Recital 2008 Information

Dear Parents and Students,

Each year, Dance With Brigitte has provided students with an exciting performance experience through its June recital. The recital allows children to present to their families and friends the results of a year’s hard work, dedication, and progress. Dedication to recital commitments is the responsibility of both students and their parents. 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 school, and other students and parents.

PART I: The Commitment

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Where</th>
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</thead>
<tbody>
<tr>
<td>January 18th</td>
<td>Costume Payment Due</td>
<td>At the school</td>
</tr>
<tr>
<td>April 25th</td>
<td>Program Book Ad Deadline</td>
<td>At the school</td>
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<tr>
<td>May 3rd</td>
<td>Show #1 Recital tickets go on sale</td>
<td>At the school</td>
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<tr>
<td>May 4th</td>
<td>Show #2 Recital tickets go on sale</td>
<td>At the school</td>
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<tr>
<td>May 10th</td>
<td>Show #3 Recital tickets go on sale</td>
<td>At the school</td>
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<td>May 19th – 20th</td>
<td>Malden Recital Photo Shoot</td>
<td>Moose Lodge, Malden</td>
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<tr>
<td>June 9th</td>
<td>Dress rehearsal, Malden</td>
<td>Malden Catholic High School</td>
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<tr>
<td>June 14th</td>
<td>Malden Recital</td>
<td>Malden Catholic High School</td>
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Updates

As the season progresses, additional recital information or updates will be posted on the Dance With Brigitte website, [www.dancewithbrigitte.com], in monthly newsletters, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved.
Home Study
To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child’s dance music will be available beginning in February, at a charge of $4 per CD to cover expenses.

PART 2: Dance Costumes

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Baby dancers will need one costume, ($40 average price) all other dances will need one costume for each subject they train in. ($55 Average price). Costumes include all accessories (hats, gloves, and tights, etc.), but not shoes.

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

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Dance With Brigitte is not responsible if costumes are not received in time for the recital due to late payments.

Sizing
Costume measuring begins during the first week in January, during scheduled class times. Each child will be measured in order to determine his or her proper costume size(s). During the second week in January you will see the size to be ordered for your child, on the costume order form. Prior to placing our orders we offer you the opportunity to make changes. You can make adjustments on the form; however, your signature indicates that you take full responsibility for any necessary costume alterations.

------------------------------------------------------------------------
(781) 324-2628
www.DanceWithBrigitte.com

Costume Payment Form
Due ~ January 18th

Name__________________________________ Class day/time______________________________
Costume Size ____________________________ Price____________
Name on Card: _________________________________________________
Visa/MC # ______________________ CVC_______ exp___________
PART 3: Dress Rehearsal and Dance Recital

Dress Rehearsals

Participation in the dress rehearsal is mandatory. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage.

★ Dress Rehearsal – Dance Classes in Malden: Dress rehearsal for all dancers is Monday, June 9th at Malden Catholic. Show #3 Dancers must be at rehearsal by 3:30, Show #2 dancers should arrive at 5:00, and Show #1 dancers should arrive at 6:30. We will start with the finale, and then each group will perform in the show order.

Dancers must wear costumes to dress rehearsal. Students may arrive in their first performance costume or may change in the dressing room. Make-up is not necessary. A schedule of dances, which costume to arrive in, and hair/make-up requirements will be sent home with dance costumes. Signs will be posted on the rows in the auditorium to designate your specified seating area. Please sit with your class and watch the rehearsal until you are called to the stage.

Recital Policies & Procedures

★ Dance Recital – Dance Classes in Malden: Saturday, June 14th at Malden Catholic High School. Show #1 Dancers must arrive at 10:30 for a 11:00 show, Show #2 dancers must arrive at 1:30 for a 2:00 show, and Show #3 dancers must arrive at 4:30 for a 5:00 show.

★ Recital Performance Arrival and Dismissal

All dancers should arrive one half hour prior to show time. There is no need to arrive any earlier. Signs and staff members will direct you to your dressing rooms. Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of their class mom(s). Students will remain backstage for the entire performance. All class moms have a record of where each student’s family is seated in case of emergency.

Please note: All dancers must participate in the finale and receive a special gift on stage. Again, if you volunteer to be a class supervisor, you will need to stay until the finale, and understand that you will not be watching the recital with the general audience.

Special Instructions for Baby Dance Parents

Your child’s first recital is an exciting time. To make our younger dancer’s more comfortable, one parent per child will be asked to accompany the child backstage while waiting their turn, and to then to the stage. Once in the hands of the teacher, you will return to the audience and watch the class dance from the first row. The dancers will enjoy seeing familiar faces so close.
Due to limited space in the dressing room, only one parent per child please. General audience (family and friends) will take their seats in the hall, and children along with one parent will remain backstage. Although the children are scheduled to perform early in the show, they will be more comfortable backstage where they can be noisy and play. You may want to bring a snack, toy or book to keep them in good spirits until they dance. When it is their turn, you will walk them to the stage. Once in the hands of your dance teacher, parents will be escorted to reserved seats the front row to watch and cheer them on. The first row of seats will be labeled Baby Dance Parents – and reserved only for one parent of each child that is currently performing. When the children have finished, you will leave the reserved seats, take the children from the stage and return to your family/friends in the audience. Parents and children are then able to watch the recital with the general audience until being called to the stage for the finale and awards.

**Recital Photos/Video**

**Photos:** Photos are not allowed at dress rehearsal or at the recital; please tell your friends and family. For your convenience, we will be hosting a picture day for dancers where they will have professional group and individual pictures taken. Class photos on will be taken **Monday-Tuesday, May 19-20**, at the Moose Lodge in Malden. We encourage all students to participate in the group photo, even if you do not plan to buy any. Dates and times are subject to change. Please confirm your child’s time on the updated schedule to be distributed by the week of May 1st. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least half an hour before your child’s scheduled time, since photo shoots tend to run ahead of schedule. Pricing packages will be available soon.

**Videos:** Videotaping is not allowed at dress rehearsal or at the recital; please tell your friends and family. The Dance School Video Company will professionally videotape the recital. No personal video cameras are allowed in the auditorium. The estimated cost of a video/DVD is $35. Forms will be available in the near future and also in the foyer during the recital.

**Tickets**

**Tickets:** In an effort to create an organized and professional atmosphere, all tickets are reserved seating. Each member of the family must have a reserved seat. No children will be allowed to sit on a parent’s lap. Tickets for Malden’s performances will go on sale May 3rd, 4th or 10th at the studio on a first come, first serve basis and will remain on sale until the recital. Tickets will also be available at the door. All seating is reserved. Ticket price is $15 for all seats. There is no limit to how many seats you may purchase.

**PART 4: Volunteer Information**

**Recital Volunteer Information**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. All volunteers will receive an identification badge 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.
Class Moms

Class mothers are needed for each class (ages 3+) to supervise the dancers. They do not need a recital ticket and will be able to watch their children perform from the audience. The role of the supervisor is to arrive promptly at the beginning of the show and stay with the class until they are called to the stage. The supervisor will accompany the class to and from the stage, watch them dance from the front row of the audience and stay with the class until the finale. After the finale, the class mom will bring the group to the auditorium lobby to be picked up. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. The number of volunteers needed for each class will be determined by the number of students and the ages.

Volunteer Preference Form

Dance With Brigitte relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. Please check any of the items listed below that you are interested in. Filling out this form does not obligate you to volunteer in any capacity. At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. If you have questions, please contact Brigitte at 617-645-2215. Thank you for your involvement with your child at Dance With Brigitte.

- **Class mom**: Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

- **Security**: Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

- **Usher**: Escort ticket holders to their seats, distribute programs, open doors for intermission.

- **Flower sales**: Arrange and sell presentation bouquets at the theater.

- **Ticket sales**: Sell tickets at performances.

- **Photo shoot**: Help keep the day organized.

Volunteer’s Name___________________________________________

**PART 5: Recital Yearbook-Program**
Each year Dance With Brigitte publishes an annual yearbook-program for the recital. Well-wishers, family and commercial ads are available. Sample Ads are attached. All students have the opportunity to purchase and sell ads, but participation is not required.

<table>
<thead>
<tr>
<th>Ad Size</th>
<th>Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 page (Business Card)</td>
<td>$35</td>
<td>(See Sample Ad)</td>
</tr>
<tr>
<td>1/2 page (4” x 5.5”)</td>
<td>$50</td>
<td>(See Sample Ad)</td>
</tr>
<tr>
<td>Full page (8.5” x 5.5”)</td>
<td>$100</td>
<td>(See Sample Ad)</td>
</tr>
</tbody>
</table>

- Ads may be attached, emailed or submitted on a CD.
- All ads are black and white.
- Use a separate form for each ad submission.
- Deadline for all ads is April 25.
- Checks should be payable to Dance With Brigitte.

(781) 324-2628  
www.DanceWithBrigitte.com

**Dance With Brigitte Ad Submission Form**  
Please submit a separate form and a disk (if applicable) with each ad.

Student Name: __________________________

Name or Advertiser/Company: __________________________

Telephone: __________________________

Company Contact: __________________________

Company Telephone: __________________________

Ad size: 1/4 Page  1/2 Page  Full Page

Submission Date: __________________________

Make Checks Payable/send ads to:  
Dance With Brigitte  
P.O. Box 1417  
Arlington, Ma 02476  
Info@DanceWithBrigitte.com
Send A Message To Your Dance Star

Names or sentence, 25-word maximum, $15

Use a separate form for each ad submission
Deadline for all ads is April 28.
Cash/Checks Accepted

~Write Your Message Here ~
Please Print Neatly and Legibly.

______________________________
Dancer’s Name

______________________________
Class Day/Time