



Revue Handbook

Spring Revue – June 7 & 8, 2019

June 14 & 15, 2019

Website: www.danceitoutva.com

Email: danceitoutstudios@gmail.com

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 big part of the dance training process includes learning from the performance. The experience helps build self-esteem, self-assurance, and contributes to 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 working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best result. We are trying a new approach to the dress rehearsal and recital to try to make the event even more enjoyable and organized. Commitment, dedication, and information are the keys to making this a happy revue!

We have created this handbook, in an effort, to clarify what we expect from parents, students, teachers, and everyone involved in terms of responsibility to the annual revue, the school, students, and parents.

Key contact information for Dance It Out:

124 South Main Street
La Crosse, VA 23950
434-757-1029
danceitoutstudios@gmail.com
www.danceitoutva.com

STAYING INFORMED

We work hard 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. – 8:30 p.m. We answer emails daily. Feel free to email questions to the office at danceitoutstudios@gmail.com

WEBSITE: www.danceitoutva.com

We are constantly updating our website. News, important parent and student information, contact information, 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.

May and June - Calendar of Events

May 6th – 10th - Dancer Appreciation Week

May 13th - Revue tickets go on sale at 12:00 p.m. at tututix.com.

May 17th - Cast Party at Dance It Out

May 27th - Studio will be closed for Memorial Day.

May 28th - June 1st - Spirit Week

June 3rd - Rehearsals at the Dance It Out for Intro to Tap A, Intro to Tap -Ages 3 to 5, Tutu Tots, Creative Movement and Pre-Ballet

June 4th - June 6th - Rehearsals at the Colonial Theatre for Intro to Tap A, Intro to Tap -Ages 3 to 5, Tutu Tots, Creative Movement, Pre-Ballet 1 & 2, Mini Select Ensemble, and Select Ensemble

June 7th - Revue at 7:00 p.m. at the Colonial Theatre for Intro to Tap A, Intro to Tap -Ages 3 to 5, Tutu Tots, Creative Movement, Pre-Ballet 1 & 2, Mini Select Ensemble, and Select Ensemble

June 8th - Revue at 3:00 p.m. for Intro to Tap A, Intro to Tap -Ages 3 to 5, Tutu Tots, Creative Movement, Pre-Ballet 1 & 2, Mini Select Ensemble, and Select Ensemble

June 10th - Rehearsals at Dance It Out for Elite Hip Hop, Preprofessional 2, Pointe 1, Intro to Advanced Ballet/Hip Hop, Lyrical, Intro to Tap B, Levels 1 – 3 Tap, Irish, Act It Out, Sing It Out, Street Jazz, Boys Hip Hop, Irish Ensemble, Mini Select Ensemble, and Select Ensembles

June 11th - 13th - Rehearsals at Colonial Theatre for Elite Hip Hop, Preprofessional 2, Pointe 1, Intro to Advanced Ballet/Hip Hop, Lyrical, Intro to Tap B, Levels 1 – 3 Tap, Irish, Act It Out, Sing It Out, Street Jazz, Boys Hip Hop, Irish Ensemble, Mini Select Ensemble, and Select Ensemble

June 14th & 15th - Revue at 7:00 p.m. at Colonial Theatre for Elite Hip Hop, Preprofessional 2, Pointe 1, Intro to Advanced Ballet/Hip Hop, Lyrical, Intro to Tap B, Levels 1 – 3 Tap, Irish, Act It Out, Sing It Out, Street Jazz, Boys Hip Hop, Irish Ensemble, Mini Select Ensemble, and Select Ensemble

Please do not post questions on the school's Facebook page. 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/or your child to the following dates and events.

Our revue dates are June 7th & 8th and June 14th & 15th. The revue will be held at the Colonial Theatre in South Hill, VA. The revue is optional. *If your child is not planning to be in the revue or is not planning to be in both shows, please let your child's teacher know as soon as possible, so they can adjust the choreography.*

IMPORTANT DATES AT A GLANCE

Date	Activity	Where
March 23 rd	Costume Pick-up Day from 9:00 am to 1:00 pm – Accounts must be paid up-to-date.	Dance It Out
April 6 th & 7 th	Professional Picture Day by Billie Jo Gwaltney	Dance It Out
April 8 th - 12 th	Parent Observation & Parent Appreciation Week	Dance It Out
April 15 th – 20 th	Studio Closed for Spring Break	
May 6 th – May 11 th	Dancer Appreciation Week	Dance It Out
May 13 th	Tickets for revues go on sale at 12:00 p.m.	
May 17 th	Cast Party	Dance It Out
May 27 th	Studio closed for Memorial Day.	
May 28 th – June 1 st	Spirit Week	Dance It Out
June 3 rd	Mandatory Rehearsals for Tutu Tots, Creative Movement, PreBallet 1 & 2, Intro to Tap – Ages 3 to 5, Intro to Tap A, Mini Select Ensemble, Select Ensemble at Dance It Out	Dance It Out
June 4 th – June 5 th	Mandatory Rehearsals for Tutu Tots, Creative Movement, PreBallet 1 & 2, Intro to Tap – Ages 3 to 5, Intro to Tap A, Mini Select Ensemble, Select Ensemble at Colonial Theatre	Colonial Theatre
June 6 th	Dress Rehearsal in Costumes - Arrive at 5:30 p.m. in full costume & makeup.	Colonial Theatre
June 7 th	REVUE – Arrive at 6:00 p.m. CURTAIN CALL IS MANDATORY.	Colonial Theatre
June 8 th	REVUE – Arrive at 2:00 p.m. CURTAIN CALL IS MANDATORY.	Colonial Theatre
June 10 th	Mandatory Rehearsals for Elite Hip Hop, Preprofessional 2, Intro to Advanced Ballet &	Dance It Out

	Hip Hop, All Lyrical, Intro to Tap B, Levels 1 -3 Tap, Boys Hip Hop, All Irish classes, Street Jazz, Mini Select Ensemble, Irish Ensemble, Pointe 1, & Select Ensemble at Dance It Out	
June 11th & 12th	June 11 th – Follow same times of practice as the schedule on June 10 th . June 12 th - Full Cast Rehearsal – The show will run in order. No costumes are needed for this rehearsal.	Colonial Theatre
June 13th	Dress Rehearsal in Costumes - Arrive at 5:30 p.m. in full costume & makeup.	Colonial Theatre
June 14th & June 15th	REVUE – Arrive at 6:00 p.m. <i>CURTAIN CALL IS MANDATORY.</i>	Colonial Theatre

Updates

As the season progresses, additional revue information or updates will be posted in emails and in the lobby. Make it your responsibility 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, 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 revue choreography on a regular basis.

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

PART 2: Costumes

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. All students will need one costume for each class they are registered. Costumes include all accessories (one pair of tights, hats, gloves, etc.), but not shoes.

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

Fees and Payment

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

The cost of costumes is \$65 - \$80 per costume. 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 per costume late fee. 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 starting March 23rd at Dance It Out from 9:00 A.M. to 2:00 P.M. in our office. All accounts (including tuition) must be up to date and in good standing or costumes will not be passed out. Costumes will be held until account is current.

Please try on all costumes and accessories as soon as you bring them home. This allows you to account for all accessories and determine whether alterations are needed. 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. 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 at picture day. See attached costume info page.

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

You will notice a string at the bottom of most 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 for any costumes, as sequins, embellishments, etc. can melt.

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.

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 30th.

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.

PART 3: Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to have the correct color: caramel tights for hip hop (if needed), lyrical, and tap and ballet pink tights for

ballet. 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 15th. Be sure to purchase the correct style. It is recommended to purchase new tights for the revue, 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.) See costume guidelines in this folder.

Shoes

Please be sure all shoes are cleaned 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

Tips: Handy Extras

- Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- 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)
- Red Lipstick and Makeup
- Band-Aids (the "invisible" kind)
- Hair accessories or costume accessories
- Pink Tights and/or Caramel Tights
- Hair Ties, Bobby Pins, Hair Nets, Hairspray, or Hair Gel
- Small Sewing Kit in case of emergency
- Bun Sock (available at Beauty Town)
- Ballet Shoes, Pointe Shoes, Jazz Shoes, Hip Hop Shoes, Tap Shoes, Lyrical Shoes, or Gillies
- Rhinestone earrings (will be provided and handed out for costume pictures)
- Water and Snack
- Games or Toys to keep student entertained
- Blanket

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

PART 4: Be Prepared

Planning: The revue isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup in advance so you will know if something is missing or isn't right. 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 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.

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 make the best impression possible.

There is another big reason why the dress rehearsal is important. 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 run an organized, timely dress rehearsal and your help with the process will guarantee a professional production. Please arrive for dress rehearsal at 5:30 p.m. **Group cast picture will be taken at 5:45 p.m.** We will start the dress rehearsal promptly at 6:00 p.m. We will then run through the show in order from start to finish. Students should arrive in their first costume.

Please arrive with hair and makeup complete for the first dance. Wear a loose cover up. Do not wear costume in public areas. We like to keep the costume a surprise and it is unprofessional to wear 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 back stage. Please send items to keep students entertained.

June 7th and 8th Revues - Tutu Tots, Creative Movement, PreBallet 1 & 2, Intro to Tap – Ages 3 to 5, Intro to Tap A, Select Ensemble, & Mini Select Ensemble: No parents will be allowed backstage during the revue except for volunteers. 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 must receive 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 need to help with final dressing, hair, and makeup retouches, lining up, bathroom trips, keeping students quiet, and ensuring the class is ready. A signup sheet will be in the lobby beginning May 14th. Backstage volunteers will receive a badge which admits them in dressing rooms/backstage. Backstage volunteers can view dances from the green room television. **CURTAIN CALL IS MANDATORY.**

June 14th and 15th Revues – Elite Hip Hop, Preprofessional 2, Intro to Advanced Ballet & Hip Hop, Boys Hip Hop, All Lyrical, Intro to Tap B, Levels 1 -3 Tap, All Irish classes, Street Jazz, Irish Ensemble, Mini Select Ensemble, Pointe 1, & Select Ensemble: No parents will be allowed backstage during the revue except for volunteers. 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 must receive 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 need to help with final dressing, hair, and makeup retouches, lining up, bathroom trips, keeping students quiet, and ensuring the class is ready. A signup sheet will be in the lobby beginning May 13th. Backstage volunteers will receive a badge which admits them in dressing rooms/backstage. Backstage volunteers can view dances from the green room television. **CURTAIN CALL IS MANDATORY.**

Audience Etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to scream 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. Please do not create a disturbance with the auditorium ushers regarding this policy.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the revue. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members. Students are not allowed in the audience with their costume on. It is very unprofessional.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

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.

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

PART 6: Student Drop Off and Pickup

Entering

~ All students need to enter through Actor's Entrance in alley.

Rehearsals and Revue – FINALE IS MANDATORY!

Intro to Tap A, Intro to Tap - Ages 3 to 5, Tutu Tots, Creative Movement, & Pre-Ballet Revue Student Drop-Off and Pick-Up (June 7th & June 8th)

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 attendance sheet in Green Room.

Students will be dismissed from revue after the finale. Each parent will be given a colored placard with child's name and dance class. Parents **MUST** have their placard to pick up their child. All students will remain on the stage. Parents will be called to the stage door by class to pick up child. Each class will be dismissed one at a time for the safety of the students. Each student must be signed out on the attendance sheet in the Green Room.

Elite Hip Hop, Preprofessional 2, Intro to Advanced, Irish, Lyrical, Pointe 1, Boys Hip Hop, Intro to Tap B, Levels 1-3 Tap, Street Jazz, Irish Ensemble, Mini Select Ensemble, & Select Ensemble Revue Student Drop-Off and Pick-Up (June 14th & June 15th)

Parents or guardians should bring the students to the designated entrance at the Colonial Theatre where they will be checked in and placed under the supervision of the Dance It Out

staff. 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 or siblings are allowed to linger in Green Room. Parents must leave back stage 15 minutes prior to the start of the revue and dress rehearsals.

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

Programs: Programs are free but limited quantities are printed. Please try to share programs if possible.

Costume Photos

Class photos will be taken on April 6th and April 7th at Dance It Out. Dates and times are subject to change. All students are urged to be present for their class picture. The group picture will be featured in the revue program. There is no obligation to purchase photos. Please arrive at least 15 minutes before your child's scheduled time since photo shoots can run ahead of schedule.

April 6th

9:00 – 10:00 Tutu Tots
10:00 – 11:00 Creative Movement
11:00 – 12:00 Preballet 1/Intro to Tap A & B
12:00 – 1:00 Preballet 2
1:00 – 2:00 Intro to Hip Hop and Intro to Ballet
2:00 – 3:00 Level 1 Hip Hop and Level 1 Ballet
3:00 – 4:00 Level 2 Hip Hop and Level 2 Ballet
4:00 – 5:00 Level 3 Hip Hop and Level 3 Ballet
5:00 – 6:00 Level 4 Hip Hop and Level 4 Ballet
6:00 – 7:00 Boys/Sing It Out

April 7th

2:00 – 3:00	Advanced Ballet and Advanced Hip Hop
3:00 – 4:00	Street Jazz/Lyrical/Pointe
4:00 – 5:00	Irish/Tap/Act It Out/Interns and Assistants
5:00 – 6:00	Ensembles
6:00 – 7:00	Main Characters
7:00 – 8:00	Preprofessional 2 and Elite Hip Hop

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 must pull their hair away from the face and slick it down. See costume guidelines in this folder.

Revue Stars

Revue stars will be for sale for \$1 each. Students will wear these for 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 Billie Jo Gwaltney Photography. Contact information for Billy Jo Gwaltney Photography is (434) 262-6396.

Revue Bundle Purchase

The bundle includes a revue t-shirt, show practice music, and a downloadable file. Cost is \$75.

PART 8: Revue Tickets

Tickets go on sale May 13th at 12:00 p.m. One free ticket to enter the revue will be given per dancer. Please visit www.tututix.com/DanceltOutVA to purchase tickets. Tickets are \$10 -\$12 plus \$1.50 processing fee. Tickets are \$10 for Land of Oz and \$12 for Wizard of Oz. Seating is assigned. You will receive a code during Parent Observation Week which is valid for one free ticket to a show of your choice. Tickets are non-refundable and not exchangeable. Our shows usually sell out. Please do not wait to purchase tickets at door. Tickets at door are \$12.00 for Land of Oz and \$15 for Wizard of Oz. Part of proceeds benefit the Park View Color Guard and Dance It Out Scholarship. **Ticket codes must be used to purchase tickets. Tickets sell out quickly.**

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).**

➤ *No video or photography will be allowed at the revue.*

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 assigned area.

Flowers for Delivery

Florists must deliver by 4:30 p.m. on Friday and 4:30 p.m. on Saturday for June 7th, June 14th, and June 15th. On June 8th, flowers must be delivered by 12:30 p.m.

Backstage

Family members and friends (other than permitted volunteers) are not permitted backstage or in the dressing rooms during rehearsals or the revue, including during intermission 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 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 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 an orientation for all volunteers before dress rehearsal and all must abide by the policies set forth by Dance It Out. The revue weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage crew work very hard to put an efficient system in place and we ask that all volunteers 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 theatre at all times. Please do not bring guests, including children with you, while you are volunteering.

Volunteers

Stations available for Volunteers: Dressing Rooms, Merchandise table, Check-in/out

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 and watch the dance from the back of the Green Room. 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 14th.

Parent Observation Week

Parent Observation Week will be held April 8th - 12th. Each dancer is permitted to invite two guests to observe the entire class. Progress reports and ticket codes will be given out this week.

Schedule for Revue Week (This will be a very busy and crowded week in the lobby!)

June 3rd (Monday) = Practice will be at Dance It Out in dance attire (no costumes). The students will rehearse the dance 2 to 3 times and then the students will be able to leave.

5:30 – 6:00 Tutu Tots

6:00 – 6:30 Creative Movement

6:30 – 7:00 PreBallet 1

7:00 – 7:45 PreBallet 2, Intro to Tap- Ages 3 to 5, Intro to Tap A, Mini Select Ensemble, and Select Ensemble

June 4th (Tuesday) = Practice will be at the Colonial Theatre in dance attire (no costumes). The students will rehearse the dance 2 to 3 times and then the students will be able to leave.

5:30 – 6:00 Tutu Tots

6:00 – 6:30 Creative Movement

6:30 – 7:00 PreBallet 1

7:00 – 7:45 PreBallet 2, Intro to Tap- Ages 3 to 5, Intro to Tap A, Mini Select Ensemble, and Select Ensemble

June 5th (Wednesday) = Practice will be at the Colonial Theatre in dance attire (no costumes).

Arrive at the Colonial Theatre at 5:30 p.m. Enter through Actor's Entrance in alley near gas station. Will run the show in order but in **no costumes**.

June 6th (Thursday) = Dress rehearsal will be at the Colonial Theatre (enter through actor's entrance in alley near gas station). Dress rehearsal is FULL COSTUME AND MAKEUP. Pictures will be taken.

~We will open Actor's Entrance at 5:00 p.m. Arrive by 5:30 p.m. Please do not give your dance teacher a heart attack by arriving late!!! :)

~We will run through entire show beginning at 6:00 p.m. in full costumes, hair, and makeup.

June 7th (Friday) = 7:00 p.m. is SHOW TIME at Colonial Theatre.

~Arrive by 6:00 p.m. Enter through Actor's Entrance in alley near gas station. Please do not give your dance teacher a heart attack by arriving late!!! ☺ **CURTAIN CALL IS MANDATORY.**

June 8th (Saturday) = 3:00 p.m. is SHOW TIME at Colonial Theatre.

~Arrive by 2:00 p.m. Enter through Actor's Entrance in alley near gas station. Please do not give your dance teacher a heart attack by arriving late!!! ☺ **CURTAIN CALL IS MANDATORY.**

June 10th (Monday) = Practice is at Dance It Out in dance attire (no costumes).

5:30 – 6:30 Sing It Out, Act It Out, Levels 1- 4 Ballet & Hip Hop, Elite Hip Hop, Preprofessional 2, Advanced Ballet and Hip Hop, Intro to Ballet & Hip Hop, and Boys Hip Hop

6:30 – 7:30 Street Jazz, Lyrical, Intro to Tap B, Levels 1 - 3 Tap, Irish, Pointe 1, Mini Select Ensemble, and Irish Ensemble, and Select Ensemble

7:30 – 9:00 Solos

June 11th (Tuesday) = Practice is at the Colonial Theatre in dance attire (no costumes).

5:30 – 6:30 Sing It Out, Act It Out, Levels 1- 4 Ballet & Hip Hop, Elite Hip Hop, Preprofessional 2, Advanced Ballet and Hip Hop, Intro to Ballet & Hip Hop, and Boys Hip Hop

6:30 – 7:30 Street Jazz, Lyrical, Intro to Tap B, Levels 1 - 3 Tap, Irish, Irish Ensemble, Pointe 1, and Select Ensemble

7:30 – 9:00 Solos

June 12th (Wednesday) = Practice is at the Colonial Theatre in dance attire (no costumes).

Arrive at the Colonial Theatre at 5:30. Enter through Actor's entrance in alley near gas station. Will run the show in order but in **no costumes**.

June 13th (Thursday) = Dress Rehearsal is at the Colonial Theatre (enter through actor's entrance in alley near gas station). Dancers will be in FULL COSTUME AND MAKEUP.

~We will open Actor's Entrance at 5:00. Arrive by 5:30 p.m. Please do not give your dance teacher a heart attack by arriving late!!! ☺

~We will run through entire show beginning at 6:00 p.m. in full costumes, hair, and makeup.

~Group warm-up for students ages 8 and up and both performance groups at 5:30 p.m. Please arrive with hair and makeup completed.

June 14th & 15th (Friday and Saturday) = 7:00 p.m. is SHOW TIME at the Colonial Theatre.

~Arrive by 6:00. Enter through Actor's Entrance in alley near gas station. Please do not give your dance teacher a heart attack by arriving late!!! ☺

~**Group warm-up** for students ages 8 and up and both performance groups at **5:30p.m.** Please arrive with hair and makeup completed. **CURTAIN CALL IS MANDATORY.**