

# Relevé Dance

## Spring 2024 Recital Details

Dear Relevé Dance Parents & Guardians,

This memo has a lot of information that will be important as we approach recital time. Please read carefully and email the studio with any questions.

### **GENERAL INFORMATION**

#### LOCATION

- Recital rehearsals and performances are held at the Whitehall High School Auditorium (3100 W. White Lake Drive, Whitehall).
- The auditorium is located at the front of the High School - dancers and parents will enter through the main school doors.
- A volunteer will be in the front entry to direct you to the correct location.
- Sign in is mandatory - please sign in with your class Room Mom.
- Your dancer must be ready with hair and makeup done when they arrive - you will not be able to check them in if they are not ready.

#### SAFETY

- The safety of your dancers is of the highest concern during recital time. We understand that you may like to stay in the waiting areas with your child, but this is not always possible due to space. We will assign room moms to help in the all waiting areas for this reason. Please see attached policy and procedures for the backstage areas. If you have specific concerns about your child please contact our head room mom, Nicole Schwarz, at 231-923-6383.

### **REHEARSALS & SHOW TIMES** ***(Detailed schedule attached below)***

#### REHEARSALS

- Thursday, June 13th - 12:00 PM - 8:00 PM (see attached schedule)
- Friday, June 14th - 4:00 - 9:00 PM - ALL STUDENTS! (Younger dancers will be dismissed as early as possible)

#### FULL STUDIO PERFORMANCES

- Saturday, June 15th - 1:00 PM
- Sunday, June 16th - 1:00 PM

#### SPECIAL ADDITIONAL PERFORMANCE (Advanced dancers and Performance Team only)

- Saturday, June 15th - 7:00 PM

## **ARRIVAL**

- Please have dancers report to the front of the auditorium for all rehearsals and shows where they will be directed to the appropriate backstage areas.
- **Rehearsals** - Dancers should arrive at their earliest scheduled rehearsal time on all days.
- We will not delay rehearsals for dancers who are late - please arrive on time and ready.
- **Performances** - All dancers need to be at the High School 1 HOUR before show time, with hair and makeup done. Arrival is 12:00 PM Saturday and Sunday
- Performances - Int. / Adv. dancers (Those in MS / HS classes) need to arrive 2 hours in advance to warmup. Arrival is 11:00 AM Saturday and Sunday
- Special Saturday evening performance arrival time - 1 hr in advance (6:00 PM)

## **TICKETS**

*To manage ticket sales, we use an online ticket service called TutuTix. This service is designed for dance, theater and musical performances and will give you the option to purchase tickets in advance, choose your seats, and print, mail or email tickets to yourself! There is a small service fee to buy online. Tickets will still be sold at the door at each show, but quantities and seat choices may be limited. We know there is a learning curve with this service, so please read instructions carefully!*

### SALE DATES

- Tickets go on sale to the general public on Saturday, May 25th.
- Parents who have signed up to help backstage will be able to select seats and purchase tickets before they go on sale to the general public. You will receive a separate email with instructions!
- Online ticket sales will stay open through Friday, June 14th.
- Any remaining tickets will be sold at the door at both shows beginning 1 HOUR before show time. (Cash or check only)

### Purchasing Tickets

1. Log on to: [www.tututix.com](http://www.tututix.com)
2. Click "Buy Now" under the "Purchase Tickets" category
3. Scroll down to find "Relevé Dance Studio - Whitehall HS Auditorium" listed under the state of MI.
4. Choose your show, seats and follow the instructions to finalize your purchase!

### Important Reminders

- Tickets will be \$18 each pre-sale and \$20 each at the door on the day of any show
- Pre-sale tickets will only be sold through the TutuTix website (above). If you need help, please contact the studio by emailing [ReleveDance.mi@gmail.com](mailto:ReleveDance.mi@gmail.com)
- Tickets will be sold on a first come, first served basis - please make sure to purchase your tickets in advance if seat selection is important to you.
- When selecting seats, please be considerate of other patrons and don't leave single seats between groups!
- There is a possibility that tickets will sell out.
- All tickets will be scanned before entering the auditorium.

## **PARENT VOLUNTEERS**

### GENERAL INFO

- As with any activity your child participates in, volunteers are needed to help things run smoothly.
- We need every family to sign up to help backstage for at least one spot for rehearsals and shows.
- If there are extenuating circumstances that you think prevent you from volunteering, we ask that you consider asking a grandparent or other family member that may be able to help.
- Without the necessary supervision backstage we cannot have a production!

### ROOM MOM SIGNUP

- We will be utilizing the online tool Sign-Up Genius to fill room mom slots. An email will be sent to each specific class to ensure we have proper coverage for each group.
- We need all families to sign up to help backstage!

### ROOM MOM MEETING

- We will hold a virtual room mom meeting on **Sunday, June 9th at 7:00 PM**
- During this meeting we will review backstage procedures and answer any questions
- When you sign up you will need to include an email so that an invite can be sent
- ALL ROOM MOMS ARE ASKED TO ATTEND!

***Room moms will have the opportunity to purchase tickets in advance!  
Once you signup you will receive an email with details.***

### RESPONSIBILITIES OF A ROOM MOM

1. Supervise ALL dancers assigned to that area / room and make sure they are ready to go on stage (Hair, Make-up and Costume)
2. Ensure that the dancers are in the correct order they appear on stage when performing and keep them in this order as you walk them to the stage. This order will be provided for you. A "runner" will come and get the dancers when it is time for them to perform.
3. Supervise dancers at all times. Dancers should not be left alone or allowed to roam the hallways.
4. Ensure that at least one room mom remains in the class area until all of the dancers are signed out and picked up.
5. Ensure that the room is picked up at the end of each rehearsal and performance.
6. Help keep all dancers calm and focused. Lots of good affirmations and smiles!

## **STUDIO SAFETY POLICY AND BACKSTAGE PROCEDURES**

- Only designated Room Moms who sign up on the Sign-Up Genius will be allowed to stay in the dressing room areas after all dancers are checked in.
- Drop off / Pick up: Parent and dancer will be directed to the correct dressing room area. Parents must check their child in and out with their class Room Mom.
- There will be no entrance to the hallways / backstage dressing rooms from the lobby after the dancer is dropped off and settled in to the appropriate area.
- All room moms and other Relevé Staff will wear lanyards to appropriately identify themselves for dancers, parents and staff.
- All room moms will have a binder with the following information: Parent contact info, emergency numbers and any other necessary information.
- Anyone not following policies and/or safety procedures will be asked to leave the facility.

## **COSTUMES**

- It is recommended to purchase a liner for your dancer to wear under their costume. Liners are a thin skin toned leotard that is worn under both tights and a costume for comfort and modesty. You may purchase one on your own through Discount Dance or Amazon or another dance apparel distributor.
- Costumes will be distributed to the rooms / areas and will be handed out by the Room Moms. Please do not take any costumes until directed to do so. If you have costume questions, please see someone at the front table rather than going to Abby. We try to minimize the number of interruptions Abby has so that she can concentrate on the rehearsal itself.
- Dancers should not take any part of their costume home. There are several pieces to the costume and we do not want them to get lost, as there aren't any extras. At the end of rehearsals and performances, Room Moms will collect the costumes, put them back in bags or on hangers and count to make sure we have everything. Costumes can stay in the class area.
- Dancers can take costumes home after the last Sunday show.
- There should be no eating in costume - dancers may bring a big button down shirt or robe to put over their costume so they don't spill.

## **MAKEUP AND HAIR**

- Students are required to wear makeup to enhance their features on stage because the stage lighting washes out faces. Basic makeup should include blush, lipstick, eyeliner and mascara. Use a fairly heavy hand, especially on eyes and lips. Foundation is okay but please make sure your child does not have an orange face. Please DO NOT use glitter.
- No blue, pink, green or red eye shadow - natural colors only, ie brown, gray.
- No jewelry or nail polish.
- Hair must be pulled into a bun for all classes unless otherwise instructed - short hair too!
- Use hairspray to tame any fly-aways and make sure hair is secure.
- Hair and makeup pictures and tutorials will be posted on our Facebook page.
- DANCERS MUST HAVE HAIR AND MAKEUP READY BEFORE YOU ARRIVE for rehearsals and shows - We do not have enough time and space to do this at the school!

**We may try to hold an in person Hair and Makeup class at the studio for parents who feel like they may need extra help! If so, the date and time will be posted on our Facebook page.**

## **IMPORTANT REMINDERS**

- ALL REHEARSALS ARE MANDATORY - PLEASE DISCUSS ANY ISSUES IN ADVANCE
- COSTUME AND TUITION BILLS MUST BE PAID NO LATER THAN THE FIRST DAY OF REHEARSAL
- Label all shoes and personal items
- Do not bring valuable items. The room moms and studio cannot be held responsible for lost / damaged items.
- Hair and makeup must be done before you arrive.
- Dancers may bring healthy, non-sticky snacks that won't stain - only water to drink.
- No food allowed in the auditorium!
- Costumes will include tights. Don't forget shoes! It is helpful to bring a large bag where your child can keep all of their belongings together.
- Costumes, including tights, must be left at the auditorium until after the Sunday show.
- Dress rehearsal will be closed to everyone except Relevé staff and backstage helpers.
- No flash photography is permitted during the show because it can be dangerous for the dancers.
- To keep things running smoothly backstage, we ask that you do not visit your dancer during intermission unless there is a problem.

## **REHEARSAL NOTES & SCHEDULE**

- Please note that we may run slightly ahead or behind schedule
- We will not wait for dancers to arrive for rehearsals to begin. Please be ready and on time.
- Give yourself enough time to arrive, find your child's class and help them get settled & changed
- During rehearsals, we do not let dancers leave until their class is dismissed. Room Moms will release the classes. Please sign your child out with the Room Mom after all rehearsals and shows.
- For rehearsals on Thursday, dancers should wear regular dance clothes and bring appropriate shoes.
- For Friday's Dress Rehearsal, please wear clothing that is easy to change in and out of and liners if appropriate. The dancers will be changing into costumes when they arrive.
- Makeup and hair need to be show ready for Dress Rehearsal on Friday only. This is our opportunity to make sure everyone is prepared for the show.
- Please remember that all times are estimates. We will do our best to remain on schedule but occasionally run over and ask for your patience. If you have questions or issues, please let us know!

## **COMMUNICATION**

- Please communicate any issues in advance by emailing the studio at [ReleveDance.MI@gmail.com](mailto:ReleveDance.MI@gmail.com)
- Please do not comment or message us on FB or through any other Social Media as messages may not be seen in a timely manner.
- If you have read this entire email, please send a message with the Subject Line: I READ IT! to the studio email address to be entered into a drawing to win 2 free tickets to the show of your choice! Entries must be received by Friday, June 7th and the winner will be drawn during the room mom meeting.

# Rehearsal Schedule

## **Thursday, June 13th 2024**

*Please wear regular dance clothing and bring shoes!*

<b>Class</b>	<b>Arrival Time</b>	<b>Est. Dismissal</b>
Discover 3+	4:00 PM	5:00 PM
Discover 4+	4:45 PM	5:45 PM
Ballet / Tap 1	4:30 PM	5:45 PM
Ballet / Tap 2	3:15 PM	4:30 PM
Ballet / Tap 3	3:00 PM	4:15 PM
Jazz 2/3	4:15 PM	5:00 PM
Ballet / Tap 4,5	1:30 PM	3:00 PM
Jazz 4/5	2:30 PM	3:45 PM
Ballet / Jazz 6	12:45 PM	2:30 PM
Ballet / Jazz 7	12:30 PM	2:00 PM
Ballet / Jazz 8	12:00 PM	1:30 PM
Tap 6/7/8	1:30 PM	2:45 PM
Beg. Contemporary	2:15 PM	3:30 PM
Contemporary 7/8	1:00 PM	2:00 PM
Intermediate Classes	5:00 PM	8:30 PM
Advanced Classes	5:00 PM	9:00 PM

Dress Rehearsal Schedule  
**Friday, June 14th 2024**

FULL MAKEUP / HAIR AND ALL COSTUMES

- Dancers must arrive with hair and makeup ready.
- All students must be present - dancers will be dismissed as soon as their last class has finished.
- We will be running the finale first and all dancers will be practicing bows.
- Dances will be run in show order
- Discover 3, 4 and Ballet / Tap 1 dancers will be done by 7PM!

**Arrival Time - 4:00 PM**

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Thank you for your attention to all of this information! We know it can be overwhelming, especially for new families. Please reach out via email with any questions. The Relevé FB page and group choreo page are also great places to ask questions. We have many families that have been with us for multiple shows and would love to help others.

Our shows are important to us and while we want them to run smoothly, we never want them to be overly stressful for families. Reading information, asking questions and being prepared in advance help us all get through shows with the least amount of stress for dancers and parents. We appreciate you and understand the commitment it takes to participate and we are so excited and thankful to be able to perform for all of our family and friends!

*With Appreciation,*

*Abby*