do require children one and older to have a ticket.** Children are not allowed to sit on laps, as the audience guest behind you would not appreciate that viewing. It is best to leave your younger children at home, so you can enjoy your dancers hard work and accomplishment. Luckily every seat in the auditorium is a great seat.

**Can We Reserve Seats?**

**A:** Each person is allowed to save ONE seat on either side of them for a total of TWO seats. The staff and our ushers make sure this rule is enforced.

A line will form outside the auditorium doors about an hour and a half before show time. It’s recommended to have someone go early to stand in line for you if you desire up front seats. We are happy to reserve front row seats for our graduating senior’s families. This is a tradition we have started since day one.

We rope off lines to the auditorium doors to eliminate any problems and to keep it fair once the doors open for admittance. Those waiting in line are let in first and no one is allowed to cut the line.

Our ushers will accommodate handicapped or elderly family members in wheelchairs or with walkers. It is best not to make elderly members or handicapped members wait in line. We always recommend having someone drop them off as close to show time as possible.

Doors open up a **half hour before** each performance time.

**Q: Is Photography Allowed during the Recital?**

**A:** **No Flash Photography or Videography is allowed during the recital.** We have ushers who will enforce this rule. We offer a professional video sold from Ace Video Productions. They put together a beautiful copy of our recital performances as well as a montage of the dancers taken from backstage. A great keepsake to have.

**Q: Should I purchase a gift for my dancer?**

**A:** Yes, absolutely! Something small to recognize their commitment, and hard work for the last 9 months is a great idea. We do have a florist available on site to purchase flower arrangements. We will also be selling some H&H items before the shows begin.

Don’t forget to share some love after the recital weekend with us. We are always appreciative of comments our customers leave on our facebook page, or the countless thoughtful emails we receive. They always mean so much to all of us! If you have any good backstage photos, please upload them and tag HHDA. We love to see them! Use the Hashtags “#HHDASEASON11” and “#THATSTHETICKET”.

Thank you for taking the time to read the recital handbook. If any of your questions are still unanswered, please don’t hesitate to ask H&H or our staff. We are always here to help!