



NOT JUST A STUDIO – WE'RE A FAMILY!

Revue Handbook

Spring Revue 2024

June 7th (7 pm) Princess and the Frog

June 8th (2:30) Tiana's Adventure

June 8th (7 pm) Down in New Orleans

Website: www.danceitoutva.com

Email: danceitoutstudios@gmail.com

Revue Hub: <https://www.danceitoutva.com/revue-hub>

Phone: 434-757-1029

REVUE HANDBOOK

Philosophy, Policies, and Procedures

Dear Parents and Students:

The revue 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.

A significant portion of the dance training process includes learning from the performance. The experience helps raise self-esteem, self-assurance, and helps in building a dancer's confidence. Although performance opportunities can prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. Participating in onstage experiences 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 in working with their classmates on a group performance, they learn the positive aspects of collaborating as a team to create the best result. We are trying a new approach to the dress rehearsal and recital to make the event even more enjoyable and organized. Commitment, dedication, and information are the keys to making this a happy revue!

This handbook has been created in an effort to clarify expectations from everyone involved in terms of responsibility to the annual revue, the school, students, and parents.

Key contact information for Dance It Out:

18742 Highway One

La Crosse, VA 23950

434-757-1029

danceitoutstudios@gmail.com

www.danceitoutva.com

STAYING INFORMED

We strive to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information. Updates are emailed to you and posted on the Dance It Out website and Facebook page. If you have any questions regarding the information distributed, we encourage you to contact the office at 434-757-1029, Monday – Thursday between the hours of 4:30 p.m. – 8:00 p.m. We answer emails daily. Feel free to email questions to the office at danceitoutstudios@gmail.com

WEBSITE: www.danceitoutva.com

The school is making continual updates to the website. News, important information, contacts, and more are available online 24 hours a day.

Facebook Page: Dance It Out

“Like” the Dance It Out page on Facebook to receive updates on school events. Please invite your family and friends to “like” the school page as well, so they may also stay up to date.

Please do not post questions on the school’s Facebook page, as they may be missed. Instead, please email them directly to danceitoutstudios@gmail.com.

PART 1: The Commitment

Important Revue Dates

By allowing your child to participate in the Dance It Out Revue, you commit yourself and your child to the following dates and events.

- Our revue dates are June 7th and 8th.
- The revue will be held at Mecklenburg County Middle/High School in the Auditorium in Boydton, VA.
- *Address: 25001 US-58, Baskerville, VA 23915*
- Dancers should enter through the courtyard on the High School side.
- Ticket holders will enter through the back door of the High School.

IMPORTANT DATES AT A GLANCE

Date	Activity	Where
March 23rd	Costume Pick-up Day is from 9:00 am to 12:00 pm – Accounts must be paid up-to-date.	Dance It Out
April 1st-6th	Studio Closed for Spring Break	
April 15th-20th	Picture Week during regularly scheduled class time	Dance It Out
April 29th-May 4th	Parent Observation & Parent Appreciation Week	Dance It Out
May 4th	Returning Student Registration opens	
May 5th	Tickets for revues go on sale at 12:00 p.m.	www.tututix.com
May 11th	New Student Registration Opens	
May 13 th - 18 th	Dancer Appreciation and Spirit Week	Dance It Out

May 27th	Studio Closed for Memorial Day	
June 3rd	Mandatory Rehearsals (dance attire) 5:30-6:30 p.m. - Tiana's Adventure 6:30-8:00 p.m. -Down in New Orleans 8:00-9:30 p.m. - Princess and the Frog	Dance It Out
June 4th	Full Dress Rehearsal for Tiana's Adventure 5:30-7:30 Come in full dress. Everyone must stay for curtain call.	Complex Auditorium
June 5th	Full Dress Rehearsal for Down in New Orleans 5:30-8:00 Come in full dress. Everyone must stay for curtain call.	Complex Auditorium
June 6th	Full Dress Rehearsal for Princess and the Frog 5:30-8:30 Come in full dress. Everyone must stay for curtain call.	Complex Auditorium
June 7th	Princess and the Frog Revue Showtime @ 7:00 Please arrive by 5:30 for warm up. CURTAIN CALL IS MANDATORY	Complex Auditorium
June 8th	Tiana's Adventure Revue Showtime @ 2:30 Please arrive by 1:45 CURTAIN CALL IS MANDATORY	Complex Auditorium
June 8th	Down in New Orleans Showtime @ 7:00 Ages 11+ please arrive by 5:30 for warm up. CURTAIN CALL IS MANDATORY	Complex Auditorium

Updates

As the season progresses, additional revue information or updates will be sent via emails and posted in the lobby. ***Please make it a priority to keep abreast of this important information.*** Our goal is to make the revue an organized and exciting experience for everyone involved. It's a team effort: students, parents, faculty, teachers, and the directors are all 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 revue choreography on a regular basis. An email

containing a link to a Facebook page will be sent to all parents. Videos of the revue dances will

➤ **Our goal is to make the revue an organized and exciting experience for everyone involved!**

be posted on that page. This is a great way to practice at home!

PART 2: Costumes

Our staff has spent many hours selecting the costumes for each class to ensure that these are age-appropriate and of the highest quality possible. All students will require one costume for each dance they are performing in the revue. Costumes include all accessories (accessories can include: one pair of tights, hats, gloves, headpiece, etc.), but not shoes.

NOTE: No jewelry or underwear is to be worn with costumes. This includes dress rehearsals, performances, and when class pictures are taken. It is recommended that all female students invest in a nude color leotard to be worn under all costumes. No nail polish should be worn.

Fees and Payment

In an effort to ensure that costumes are delivered in time for school photographs and to have an organized distribution day, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore, the school is unable to refund costume deposits.

The cost of each costume is \$70 - \$95. Any special orders require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces, one pair of tights, or gloves, are included in the cost of the costume. Shoes are not included.

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. If you change a class or add an additional class after November 2nd, you will be assessed a \$15 late fee per costume. This includes new dancers registering after November 2nd. Dance It Out is not responsible if costumes are not received in time for the revue due to late payments.

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 revue. Purchased costumes may be picked up, at the school, during the costume distribution period.

Distribution

Costumes will be distributed March 23rd at Dance It Out from 9:00 A.M. to 12:00 P.M. in the lobby. **All accounts (including tuition) must be up to date and in good standing or costumes will not be released.** Costumes will be held until the account is current.

****Please have your student try on all costumes and accessories as soon as you bring them home. This allows you to confirm that all accessories are accounted for and to ensure that the costume fits well. Doing this well in advance of the revue minimizes stress at performance time.****

Costume Care

We recommend that you label all costumes, shoes, accessories, and tights with your child's name. Please be certain to label these items in an inconspicuous place, with a light colored pen or fine tip marker, so that this does not show from the outside. Remember that there may be many students with the same costume, accessories, and shoes. Labeling helps keep things organized! Place the costumes in the garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled with your child's name). Hats should be stored in a hatbox or similar container to prevent damage. Please do not wash costumes in your washing machine.

Remove any tags that could hang out of the costume.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn on picture day. All costume information can be accessed on the website.

NOTE: To ensure that there are no costume problems, students should NOT wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Costumes with fringe

If your child's costume has fringe detail, you will notice a string at the bottom of fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Ironing

We do not recommend ironing any costumes, as sequins, embellishments, etc. can melt. If the costume is wrinkled, please use a garment steamer on low setting.

Tutu maintenance

Grasp the waist and give it a gentle shake, then use your fingers to “comb” out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower.

➤ **ALL costumes, shoes, accessories, and tights MUST BE LABELED with your child's name.**

Garment Racks Backstage

In order to reduce clutter and create enough space for the dancers backstage, students will not be allowed to bring their own personal garment rack backstage or in the dressing areas. Dance It Out will provide large garment racks outside of each dressing area to ensure that costumes are hung up, well cared for, and organized. However, it is not the staff's responsibility to hang up and organize costumes properly. Students are responsible for taking care of their own costumes, accessories, tights, and shoes.

Quick costume changes

During the revue, some students may have quick costume changes. A “quick change” is a change with 3 numbers or less between dances. All costumes, accessories, shoes, etc. should be set prior to the start of the recital in the quick-change area. Make sure that a “quick change” form is filled out and put with costumes by May 17th. (form will be emailed)

PART 3: Tights, Shoes, Hair, and Makeup

TIPS: COSTUME QUICK TIPS

- ✓ **Make sure quick-change form is completed and put with costumes at dress rehearsal and revues.**
- ✓ **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 getting damaged.**
- ✓ **Hang costumes before each performance.**
- ✓ **Place your name in all costumes, tights, and shoes.**

Tights

To ensure that there are no discrepancies in color and style, students are required to have the correct color: suntan tights for hip hop (if needed), lyrical, and tap and ballet pink tights for ballet. Some costumes may require black tights. See costume information sheet attached. One pair of tights will be included with your costume.

You can order additional tights, if needed, from Dance It Out. If ordered from Dance It Out, they must be ordered by May 1st. Be sure to purchase the correct style. It is recommended to purchase new tights for the revue, and 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.) See costume guidelines in this folder.

TIPS: Layering Tights

- **Some dancers may have multiple dances that require different color tights. We suggest that you try and “layer” your tights.**
- **For example, the dancer takes a jazz and ballet class. The jazz class requires suntan tights while the ballet class requires pink tights. When looking at the order of the line up the jazz dance is first and the ballet dance is second.**
- **When dressing, the dancer should put on the pink tights as the base layer and layer the tan tights on top.**
- **Doing this saves time when changing and provides modesty backstage.**

Shoes

Please ensure that your dancer has the correct shoes for each class according to the dress code. Check to be certain that all shoes are cleaned and in good condition prior to the revue.

If you purchase dance shoes just before the revue, please break them in (indoors) so that they are pliable and comfortable for the revue. See shoe guidelines in this folder.

Hair and Makeup

All female students are required to wear makeup for the recital: lipstick, blush, natural eye shadow (not blue), and mascara. For the boys, a little blush works well. Uniform hairstyles are required. All female ballet students must wear their hair in a bun. Pick up a ballet bun kit in the lobby. No bangs or beads are allowed. Please do not use braids when creating buns. Dancers with short hair must pull their hair away from the face and slick it down. See costume guidelines on the website.

PART 4: Be Prepared

Planning: The revue isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup well in advance so you will know if something is missing or is not correct. Make a checklist of your child's routines, listing the 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, hairnets, bobby pins, and hairspray.

Snacks: Please do not send your child to the dress rehearsal or revue with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice boxes or other sticky beverages. Never give dancers chocolate bars. No food or beverages are allowed in the auditorium.

Entertainment: Games, crayons, and electronic devices are good choices to keep students occupied while waiting. Please label any electronic devices with your child's name.

Tips: Handy Extras

- Baby wipes/Make-up remover wipes (to wash hands or fix make-up mistakes)
- Shout Wipes
- Safety pins (for emergency costume repairs)
- Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- Lipstick and Makeup
- Band-Aids (the "invisible" kind)
- Extra Tights in appropriate colors
- Hair Ties, Bobby Pins, Hair Nets, Hairspray, or Hair Gel
- Small Sewing Kit in case of emergency
- Bun Donut - available in the Bun Kit, on Amazon, or WalMart
- Ballet Shoes, Pointe Shoes, Jazz Shoes, Hip Hop Shoes, Tap Shoes, Lyrical Shoes, or Ghillies
- Rhinestone earrings (will be provided and handed out for costume pictures)
- Water and (non-staining) Snacks
- Games or Toys to keep student entertained
- Blanket or Beach Towel to sit on while waiting

PART 5: 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 have the best performance possible.

Another large part of why the dress rehearsal is so important is that one of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We make great efforts to have an organized, timely dress rehearsal and your help with the process will guarantee a professional production. Please arrive for the dress rehearsal at least 15 minutes prior to start time. **Group cast pictures will be taken before we begin dress**

rehearsal. Dress rehearsal will start promptly as we have 3 shows to rehearse. And rehearsal will run in show order from start to finish.

Students should arrive in their first costume, with a loose cover-up. Please arrive with hair and makeup complete for the first dance. Do not wear costumes in public areas. We like to keep the costume a surprise and it is unprofessional to wear a costume outside or in the audience.

Dressing Room

Rooms will be labeled by class. 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 running or yelling is allowed backstage. Please send items to keep students entertained. *Please note that no personal garment racks will be allowed in the dressing rooms. This is to help ensure that there is adequate space for the dancers.*

No parents will be allowed backstage during the revue except for volunteers. No men are allowed past the check in table. Parents can dress and do final touches BEFORE the revue starts but will be asked to leave 15 minutes prior to show. Only parents who have volunteered to help will be allowed backstage. Parents who are volunteering should have a volunteer tag. Please abide by this rule. Space is very limited so we are requesting 2 parents from each class to volunteer to help backstage. Each volunteer will assist with final dressing, hair, and makeup retouches, lining up, bathroom trips, keeping students' volume to a minimum, and ensuring the class is ready. A signup sheet will be in the lobby beginning May 8th. Backstage volunteers will receive a badge which admits them in dressing rooms/backstage.

CURTAIN CALL IS MANDATORY.

Please note that only female volunteers will be allowed in dressing rooms with female dancers. Please wait outside of the dressing room for your child.

Audience Etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to shout out a child's name or yell in any way.

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced by our ushers. Please remember this when re-entering.

Children must remain seated for the entire performance. If you think your child will have a hard time remaining seated during the entirety of the performance, please consider waiting until they are of an age to follow this rule. Allowing children to run in the aisles or otherwise disrupt

the performance is not fair to other audience members. Students are not allowed in the audience with their costume on.

If your infant becomes fussy or cries during the performance, we ask that you please exit the auditorium to the lobby.

The use of video or flash photography is strictly prohibited during the revue. It is important that you pass this policy on to your revue guests. Flashes can be distracting and dangerous to dancers while performing.

➤ One parent or guardian may accompany each student to dress rehearsal. Please, no siblings or friends who do not dance!

PART 6: Student Drop Off and Pickup

Entering

- Dancers should enter through the courtyard on the High School side.
- Ticket holders will enter through the back door of the High School.

Rehearsals and Revue – FINALE IS MANDATORY!

Tiana's Adventure and Down in New Orleans Revue:

Student Drop-Off and Pick-Up:

- Parents or guardians will bring their children to their assigned dressing rooms where they will be checked in and placed under the supervision of the designated class volunteer.
- Each student must be signed in on the attendance sheet.
- Students will be dismissed from revue after the finale following the procedures below:
- All students will remain on the stage. Parents will be called to the stage door by class to pick up their child. Each class will be dismissed one at a time for the safety of the students.
- Each parent will be given a colored placard with the child's name and dance class. Parents **MUST** have their placard to pick up their child.
- Each student must be signed out on the attendance sheet.

Princess and the Frog Revue:

Student Drop-Off and Pick-Up:

- Parents or guardians will bring their children to their assigned dressing rooms where the student will be checked in and placed under the supervision of the Dance It Out staff.
- No parents or siblings are allowed to linger in the drop off area. Parents must leave backstage 15 minutes prior to the start of the revue and dress rehearsals.
- Each student must be signed in on the attendance sheet.
- Parents or guardians must remain in the auditorium until their children have been dismissed.
- Students will be signed out from rehearsal/revue once they have performed in the finale. No parents are allowed past the check in/ check out table. We will have staff to let students know that parents are there to pick them up.

NOTE

Please do not attempt to pick up your child without checking out. All students will be under the supervision of the Dance It Out staff and will be safe for the length of the performance.

Check In and Out

All students are required to check in and out. Students will only be sent out once they have been signed in and out by the backstage crew. Finale is mandatory for all students.

PART 7: Revue Photography, Videos, and T-Shirts

Show Lineup: Lineups are free but limited quantities are printed. Please try to share if possible.

Costume Photos

Costume photos will be taken during dance class the week of April 15-20, 2024. Please make sure your child attends each class during this week if you would like for them to take individual and group photos.

The group photo shoot will be first, and then students may choose to have solo portraits made in their costumes. There is no obligation to purchase photos. Please arrive early for class during that week to ensure students are ready with hair, makeup, and costume prior to the start of class.

Hair and Makeup

Hair should be done as for a performance. Uniform hairstyles are required. Ballet: All female students must wear their hair in a bun. No bangs or beads are allowed. Dancers with short hair should pull their hair away from the face and slick it down. See costume guidelines on the website.

Revue Stars

Revue stars will be for sale for \$1 each. Students will wear these during curtain call. Wish your students good luck! We will deliver these the first night of the show. Let's see how many stars they will collect.

Photo Purchase

All purchases and questions will go through Dance It Out.

PART 8: Revue Tickets

Tickets go on sale May 5th at 12:00 p.m. One free ticket to enter the revue will be given per dancer. You will receive an account credit for one free ticket. Please visit www.tututix.com/DanceItOutVA to purchase tickets. Tickets are tiered pricing start at \$15 plus a processing fee. Seating is assigned. Please take note of the **STAGE** location on the seating chart when selecting seats. Tickets are non-refundable and not exchangeable.

Tickets are \$25.00 at the door. Shows often sell out, so please do not wait to purchase tickets at the door.

PART 9: Revue Policies

Video and Photography

Parents or guardians may videotape or photograph their children at the dress rehearsal. **Please note: No video or photography will be allowed at the revue. This policy will be strictly enforced for the safety and security of your child(ren).**

Auditorium Rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal and revue, when the dancers are not onstage they must remain in their dressing area.

Flowers for Delivery

Florists must deliver by 3:00 p.m. on Friday, June 7th and 1:00 p.m. on Saturday June 8th. For Saturday shows.

Backstage

Family members and friends (other than permitted volunteers) are not allowed backstage or in the dressing rooms during rehearsals or the revue. This includes the intermission period

and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas.

Props

All props are the property of Dance It Out and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc. Please do not touch a prop unless you have been assigned to one.

Dance It Out's Important Policies and Tips

- No gum, candy, drinks, or food in the auditorium.
- No nail polish.
- Only clean and non-messy snacks in dressing rooms. No snacks that will stain tights or costumes are allowed. Goldfish & Cheerios are a great idea. Clear juices and water only are allowed in dressing rooms.
- Be on time. We will start rehearsals on time. Please be patient during rehearsals. This is the time to "fix" everything so that the show itself will go well.
- **No undergarments are to be worn under tights.**
- All hair should be secured away from face. NO BANGS!
- All students are to wear makeup - eye shadow, lipstick, and blush.
- All shoes should be tied in double knots.
- All strings in ballet shoes should be knotted, cut to about an inch in length, and tucked into the shoes so they cannot be seen.
- **Names should be on absolutely every item.**
- All students should bring their own personal grooming items and makeup.
- Please bring extra safety pins and bobby pins in the dance bag - extra tights too!
- **Picture-taking and video-taping: No video cameras or flash cameras allowed during performances. Picture taking is restricted to dress rehearsal only.**
- All students must remain backstage at all times during rehearsals and performances. No students are to run in and out of the auditorium during performances. It is extremely distracting to the other students and audience members.
- Please do not wear costumes in public. Please bring a change of clothes or cover-up.
- Young students who bring toys, books, etc. to the dressing rooms should be sure they want to share. This sometimes causes problems if they bring something "special" that cannot be shared.
- **During rehearsals, absolutely no children other than dance students who are to be at rehearsals will be allowed backstage.**
- Audience should feel free to applaud at any time during performance however, please do not call out names as it is very distracting to the dancer. A lot of applause and whistles on the other hand make the dancer feel appreciated and give them the drive to do their best!!!!
- **Finale is mandatory for all students.**

PART 10: Volunteer Information for Revues

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required. There will be a volunteer handbook for all volunteers and all must abide by the policies set forth by Dance It Out. The revue weekend is a hectic experience; all volunteers should work in a cooperative manner at all times. Our backstage crew works very hard to put an efficient system in place and we ask that all volunteers rely on the crew's experience and follow their instructions.

All volunteers will receive an identification badge at the dress rehearsal which must be worn in the auditorium at all times. Please do not bring guests, including children with you, while you are volunteering.

Volunteers

Stations available for Volunteers: Dressing Rooms

Two class mothers are needed for each class to supervise the dancers. Class moms must ensure that each child in her 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 dressing room after their performance.

During their class performances, room mothers leave the students at the back-stage door with their stage runner. Volunteers are not allowed to enter the backstage area. If you volunteer, you must remain at your assigned station until the show is over. Sign-up sheets will be posted on May 8th.

Parent Observation Week

Parent Observation Week will be held April 29th-May 4th. Each dancer is permitted to invite two guests to observe the entire class. Progress reports with class recommendations will be given out this week.