

Pennsylvania
ACADEMY *of the* ARTS

**“Academy Awards 2011: Alice in Wonderland”
Recital Handbook**

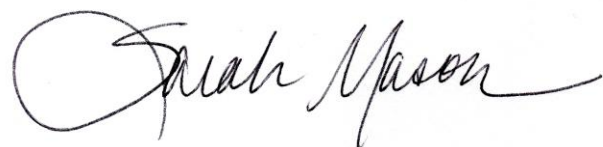
Dear Parents and Students,

For years now, PA Academy of the Arts has provided students with an exciting performance experience through its May awards ceremony and recital. The annual staple of the performing arts school, the recital, conjures images of childhood and Americana for many. It’s a rite of passage for thousands of youngsters, a chance to shine in front of family and friends, that they anticipate with nervous excitement.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year’s hard work, dedication, and progress. During the awards ceremony, each student is individually recognized and given his or her moment in the spotlight – something every child looks forward to experiencing each year.

A big part of the dance and theater training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in the performing arts, they also contribute to children’s success in non-dance and theater activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

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.

A handwritten signature in black ink, reading "Sarah Mason". The signature is written in a cursive style with a large, decorative initial "S".

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PART I: The Commitment

Important Dates

By allowing your child to participate in the PA Academy of the Arts recital, you commit yourself and/or your child to the following *mandatory* dates. We also have listed other optional but important dates for your information.

Saturday, March 26th

- T-Shirt orders and Recital Package orders due
- Recital Work Day @ 2 pm (OPTIONAL)

Wednesday, May 11th @ 5:30 – 7:30 pm
Run Through @ PAA (OPTIONAL)

Friday, April 1st

- Recital tickets go on sale

Saturday, May 14th

MANDATORY Dress Rehearsal
@ Penns Valley H.S.

Monday, April 25th

- MANDATORY class attendance begins

Sunday, May 15th @ 3:00 pm

“Alice in Wonderland” & Academy Awards ‘11
@ Penns Valley H.S.

Saturday, April 30th

- Recital Work Day @ 2 pm (OPTIONAL)

May 17th– 18th

Picture Days @ PAA

Monday, May 2nd

- Recital Work Day @ 7:30 pm (OPTIONAL)

Updates

As the season progresses, additional recital information or updates will be posted on the PAA website, www.pennacadarts.com, on our blog (sarlabeth.wordpress.com), and on the school bulletin boards. 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. It's a team effort; students, their parents, the teachers, and the directors are key players in the show's success.

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. Videotaping in class is allowed and encouraged. You may also take notes regarding dance steps, sequence, etc. A list of all recital songs is available from Miss Sarah, so that you can download or purchase the correct music for your child.

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Attendance

It is our policy at PAA to require that students attend their last three weeks of class prior to a performance. This ensures that all students are present to practice together as an ensemble and provide the best preparation possible for the class as a whole before they take to the stage. This year, mandatory class attendance begins Monday, April 25th. We will not make any exceptions to this policy, as it is not fair to your student's classmates and his/her teacher. If you were unaware of this policy and know that you have a conflict, please alert a Director immediately. Thank you for helping us teach our students about teamwork!

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

PART 2: Costumes, Hair & Makeup

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, etc.), but not the basic dress code items - leotard, tights/jazz pants and shoes.

Please see your personalized costume sheet(s) to ensure that your student has all the correct dress code items.

Costume Cost

The cost of costumes is determined by the age of the class, how many hours per week it meets, etc. Please see our spring brochure for details. Any special orders, including lead roles, extra-large sizes, and some custom made boys items may require an additional charge (determined by the costume company). Additional charges (rush fees for students who registered later in the semester, studio company costumes, etc.) are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume.

Payments & Ordering

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

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. PA Academy of the Arts is not responsible if costumes are not received in time for the recital due to late payments.

Withdrawal from Recital/Class

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

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Sizing

Costume measuring happens at the Costume Measurement Week in January. Every child will be measured in order to determine his or her proper costume size(s).

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the PA Academy of the Arts office for recommended seamstresses.

Distribution

Costumes will be distributed approximately 1 to 2 weeks prior to dress rehearsal, unless you have an outstanding balance for the season. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights except at dress rehearsal, the performance and their picture day. After these dates, the costume is yours to keep and enjoy.

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights.

Costume Care

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Please do not wash costumes in your washing machine; dry clean them only (after Picture Day)!

Dancers who are in studio companies or who are performing in more than three pieces in the recital should pack their belongings in a laundry basket labeled with their name. Put the basket in order, with your first number on top and your last number on the bottom. A dress rehearsal schedule (as well as a show order) is included in Section 11 of this handbook.

Costume Racks

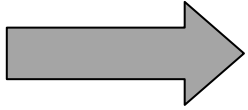
Clothing racks with wheels will be provided for children with multiple costume changes. For our younger students, lockers will be provided backstage and will be labeled with their name. This will ensure that our backstage helpers will always have your child's belongings in one place. **However, we still recommend that you label everything – from their dance bag to their sneakers.**

Tights

Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

Etiquette Tip: Girls should never have underwear peeking out from their leotard; therefore, dancers tend to wear just their tights and leotard, especially for performances. It is acceptable for small children to wear underwear during class, but we discourage it for the performance.

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COSTUME TIPS FROM “THE VETERANS”

- Always have a second pair of tights available.
- Place costumes in a garment bag for travel.
- Carry hats in a hatbox or container to prevent them from damage.
- Hang costumes before each performance (tutus hang upside down)
- Place your name in all costumes and shoes.
- If you have lots of fast costume changes, purchase a nude leotard to wear underneath your costumes. This will give you the ability to change quickly without worrying about maintaining your modesty!
- Don't dump your costumes on the floor when you change – put them in your laundry basket so that they will not get trampled.

Hair and Makeup

All students will need makeup for the recital. Makeup is not worn to make your child look older or more beautiful; it is strictly to make their features stand out on stage under the strong lights.

Uniform hairstyles are required for each class. Your personalized Hair and Makeup sheets can be found at the back of this handbook. For more information on how to do your child's hair, check out our Recital Orientation Party!

*Please do not wash costumes in your washing machine;
dry clean them only (after Picture Day)!*

PART 3: Be Prepared

Pre-Planning

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hair nets, bobby pins, and hairspray.



WHAT “THE VETERANS” HAVE IN THEIR DANCE BAGS:

- Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- Baby powder (for itchy costumes)
- Safety pins (for emergency costume repairs)
- Clear nail polish (to repair tights when there's no time to change)
- Pain reliever of choice
- Band-Aids (the “invisible” kind)
- Hairspray/gel

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All dance shoes
Nude leotard
Sports bra (women)/dance belt (men)
Deodorant
Extra tights
Makeup
Feminine supplies
Clean snacks (no red juice boxes or chocolate!!!)
Water
A book or a board game

PART 4: Dress Rehearsal

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. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive no less than 30 minutes prior to your curtain time. **Students should arrive in their first costume. Please do not wear tutus or your dance shoes to and from the auditorium!**

Dress Rehearsal is a long day, so please bring clean snacks and activities for your dancer... and don't forget lots of water.

Dress Rehearsal Drop-Off and Pickup

A parent or guardian should bring the students to the check-in desk, where they will be checked in and escorted to their parent helper in the auditorium. Parents/guardians may remain in the lobby, but the auditorium is open only to performers, staff and parent helpers to allow for a quiet and orderly dress rehearsal. When a class has completed its last performance, the class mom will bring the group to the lobby to be picked up. Parents and visitors are not allowed in the auditorium for the rehearsal.

Finale

All students are required to participate in the curtain call and awards ceremony. A run-through of the curtain call will take place in the middle of dress rehearsal. Students will remain in their last performance costume for the finale.

Dress Rehearsal is a long day, so bring clean snacks and activities... and don't forget lots of water!

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PART 5: Performance

Recital Performance Arrival and Dismissal

Parents or guardians should bring students to the check-in table, where they will be placed under the supervision of one of our staff members. Students remain backstage for the entire performance. After the awards, one family member will be allowed backstage to help your dancer collect belongings. Please be patient; to control crowding backstage, we only let in 5 parents at a time. Keep in mind everything we do is to ensure the safety of your child!

Please make sure you drop your dancer off at least one hour before show time. Dancers must stay for the duration of the concert, and they will all participate in our final awards ceremony and curtain call.

During the awards, each student is individually recognized and given a certificate for his or her participation. Perfect attendance awards, honor awards and the coveted Academy Awards are also distributed, and we take the opportunity to highlight the hard work of our assistant teachers and our graduating seniors, too.

Backstage Helpers

Backstage helpers supervise dancers in the dressing rooms during the actual recital. We draw our Room Supervisors from our pool of adult students and local educators. To assist them, our assistant teachers and senior students are also in each room. Supervisors ensure that each child is safe and accounted for. They are responsible for making sure each child is in the proper costume, has the proper accessories and shoes, and is backstage and lined up in the correct order at the appropriate time. They are also responsible for seeing that all children return to their dressing rooms after their performance. The number of supervisors for each room will be determined by the age of students. Classes with young students may have as many as two adults and four helpers in their room.

Backstage helpers do not have the opportunity to watch the performance; therefore, we request that parents of our students do not volunteer for this role. We want you to experience your child's recital!

Dressing-Room Etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage, so please do your best to keep them organized and clean.

Backstage Visitors

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

For the safety of your children, backstage visitors are not allowed at any time.

Special 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.

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PART 6: Recital Photography and Videos

Parents or guardians may videotape or shoot photos of their children at Parent Observation Week at the studio, but not during dress rehearsal or the performance. Please note: No video or flash photography will be allowed during the performance portion of the concert. Flash photography IS PERMITTED during our awards ceremony!

Recital Photos

Class photos will be taken the week AFTER the recital on May 17th and 18th. Please confirm your child's time on the schedule to be distributed at a later date.

Photo day usually runs slightly behind schedule. Please arrive 10 minutes before your scheduled time and have dancers dressed and ready to go. You may have your child's hair and makeup any way you wish. Photos are prepaid and are usually ready for pick up 6 weeks after the photo date. After each 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, though we have always been very happy with Vista Professional Studios and the beautiful photos they take. Order forms will be available prior to picture day and samples will be in the waiting room shortly.

DVD Purchase

Centre Video Services will professionally videotape the recital again this year. No personal video cameras or camera phones are permitted for use in the auditorium. Please bear in mind that although students can view pieces at dress rehearsal, they will not see the actual recital because they will be in their dressing rooms backstage.

Forms are included with this packet and will be available at dress rehearsal and the recital for those who would like to purchase a DVD.

No video or flash photography will be allowed during dress rehearsal or the performance portion of the recital.

PART 7: Recital Tickets

Ticket Policies

The Recital Ticket Sale will begin April 1st and ticket cost is \$8.00 general admission. All studio accounts (tuition, costumes, etc.) must be paid in full before any family member may purchase recital tickets.

As was the case last year, the concert will most likely sell out. All sales on tickets are final - there are will be no refunds or exchanges. Seating is not reserved. All mail orders will be held at the box office.

All tickets will be available for purchase at the studio by filling out an order form (see forms in back of this handbook) and dropping it with payment in the waiting room's black drop box. Please do not try to purchase tickets through your dance teachers. Tickets will be delivered to your student file folders in the waiting room. Any tickets purchased after May 7th will be held at the box office for pick up prior to the concert.

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In an effort to create an organized and professional atmosphere, each member of the family must have a seat. No children will be allowed to sit on a parent's lap. If younger siblings would be uncomfortable remaining seated for two to three hours, please don't bring them to the recital. Children who are running around the auditorium are distracting to audience members.

Tickets will be available on a first-come, first-served basis. Please keep in mind last year's recital sold out.

PART 8: Volunteer Information

Recital Volunteer Information

PA Academy of the Arts relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women, which makes it reasonable for families to assume their volunteer responsibility. We encourage every family to become involved with our volunteer program and welcome any contribution you are willing to make.

Anyone interested in volunteering to help is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, and all must abide by the policies set forth by PA Academy of the Arts. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that everyone rely on their experience and follow their instructions.

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.

We encourage every family to become involved with our volunteer program and welcome your contribution!

Class Moms

Class mothers are needed for each class to supervise the dancers. They will supervise the children at dress rehearsal and NOT during the actual recital. As our thanks to you for your help, Class Moms will receive a complimentary recital ticket this year. *(Please do not include this ticket in your ticket order.)* Class moms must assure that each child in their 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. They are also responsible for seeing that all children return to their appointed row after their rehearsal. The number of volunteers needed for each class will be determined by the age of students. Classes for dancers 7 or under must have 2 mom volunteers; classes for dancers 7 and older only need 1 mom volunteer. Class moms must be in the

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auditorium for the duration of the morning or afternoon dress rehearsal. Some of our “veteran” moms may opt to attend the entire rehearsal – we love your experience, and are grateful for your presence throughout the hectic day!

Volunteer Sign-Up

PA Academy of the Arts relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Your child is a direct beneficiary of this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women, which makes it reasonable for families to assume their volunteer responsibility. We encourage every family to become involved with our volunteer program and welcome any contribution you are willing to make.

PART 9: Recital Program

This year PAA will publish an annual program for the recital. “Good luck” and commercial ads are available. All students have the opportunity to purchase and sell ads, but participation is not required.

Specs and Rate Card for Program Advertising

“Break a Leg” Message Box (good luck wish for your children, friends, and fellow cast members!)
\$10.00 – Three lines of text

Business card – \$35.00 (horizontal 4.5” x 1.75” or vertical 2.125” x 3.66”)

1/2 page - \$50.00 (4.5” x 3.33”)

Full page - \$75.00 (4.5” x 7.5”)

Please provide camera ready black and white files. Ads may be submitted in JPEG or PDF formats. All ads should be submitted on disk or via email.

Use a separate form for each ad submission or submit your information via email to web@PennAcadArts.com.

Checks should be payable to PA Academy of the Arts.

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PA Academy of the Arts Ad Submission Form

Please submit a separate form and CD (if applicable) with each ad.

Student Name: _____

Parent or Guardian Signature: _____

Telephone: _____

Name of Company Submitting Ad: _____

Company Contact: _____

Company Telephone: _____

Ad size: Message Box \$10 Business Card \$35 1/2 Page \$50 Full Page \$75

Submission Date: _____

Paid Check # _____

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