



## 2019 Recital Information Packet

This packet contains important information about:

- Picture Day & Dress Rehearsal Information
- Picture Day & Dress Rehearsal Schedule
- Dance Recital Information
- Map of Norris Cultural Arts Center
- Dance Recital Ticket Information
- Photo and Video Ordering Information
- Dance Recital Order Form
- Site Map of St. Charles East (Parking)

### Picture Day & Dress Rehearsal

Friday, May 10, 2019

Norris Cultural Arts Center, 1040 Dunham Road, St. Charles

#### Preparation

- Dancers arrive fully dressed in costume. (Costumes and hair/makeup instructions are distributed in class prior to recital.)
  - Light makeup recommended for pictures. (Hair/makeup instructions are provided when costumes are distributed.)
  - To ensure costumes stay clean for recital, dancers should not eat or drink once in costume!
- Dancers wear street shoes into building. Bring dance shoes to change into when seated in auditorium.

#### Arrival

- Arrive by assigned class time. Pictures will be taken at that time. (See chart on next page.)
- Enter Door 46. Dance staff will direct you to auditorium.
- In auditorium, Parent/Guardians **check-in** dancer with parent helper.
- Dancers sit with their classmates and parent helper in marked seating areas.
  - Parent/Guardians sit in open seating (behind dancer seating) and remain in auditorium for duration of their dancer's time at Picture Day & Dress Rehearsal.
  - Dancers are required to stay until their stage rehearsal is complete unless prior arrangements are made with the Dance Coordinator.

#### Pictures

- Dance staff & parent helpers will lead classes from auditorium to picture area.
- Parents/Guardians remain in auditorium.
- See page 4 for photo ordering details.

#### Rehearsal

- After pictures are complete, dance staff & parent helpers will lead classes backstage where students will wait in costume until they rehearse on stage.
- After rehearsal is complete, dance staff & parent helpers will lead classes back to the auditorium seats. Parents can then pick up their dancer and are free to leave at this point. Please sign dancer(s) out with parent helper.

#### Personal Pictures/Videos

- Flash photography and video recording **is permitted** during dress rehearsal.
- Flash photography and video recording **is not permitted during the dance recital.** *The Recital will be professionally recorded; ordering information can be found in the back of this packet.*



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### Picture Day & Dress Rehearsal Schedule

Call Time	Class	Instructor
3:20pm	Ballet Intro I – Tuesdays	Samantha
3:30	Ballet Intro I – Thursdays	Olivia
3:40	Ballet Intro II – Saturdays	Allison
3:55	Ballet Intro II – Thursdays	Olivia
4:10	Ballet Intro II – Tuesdays	Samantha
4:20	Ballet/Tap Beginner Combo - Saturdays	Allison
4:30	Ballet Intro II – Wednesdays	Samantha
4:45	Ballet/Tap Level 1 Combo - Saturdays	Allison
5:05	Jazz Beginner- Tuesdays	Lora
5:15	Tap Intro II – Wednesdays	Samantha
5:25	Ballet Beginner – Tuesdays	Lora
5:40	Ballet/Tap Intro II Combo – Tuesdays	Samantha
5:45	Hip Hop Beginner- Tuesdays	Lora
6:00	Tap Beginner - Mondays	Samantha
6:20	Hip Hop I/II – Wednesdays	Quinlan
6:25	Ballet Beginner – Mondays	Samantha
6:45	Parent Dance	Quinlan
6:55	Tap Level 1 – Mondays	Samantha
7:05	Adult Tap	Samantha
7:10	Irish	Sheila
7:25	Hip Hop II-III – Tuesdays	Lora
7:30	Company	Allison

**Company rehearsal will finish at 8:50 pm**



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### Recital Day

Saturday, May 11, 2019 at 1:00pm

Norris Cultural Arts Center, 1040 Dunham Road, St. Charles

Lobby and Auditorium doors open at 12:30pm

#### Recital Ticket Sales

- Tickets are \$11.00 each, non-refundable.
- NEW THIS YEAR: Reserved Seating; accessible seating and wheelchair spots are available.
- Tickets will be sold online beginning at **8am on Wednesday, April 24 and stay on sale through recital day**. See link below. *Note, there is a limit of 6 tickets per online sale.*
- [stcparks.ticketleap.com/springrecital2019/](http://stcparks.ticketleap.com/springrecital2019/)

#### Arrival:

- Dancers arrive at 12:30pm. **ENTER Door 46.**
- Arrive dressed in dance costume. If in multiple dances, please contact [dancecoordinator@stcparks.org](mailto:dancecoordinator@stcparks.org) for information on which piece goes first.
- Bring dance shoes to change into.
- Hair and make-up styled according to instructions provided with costume.
- Parent/Guardian **sign-in** dancer(s) with parent helper upon arrival at designated holding room.
- Parent/Guardian then exits through **Door 46** and enters the auditorium lobby through the **Main Entrance**. Wait until doors open to enjoy the show.

#### During the Show:

- Electronic devices are not allowed backstage. The Park District is not responsible for lost or stolen items.
- Dancers may have a water bottle labeled with their name while backstage. No other drinks.
- Dancers may have peanut free, non-messy/non-staining foods such as pretzels, crackers, apple slices or fruit snacks.
- **Flash photography and video recording is not permitted during the dance recital.** *The Dance Recital will be professionally video recorded; order forms are enclosed in back of packet.* Pictures may be taken in the auditorium lobby or outside after the recital performance.
- If it is necessary for a dancer to leave early, accommodations must be made in advance. Please contact Ms. Samantha, Dance Coordinator, at [dancecoordinator@stcparks.org](mailto:dancecoordinator@stcparks.org).

#### Dismissal:

- Dancers will head back to their holding rooms after final bows.
- **ONE** Parent/Guardian must exit the auditorium and enter backstage area through **Door 46** to collect their dancer(s).
- Parent/Guardian must **sign-out** dancer(s) with staff prior to entering their dancer's holding room.
- Parent/Guardian and dancer(s) may exit the building through **Door 46** to enjoy the remainder of the day or return to the auditorium lobby, where instructors will be available to take photos with students.



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### Dance Recital Ordering Information

**Pictures:** New this year, TSS Photography will be utilizing view**first**! View**first** allows you to view images before purchasing with their view**first** system.

Here's how it works:

Step 1: TSS Photographers will photograph multiple poses of every dancer

Step 2: Photos will be uploaded online. You will then receive an email with a direct link to your dancer's personal image gallery. Email should arrive one week after picture day.

Step 3: You can then go online and select from the wide assortment of products

Step 4: Products are printed and shipped within 72 hours

**Recital Video:** Encore Video Productions will be recording the dance recital. All orders may be placed online at [www.EncoreVideoProductions.tv](http://www.EncoreVideoProductions.tv) using code "SCPD1040", by mailing in an order form or returning an order form at the lobby table on the day of the recital. See Encore Video Productions order form attached. DVDs will be shipped directly to you no later than 4 weeks after the recital.

**Flower Bouquets:** Pre-order your dancer's flowers to have them ready and waiting on day of the performance. There may be a limited supply of flowers available for purchase on the day of recital. Flower bouquets are assembled by Paragon Flowers, St. Charles. Assembly includes a mixed arrangement. Pre-orders must be placed by Sunday, May 5.

**"Dance Party" T-Shirt:** Each recital dancer will receive a 2019 dance recital t-shirt that will be distributed in class. Additional t-shirts are available for purchase. T-shirts are basic cotton unisex shirts. Pre-orders may be placed at the Pottawatomie Community Center Service Desk through Sunday, April 7.

**Dancer Special Message:** Include a printed message for your dancer in the recital program. i.e., "Good luck Susie! We are so proud of you. Love, Mom and Dad."

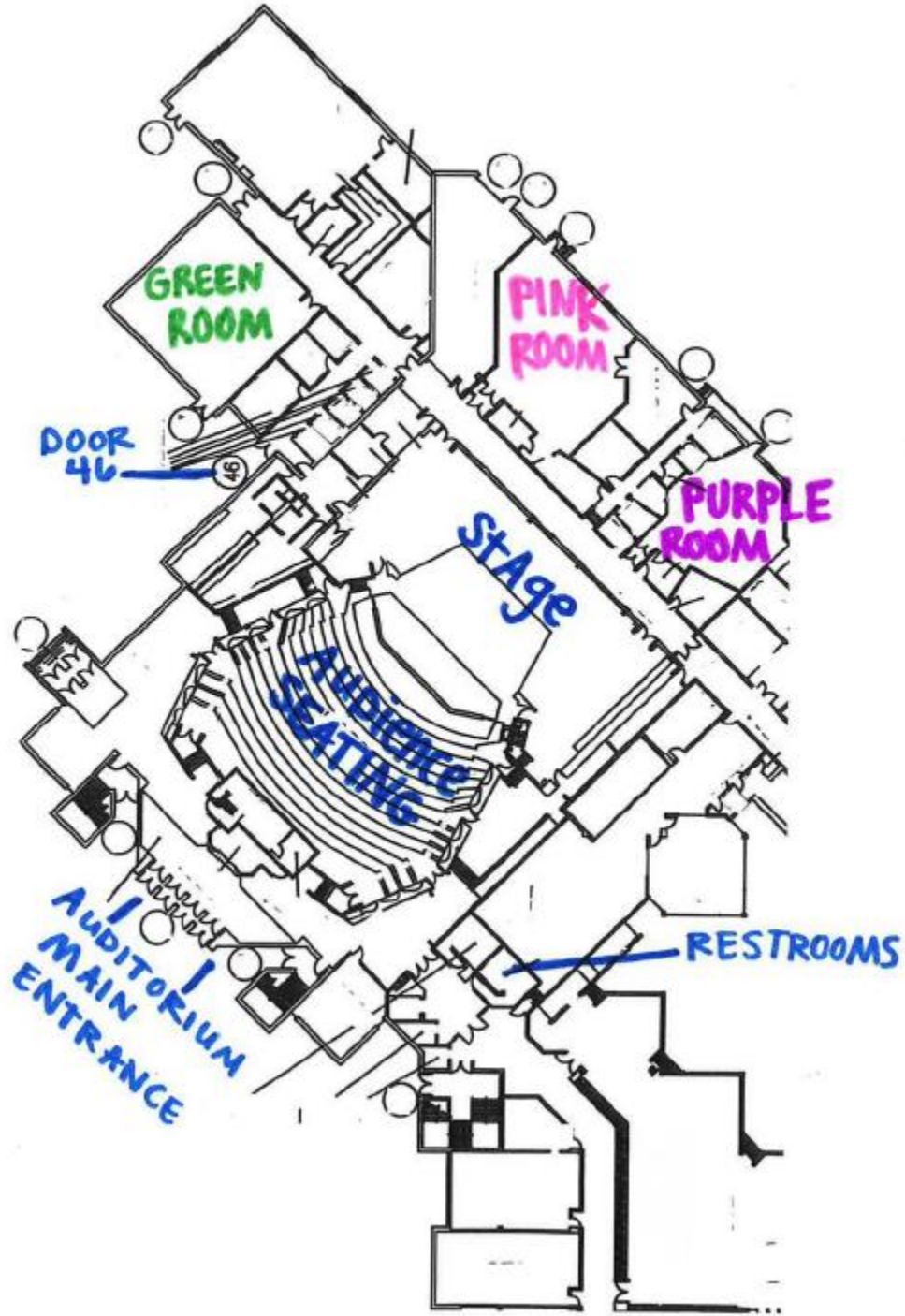
Purchase of Dancer Special Messages may be placed at the Pottawatomie Community Center Service Desk.

Written message format: 2 line maximum/35 characters per line; 11pt. Times New Roman font. Due to printing and production of recital program brochures, orders may not be accepted after Sunday, April 28.

**Questions?** Please contact Samantha Newman, Dance Coordinator at [dancecoordinator@stcparks.org](mailto:dancecoordinator@stcparks.org) or Rosie Fasching, Dance Supervisor at [rfasching@stcparks.org](mailto:rfasching@stcparks.org) or 630-513-4334

We are very proud of all our dancers and cannot wait to see their final dance performances on stage!

# NORRIS CULTURAL ARTS CENTER





# Encore Video Productions

(630) 853-6876

Sarah@EncoreVideoProductions.tv

*Encore Video Productions is proud to offer you a professional video memory of the St. Charles Park District 2019 Dance Recital.*

*To order your copy, please fill out the form below. You may return the order form with your payment to the table in the lobby, or you can mail it to:*

*Encore Video Productions  
5N853 Harvest Court  
St. Charles, IL 60175*

*You may also order online at our website: [www.EncoreVideoProductions.tv](http://www.EncoreVideoProductions.tv). Please choose your event and then when prompted type in the code "SCPD1040".*

*Orders will be shipped no later than 4 weeks after the recital.*

## ST. CHARLES PARK DISTRICT 2019 DANCE RECITAL

**DVDs @ \$35.00 each** \_\_\_\_\_

(Shipping Included)

**Cash/Check #/CC Last 4 Digits:** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

*Make checks payable to Encore Video Productions*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**For mail-in credit card orders fill out the credit card information below:**

*Credit Card Number* \_\_\_\_\_

*Expiration Mo/Yr* \_\_\_\_\_ *CVV#* \_\_\_\_\_ *Zip Code* \_\_\_\_\_





**Order Forms Due:** See specified dates in description below.  
**Orders accepted at Pottawatomie Community Center**  
 8 North Ave., St. Charles, IL      www.stcparks.org

**2019 Recital Information Packet**

<b>Dancer's First Name:</b>	<b>Dancer's Last Name:</b>
<b>Phone #:</b>	<b>Dance Instructor:</b>
<b>Dance Class:</b>	<b>Dance Class Day/Time:</b>

**Item Order Due Dates:**

- **Recital T-shirt: Sunday, April 7**
- **Flower Bouquet: Sunday, May 5**
- **Dancer Special Message: Sunday, April 28**

Recital Item	Size (XS, S, M, L, XL, XXL)		Price		Quantity		Total
	Child	Adult					
Recital T-Shirt (Additional)			\$6.00				
Flower Bouquet	N/A	N/A	\$8.00	x		=	
Dancer Special Message	N/A	N/A	\$5.00	X		=	
			<b>Total</b>	<b>x</b>		<b>=</b>	

Flowers provided by Paragon Flowers

<b>Message 1</b>
Line 1:
Line 2:
<b>Message 2</b>
Line 1:
Line 2:

<b>For Office Use Only</b>	
<b>Payment Type:</b> ___ Check    ___ Cash    ___ Credit Card	<b>Amt. Paid:</b> _____
<b>Reg. Staff Initial &amp; Date:</b> _____	

