

# Papermoon Performing Arts Recital Guide 2022

**Papermoon Performing Arts Presents:**



## **Calendar Days**

*6th Annual Recital*

Dear Parents & Students: It's time for our SIXTH annual dance recital! Please make sure to keep this packet handy. We are SO excited to have our first "normal" recital since 2019. If you have been to a Papermoon recital prior to covid, you will know that our recitals are professional, entertaining, and very smoothly run! We take great pride in our recital and it is important that everyone has all the same information.

This is your dress rehearsal and recital go-to guide! You can also visit our website [www.papermoonperformingarts.com](http://www.papermoonperformingarts.com) and click on the "RECITAL" tab to access this packet and everything related to recital.

Please take the time to thoroughly read the information before asking any questions. It seems like a lot of information all at once, but good communication and clear expectations are what helps to make a smooth rehearsal and recital. ALL dancers and families must adhere to all the guidelines in this guide.

## **THANK YOU!**

I just wanted to say thank you to everyone for all your patience and support this year. This has been ANOTHER challenging year... Over the past month or two, it seems everything has changed (in a good way!) and while we race to get everything ready, we are VERY excited to bring an awesome recital to you! We could not have made it through these last couple years without the support of all of our wonderful families and dancers and for that, I am forever grateful. We cannot wait to show you all we have been working on and we are excited to present to you, "CALENDAR DAYS" -Miss Danielle

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# Important Dates!

- May 14 - Recital Tee Online Order Closes
- May 14 - Recital Stuffy Order Closes
- May 14 - Last Day to Sign Up for Picture Day
- May 14 & 15 - Costume Pick Up & Ticket Sales
- May 22 - Last Day for Recital Well-Wishes!
- May 22 - Picture Day
- May 23-27 - Last week of "regular" classes
- May 27 - Last Day to buy in advance tickets
- June 2 - Dress Rehearsal @ LIS
- June 5 - Recital! 1:00 PM @ LIS

## Dress Rehearsal

**Thursday, June 2 at Litchfield Intermediate School**

We are extremely thankful and grateful to be able to run a traditional dress rehearsal once again!!! Dress rehearsal is important to our dancers, staff, lighting and sound crew, and backstage help. **Dress rehearsal is mandatory for all dancers.** Dancers should treat dress rehearsal as the actual show including all costumes, hair, and makeup. Parents are not allowed at the dress rehearsal - we want to keep our show as much of a surprise as possible! (3-5 Combo Parents and Itty Bitty Parents, we do ask you to stay simply for the safety of your child, bathroom use, etc.)

**\*\*DANCERS MUST ARRIVE AT DRESS REHEARSAL IN FULL HAIR & MAKEUP WITH THEIR FIRST COSTUME ON AND ALL OTHER COSTUMES, TIGHTS, AND SHOES PACKED.\*\***

### **Check-in/Drop Off Process:**

- Check in will run from 4:15 PM - 4:45 PM. The doors will not be unlocked before 4:15 PM for dancers as our staff is setting up at this time.
- Stage Moms & their child(ren) must arrive at 4:00 PM.
- Parent/guardians will bring your dancer to the table down by the cafeteria doors and receive a pick up ticket. Whoever is picking up your dancer after dress rehearsal NEEDS that ticket in hand. It is your responsibility to get that ticket to the appropriate person. Please understand that yes, we all know your children, but checking in and out 65+ dancers all at once can get chaotic if the proper procedures are not in place. EVERYONE, will receive a pick up ticket.
- Once you check your dancer in, we will have our assistant instructors available to help dancers carry anything they need into the dressing room and get them set up. Parents are not allowed in the dressing room. If you think your child needs help backstage, you should sign up to be a stage mother. All of this is for the safety of your dancers!
- **DO NOT BE LATE DROPPING OFF OR PICKING UP**

**\*3-5 Combo & Itty Bitty Classes**

Parents/guardians, please check in at the TOP doors. ONE parent/guardian/adult (and yes, just one please! We want our dance to be a surprise to as many as possible!) stay for rehearsal and sit in the auditorium with their child. If you have other, older dancers, please drop them off at the cafeteria doors first and then head up to the top doors.

We will be running through our finale with all the kids on stage. April Showers will then practice first and change into Jingle Bell Rock using the restrooms near the stage. Then the Combo Class will practice their Yellow Polka Dot Bikini dance. When the Combo Class is done, we will return them to you in the audience and you can exit up top where you came in.

Next, Jingle Bell Rock will perform with our “Christmas Spectacular” and once that is done, all Itty Bitty dancers can be dismissed for the night. We will help them off the stage and we will return them to you in the auditorium. You can exit the same way you came in!

**Dismissal for Everyone Else**

The entire dress rehearsal (save for adult classes) will last until approximately 7:30 pm.

*Adult classes, if we can run our dances on stage from 7:30-8:00 pm that would be great!!! Adults can arrive around 7:00 pm and sit in the auditorium until it is our time to dance. Both classes can come in their tap outfits and we will have some time to change into jazz.*

- Parents picking up dancers will pick them up exactly where they were dropped off.
- Parents need to come to the table and hand in their ticket. Again, absolutely no parents in the dressing room. We have children changing.
- We thank you for your patience during this process!
- Dancers (except for the combo and itty bitty classes who will already have danced and left by this time) will not be dismissed prior to 7:30 pm.

## **Recital Day**

### **Sunday, June 5 @ Litchfield Intermediate School**

**\*\*DANCERS MUST ARRIVE TO THE RECITAL IN FULL MAKEUP AND COSTUME WITH ALL OTHER TIGHTS AND SHOES PACKED.\*\***

#### **Check-in/Drop Off:**

Check in will run from 12:00-12:30 PM. Same process as dress rehearsal. The doors to the cafe will not open until 12:00 PM. (Stage moms can enter at 11:45 PM.) Please be respectful of our staff while they are setting up.

- You will drop off your dancer at the table and receive a pick up ticket.
- Whoever is picking up your dancer after the show is over NEEDS that ticket in hand. It is your responsibility to get that ticket to the appropriate person.
- Please understand that yes, we all know your children, but checking in and out 65+ dancers all at once can get chaotic if the proper procedures are not in place. EVERYONE, will receive a pick up ticket.
- All dancers must be checked in and inside the dressing room by 12:30 PM. DO NOT BE LATE.
- Parents are not allowed past the check-in table. We will have our assistant instructors and older dancers available to help dancers carry anything they need into the dressing room and get them set up. This is for the safety of your dancers!

**Audience Members:** Doors Open to Auditorium at 12:40 PM - general admission-first come first serve. Please note, there will be some reserved seating for our littlest dancers who are sitting with their families and for our adult dancers (adult dancers only, not their families). Other than seats designated as “saved” by the studio, seats cannot be saved or roped off.

**Recital Begins - 1:00 PM sharp!**

Other notes during the show:

- There is no flash photography allowed during the show. The bright lights can distract the dancers on stage and actually pose a safety risk to them while performing. Please be respectful of our dancers!
- All dancers remain backstage for the entirety of the show. No one is allowed to take their dancer from the dressing room before the show is over. All dancers are included in our finale and your dancer's safety is our top concern!
- Parents/Family members are NOT allowed backstage at any time, including during intermission, and dancers are not allowed to leave the dressing room at any time. Again, this is for safety of the dancers
- FINALE - Dancers should wear recital t-shirts on stage (information on that included in this packet!) After their last dance, dancers can change into their recital t-shirts and black shorts or leggings. If their last dance is close to the end of the show or they have no black bottoms to wear, dancers can put their t-shirts on over their last costume. Please no sweatpants or pajama pants or anything like that. I pride our show on looking neat and professional. Thank you.

**Pick-Up/Dismissal:**

I will be announcing pick-up directions on stage at the finale. All parents must exit through the upper lobby doors and walk around outside to the check-in table. Do not attempt to access the dressing room through the auditorium or take your dancers from stage. Parents need to come to the table and hand in their ticket. Again, absolutely no parents in the dressing room. We need to know who is leaving with who and dancers will be changing out of costumes at this point. Our assistants will again be there to help dancers gather belongings. Please be patient during this process. Stage moms cannot leave until their entire group is picked up and accounted for.

## **Special Backstage Notes for Rehearsal and Recital**

### **Costumes, Shoes, Recital T-Shirts, etc.:**

- Please take the time to label all costumes and shoes INSIDE. We are not responsible for any misplaced costumes, tights, shoes, or personal items. Please send your dancer with extra of everything (makeup, hair stuff, etc) in case we need to touch up anything.
- Dancers must have EVERYTHING they need to go on stage. This includes costumes, tights, accessories, hair, makeup. Dancers who are not stage ready will not go out on stage, so check everything 10 times over!
- Dancers are not to change in the bathrooms. There are two bathrooms and 65+ kids. If everyone used these bathrooms to change, the bathrooms will not be free for those who actually have to use the bathroom! We encourage all dancers to wear a skin color leotard underneath their costumes. It helps with privacy and modesty in the dressing room. Here are some that we recommend: Kids [Leo](#) or [Adult Leo](#). Leos should be skin colored with skin color or clear straps.
- No underwear under costumes... there is a special cotton insert inside tights for this reason (and this is another reason for the nude leotards!) Older dancers who need to wear undergarments... everything MUST be skin colored or clear strapped.
- For the finale on stage, we wear our annual recital tees! Please see page 15 for this info!

### **Snacks/Food:**

You can send your child with snack and drinks, but please make sure it's nothing messy. Dry foods and clear liquids. We do not provide children with snacks or food. We understand that it can be a long night, so please feel free to send them with food. Please do not send any peanut products.

### **Dancer Conduct While at Rehearsal:**

We will review all of this information with the dancers and stage Moms prior to dress rehearsal but please take the time to talk to your children about it. We appreciate your reinforcement!

- Once inside the cafeteria, dancers are not to leave before their designated check out time.
- Older dancers that drive may check themselves in and out; however, they may not leave during rehearsal.

- Dancers are responsible for keeping their belongings together.
- Dancers cannot wander in the school... no one is to leave the cafeteria at any time.
- Dancers must follow directions from our staff and stage mothers and treat all dancers, staff, and backstage moms with respect. Any dancers that cannot follow directions and behave backstage will not be allowed to participate in the show.
- Papermoon is not responsible for any personal items that are misplaced during the show or rehearsal.

Failure to cooperate during dress rehearsal may result in being unable to perform in the recital.

## **Hair & Makeup For Recital**

### Recital Makeup:

When we get on stage, the stage lights tend to drown out any natural color in our faces so we encourage dancers to wear makeup on stage! 3-6 Combo and Littles, you don't have to go crazy but do try to get a little something on their eyes and lips.

Brown eyeshadow palette

Black eyeliner

Black Mascara (fake eyelashes for the older girls are awesome)

Red Lipstick

No jewelry other than rhinestone dance earrings.

No nail polish.

Competition students - please wear your normal competition makeup!

### Recital Hair:

All hair will be a center part gathered in a low pony tail at the base of your neck. Hair needs to be neat, slicked back, and secure! Dancers **MUST** be in uniform with their hair for the show!

Any hair accessories should be secured to the left side of the head with matching bobby pins.

\*\*\*IF your dancer has very short hair, please email me and I can help with alternative hair suggestions.

## **PICTURE DAY! YAY!**

WE ARE SO EXCITED TO HAVE A “NORMAL” PICTURE DAY AGAIN! Usually, every year, we have a professional photographer come in and photograph the dancers in their costumes. We haven't been able to have a professional photographer come since 2019 (although our staff did a pretty good job last year taking them all ourselves!) But we are excited to have Lucero Vargas, professional photographer, coming in to the studio.

### **Picture Day Schedule**

*Please arrive early - the time listed is when we start photographing. Dancers should be ready for the top of the block they are in.*

10:00-10:30

Jingle Bell Rock, Yellow Polka Dot Bikini, April Showers

10:30-11:15

Baby Mine, School Friends, Rockin Robin, Stupid Cupid, I've Got My Love, Frosty, Summer Safari, Material Girls

11:15-11:45

Competition Group Picture. Assistant Instructors, Any competition dancers getting an individual shot in their solo costume

11:45-12:15

True Colors, Calendar Girls (Tuesday Class), Man With the Bag, High School Musical, Heaven is a Place on Earth

12:15-1:00

Spring Wedding, Summertime Sadness, Rainbow, We Are Family, Beetlejuice, Here Comes Santa Claus, Swan Lake, Shakira, Black Magic, Blue Skies, Moondance, All Comp Duo/Trios

**What is the cost of picture day?**

Dancers pay a \$25 sitting fee. They will be photographed individually in 2 costumes of their choice with multiple poses/photos in those 2 costumes. Your \$25 pays for their photo to be taken and you will receive digital files of every photo taken of your dancer and you will be free to print and/or share those as you'd like! The photographer will also have an online gallery set up for those that would like to buy prints.

**How does picture day work?**

First dancers will be photographed with their group in their costume. Then any dancers choosing to be photographed individually in that costume will have their photo taken. Dancers will then change into their next costume for the next group photo and so on.

**Can siblings take pictures together?**

Yes! Siblings can take pictures together during any of the designated photo times. Please note that on your sign-up sheet.

**Can dancers take individuals in more than two costumes?**

Yes - each additional individual photo will be an extra \$5 charge per costume. Please note that on your sign up sheet.

**How do we sign up?**

Print out the sign up form on the next page and return to the studio by May 14. Hard copies will also be available at the studio this upcoming week. Cash or checks made payable to Lucero Vargas photography must be submitted upon sign up.

**Do we need to do “recital hair and makeup”?**

You certainly can wear recital hair as nice easy hairstyle or you can do your hair and makeup any way you'd like! Anything neat and presentable.

**Do parents stay?**

YES - parents need to be present for their children. It is up to the parent to get your child ready for their photos. Our staff is not responsible for getting dancers into costumes, doing hair, etc. We are also not responsible for watching dancers when they are waiting for their photo. Teen Class parents need not be present (Summertime Sadness, Beetlejuice, Here Comes Santa Claus, Spring Wedding)

## Picture Day Sign Up! Due May 14

Dancers' Name: \_\_\_\_\_

Individual Photo Costume Selection (included in \$25 sitting fee)

*Please Write Name of Dance or Class (ex. Jingle Bell Rock or Tues Tap)*

Costume 1: \_\_\_\_\_

Costume 2: \_\_\_\_\_

Any additional costumes: (add \$5 for each costume)

Costume 3: \_\_\_\_\_

Costume 4: \_\_\_\_\_

Costume 5: \_\_\_\_\_

*\*\*If this form is for a second dancer/sibling, please be sure to discount your sitting fee to \$15 for that dancer. Almost please note at the bottom of one dancer's form which costume each dancer will wear for their sibling picture.\*\**

Total Due: \_\_\_\_\_

Payment form: \_\_\_\_\_

(cash or check made payable to Lucero Vargas Photography)

## Tickets

Ticket will go on sale May 14 and will also be available at the studio during our normal business hours until May 27.

- Tickets are \$15 in advance (cash or check at the studio) or \$18 at the door day of recital (cash only).
- Children 4 and under are free.
- Tickets are General Admission and non-refundable.
- Tickets will be available until we sell out, so don't wait!

## C O S T U M E P I C K U P & T I C K E T S A L E K I C K O F F !

### MAY 14 & 15



- ALL OF YOUR COSTUMES HAVE SORTED & PACKED IN A GARMENT BAG WITH DIRECTIONS
- COME TO THE STUDIO ON MAY 14 OR 15 TO PICK UP YOUR COSTUMES!
- WHILE YOU ARE HERE, RECITAL TICKETS CAN BE PURCHASED!
- PLEASE FILL OUT THE GOOGLE FORM TO LET US KNOW WHEN YOU'LL BE COMING BY!
- COSTUMES WILL NOT BE HANDED TO DANCERS THIS YEAR, SO PLEASE COME BY MAY 14 OR 15 OR YOU WILL HAVE TO COME INSIDE THE STUDIO TO PICK UP THE NEXT WEEK

ONLY THOSE WHO HAVE PAID FOR COSTUMES AND ARE UP TO DATE ON THEIR ACCOUNT BALANCES CAN TAKE HOME COSTUMES AND PURCHASE TICKETS!

This is a great opportunity to ask any questions about costumes/shoes/tights or recital as Miss Danielle and Miss Diane will be there handing everything out and selling tickets! To help us prepare, please consider filling out this Google Form so we know when to expect you!

<https://forms.gle/8E3jHECNmy3WebSo8>

# RECITAL TEES ON SALE NOW

Tees are on sale ONLINE ONLY through **May 14**. Dancers wear their tees on stage during our recital finale.

**NO EXTRA TEES WILL BE ORDERED - YOU MUST PURCHASE ONLINE.**



## Adult & Youth Sizes



ORDER HERE → <https://www.customink.com/g/ukm0-00ck-gykJ>

## Collectible Recital Stuffie



Looking for a special gift or souvenir for your dancer? Our collectible recital stuffies are available again this year! Each year we do a different animal with a shirt that matches our very own recital tees.

This year, our stuffies will be an adorable bunny! Stuffies are \$12 and **MUST BE PRE-ORDERED. No extra bunnies will be ordered**, so get your orders in!

These orders will also close on May 14!

ORDER FORM HERE: <https://forms.gle/qM1jc6wHfmGLCH686>

## **Recital Well Wishes & Ads**

If you or any of your friends and/or family would like to submit a message for your dancer and/or an advertisement in our print program book, please fill out the form below to enter a message! Personal messages are 40 words max and business card advertisements are ¼ page. Please share the link with any friends or family who may want to write their own message! Due May 22 (Picture Day!)

Fill out here! <https://forms.gle/d2HUsofEoGpkhnb6>

## **Stage Moms**

Interested in being a stage mom? Please inquire with Miss Danielle! We cannot put on such a great show without help! If you think your dancer will need you personally backstage, please sign up. We always make sure that stage moms are able to sneak into the audience to watch their own children dance =)

Stage moms do not need to buy a recital ticket for themselves!