



Dear Parents & Students,

Ballet On Wheels Dance School has provided students with an exciting performance experience through its end of the year performance. The annual staple of the dance school, this performance conjures images of childhood for many. It's a rite of passage for youngsters, a chance to shine in front of family and friends that students anticipate with nervous excitement.

This dance event offers our students a professionally directed performance that allows them to present to their families and friends a small snippet of a year's hard work, dedication, and commitment to dance.

A big part of the dance 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 dance, they also contribute to children's success in non-dance 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 students develop retention skills, time management, general dance organization 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 this performance is the responsibility of both students and their parents. For your convenience, we've created this performance guide in an effort to clarify what we expect from you in terms of commitment and responsibility to our annual production, the school, and other students and parents in general.

Sincerely,

Ballet On Wheels Dance School

# **BALLET ON WHEELS DANCE SCHOOL**

## **PERFORMANCE HANDBOOK**

### **Home Study**

Our goal is to make the performance an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the success of the performance.

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their choreography on a regular basis.

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### **Costumes**

We spend many hours determining the correct costumes for each class. They are always age - appropriate and of the highest quality possible provided by our vendors. Costumes should be tried on as soon as possible. Costumes include all accessories, but **not** tights or shoes. To ensure there are no costume issues, students should not wear their costumes, accessories, or tights prior to the performance. Any costume returns for sizes outside of what was indicated by the parent, will incur a \$6.95 bulk shipping fee for sizing returns. A good way to confirm if the costume fits, is by the way it fits the crotch area.

### **Costume Alterations**

Although rare, minor alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian.

### **Costume Care**

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. For older students, please 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. Related costume accessories should be stored in a container to prevent damage. Press or steam all costumes prior to the dress rehearsal and the performance. Please **do not** wash costumes in your washing machine; dry-clean them only. (after the performance)

### **Dance Tights**

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their classes. A limited number of tights may be available at the studio or you can purchase from local dancewear stores. Be sure to purchase the correct style. We encourage you to purchase new tights for the performance and do not wear or wash them before the rehearsal or performance. (*Note: Having a second pair of tights on hand offers students and parents a great sense of security.*)

Creative Movement I & II  
CM United

Pink Tights / Pink Leather Ballet  
Shoes

Ballet Appreciation & Up

Flesh Tone / Suntan Tights &  
Shoes

## Unmentionables

As in regular dance class, students are **not** to wear undergarments under the costumes. Older students may wear dance camisoles that have clear straps on them, if need be.

## Jewelry

Diamond stud earrings/rhinestones are the only jewelry dancers should adorn for the performance. Earrings should not dangle below the ear.

## Hair / How to Create A “Ballet” Bun

Uniform hairstyles are required and includes all different hair textures that we may have. All female students must wear their hair in a slick, tight bun. No bangs are allowed. The bun should be near the crown of the head versus a lower bun near the neck. The bun can be braided, twisted or smooth.

For older dancers, if preferred, pre-made buns can be purchased at any beauty supply store. Parents secure the child’s hair into a ponytail. Place the hanging hair into the pre-made bun and secure the bun using hairpins only.

Using a brush, brush all the hair from the hairline into a high **ponytail** that rests at the center of your crown. Secure the ponytail with "hair friendly" elastics the same color as your hair.

Lift the ponytail straight up in the air and smooth the hair making sure the ponytail is tightly gathered at the base.

**Note:** Apply a **light gel** or setting lotion to hair that is fine, slippery or does not hold styles well. This will help to anchor the hair better. Remember to apply any gel or setting sprays before adding hair accessories.

Smooth the ponytail back down and take the top section of the ponytail and twist the hair clockwise into a small bun. Carefully "fan the hair out" around the ponytail and the entire surrounding area as you create a small round bun formation.

Once you have the bun formed to the size and shape that you like pin the bun tightly in place against your scalp. Carefully work from one side of the new hair fan to the other and pin the strands to form a soft floppy bun all around the base of the ponytail. Hair nets also help keep buns secure and in place.

When you have the bun sculpted to your liking and have pinned it securely to your scalp, spray well with a firm holding spray. Apply a medium to heavy **holding spray**.

## Makeup / Makeup Application

All students are required to wear stage makeup for the performance in colors of plums. Make - up should be applied **ahead of time** for all younger students; Allows parents to see faces on stage. We use an online vendor for performance make up kits, if interested in purchase.

I have included an article found in a dance magazine about the importance of wearing stage makeup on stage: *“The Finishing Touch: Everything you want to know about stage makeup”* by Kay Klausner.

Ever hear the expression “They don’t come to watch your feet”? It’s especially true at recital time, when proud parents come to see their young dancers perform. No matter how much work has gone into the technique and choreography, the overall production effects and the beautiful smiles help make a performance memorable. Makeup contributes significantly to that overall impression. Consider it the finishing touch-professional polish and a confidence booster rolled into one-that transforms your dancers into performers. The answers to the following commonly asked questions will help makeup-challenged parents send their dancers onstage looking their best.

***At what age should a dancer start wearing makeup?***

All dancers who are in costume and onstage should wear makeup. Think of it as part of the costume.

***Does that include preschool-age children?***

Yes, because we want to see their bright eyes and big smiles. The only way to do that is with makeup--without it, features disappear and skin tones look washed out under stage lighting and in pictures.

***Is makeup safe for young children?***

Yes, today’s makeup formulas are lighter and easier to apply, so they won’t damage even the youngest, most delicate skin.

***Should the makeup match the costume?***

Not necessarily. Many dance schools have students who participate in several dance styles. Trying to change costumes and makeup is usually too difficult to accomplish in a short period of time.

***What kind of blush should we use, and where should it be applied?***

Blush is an essential part of a dancer’s makeup kit and important in achieving a uniform look onstage. A deep blush in a raspberry or terra cotta shade will work best for a variety of skin tones. You need a strong blush to frame the eyes and show the emotion of the dance. Use a powder blush because it will hold up best against heat and perspiration. Start at the apple of the cheek and brush backward to the ear. Then add a lighter color of eye shadow-gold, white, or sparkle-to the top of the cheekbone to highlight the eye and lift the cheekbones.

***Tips for perfect stage makeup***

More is better! If the makeup looks beautiful up close, it won’t be enough onstage, where the costumes, lights, and movement wash away the color. Remember, you want to see those beautiful smiles! {Goldrush Magazine Nov/Dec 2005}

**Pre-Planning**

The performance 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 to include: listing their costumes, tights, shoes, & any accessories and refer to it to **make** sure you have all your supplies before going to the auditorium. Just in case, bring at least one extra pair of tights. Also bring extra hair gel, bobby pins, and hairspray.

Other handy extras for older dancers include:

- Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- Safety pins or small sewing kit (For quick repairs)

- Clear nail polish (to remove minor holes or runs in tights when there isn't time to change them)
- Nail Polish Remover (in case you forgot to take it off already)
- Pain reliever of choice (for yourself ONLY) / Band-Aids (the "invisible" kind)

### **Rehearsal Week - Leading Up to the Show**

The rehearsal week leading up to the show can sometimes be very hectic. Please understand that we may occasionally run a few minutes over our scheduled end time, if issues arise that require a little more attention.

The technical rehearsals 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.

Participation in the technical and dress rehearsal is **Mandatory**. Ballet On Wheels runs an organized and timely rehearsal; Your help with the process will guarantee a professional production. Please arrive at least 15 minutes early for the technical rehearsal. Dancers will sit in the auditorium and watch the show in between their performance pieces. Parents are not allowed in the auditorium during the technical rehearsal. Please plan to stay the entire time allotted for all rehearsals or plan to be back on site within 15 minute of the scheduled end time. It is strongly encouraged to feed children prior to the rehearsal. Please be extra patient during our tech week in the theater. Your cooperation during this time is greatly appreciated.

### **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 or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms. Please make sure all belongings are taken with you after the show. Dressing rooms will need to be restored to its original condition upon arrival, before BT I students and above will be dismissed. All items that are left in the dressing rooms will be donated to charity.

### **Video & Photography**

**Please Note: No video or flash photography will be allowed in the auditorium at the performance.** Not only is it very distracting to the dancers, people who have paid to see the show will not appreciate video cameras blocking their view of their precious dancer. Security will ask you to take any cameras back to your car.

We will hire a Videographer to video the performance and the video will be available for purchase. Orders for videos can be placed online only up through the middle of June. DVDs will be \$23 per video and will be mailed directly to you.

### **General Auditorium / Theater Rules**

No eating, drinking or smoking is permitted in the auditorium or changing areas. Dancers will remain with their class during dress rehearsal and performance when they are not on stage. Doors will *usually* open anywhere from 20 - 25 minutes prior to show time. All parents must enter from the front of the house.

## **Performance Day - Arrival & Dismissal Protocol**

Creative Movement I, CM United, CM II & Ballet Appreciation level students will all arrive 1 hour prior to the show. All other students in the show will have a 2 hour regular “call” time.

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of the dressing room monitors. Students will remain backstage for the entire performance.

Younger dancers should come fully dressed and wear an oversized button down to protect the costume, hair and makeup. This shirt will be taken with the Parent upon student check in.

Parents are not allowed in the dressing rooms after the children have been checked in for the show if not already signed up as a parent monitor.

After the finale/bows, Parents can pick their child up from the stage area out front. Parents should keep student bags and all with them and not with the students to make for easier dismissal.

### **Special Note:**

**Please do not attempt to pick up your child during the performance or after your child’s specific performance. All students will participate in the dance finale at the end of the show.** All students will be under the supervision of responsible BOW staff, board members and will be safe for the length of the performance. As a part of the performance experience, students and parents must learn to respect each dancer throughout the show. At Ballet On Wheels, we teach “Everything Dance”. This includes following general etiquette dance rules on and off the stage.

### **Backstage Area**

Family members and friends don’t belong backstage or in the dressing rooms during rehearsals or the performance. It gets quite hectic with just the dancers, staff, and the volunteers alone. The same applies during intermission and 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 these areas. Those who wish to greet a dancer after the show or present flowers should do so in the lobby areas. We will have Security on back stage doors to help enforce this policy.

### **Performance Volunteers**

Because Ballet On Wheels presents a full stage production versus a recital format, we may sometimes need Backstage Volunteers to help with larger performance props. A sign up survey will go out to parents, soliciting volunteers for these types of roles.

### **Dance Props**

All props are the property of Ballet On Wheels Dance School and Company and are to be returned to the attendant or its proper place backstage after the performance.

## **Performance Tickets**

Tickets can be purchased on the BOW website at: [www.balletonwheels.org](http://www.balletonwheels.org) or directly through the vendor site, if applicable. If non Ticket Master performance venue, tickets are non-reserved seating; Doors will open at least 25 minutes before the scheduled performance time. Seating is on a first come, first serve seating. If a Ticketmaster performance venue, tickets will be reserved / pre-select. **Tickets must be purchased for each performance**

**that you attend.** Each member of the family must have a ticket to enter the theater.

All of our performance are considered family entertainment and are at least 1.5 hours or so in length.