

# **PARENT MEETING PACKET**

## **“Once Upon a Time” June Recital 2017**

The staff of Take Five Dance Academy is proud of the professional manner in which we produce our annual dance production. The policies that we have created are the result of many years of hard work. Please read the following information carefully. We need everyone to follow and trust in the policies that we have set forth. Successful shows will be the direct result with everyone’s help.

### **1. DRESS REHEARSALS:**

**Dress Rehearsals will be at Westview High School Theatre**

10850 W. Garden Lakes Pkwy in Avondale (107th Ave., South of Indian School Rd.)

The Dress Rehearsal Schedule is available online at [www.TakeFiveDance.com](http://www.TakeFiveDance.com) (on our Production page), the Production Bulletin Board, and at the Office.

**Dress Rehearsal Dates:**

**Monday, June 19, 2017**

**Tuesday, June 20, 2017 \*NO DANCE CLASSES\***

**Wednesday, June 21, 2017 \*NO DANCE CLASSES\***

Dress Rehearsal is the opportunity for dancers to become acquainted with the stage, lights, audience and backstage area. It is also a chance for them to practice on the stage with their costumes. All dancers need to have their hair and makeup done for dress rehearsal as if it were their real performance. This gives the teachers the opportunity to make any necessary changes before show time.

For dress rehearsal, dancers and parents need to arrive in their designated dressing room in order to put costumes on. Once your child has their costume on, you may go into the theatre, find their other classmates and sit together as a group. Teachers and production staff will come and get each group when it is their time to practice on stage. **Parents are allowed to videotape at dress rehearsal only!** Once your dancer is finished with their rehearsal, take them to their dressing room to take off their costume. Take all belongings home. Do not leave costumes overnight in the dressing rooms. **Any payments being made during Dress Rehearsals & Recitals will be on a CASH ONLY BASIS.**

### **2. FAQ-WHY IS DRESS REHEARSAL SCHEDULED DURING RECITAL WEEK?**

Dress Rehearsal has been “thoughtfully” scheduled for the Monday, Tuesday and Wednesday before performances for a couple of reasons. First, we are already taking up an entire weekend for the performances. Conducting rehearsals the weekend before would be conflicting for most of our families. Two weekends out of a vacation month would have to be devoted to the shows. Too many dancers would miss rehearsals. Secondly, by having our dress rehearsal immediately before the performances gives our 1<sup>st</sup> time performers the ability to remember stage directions and choreography notes given by their teachers. In addition, it helps dancers to be less nervous for the shows. We schedule dress rehearsal in sections so that most of our families do not have to be at the theatre for a long period of time.

### **3. RECITAL PERFORMANCES**

Go to our website to see the Performance Schedule: <http://takefivedance.com/productions.htm>

*This will tell you your child's specific date and time of performance.*

Recital Performances will be held at **WESTVIEW HIGH SCHOOL THEATRE**  
10850 W. Garden Lakes Pkwy in Avondale (107th Ave., South of Indian School Rd.)

**Thursday, June 22, 2017 @ 6:30 pm • Friday, June 23, 2017 @ 6:30 pm**

**Saturday, June 24, 2017 @ 10:00 am (Matinee), 2:00 pm (Matinee) and 6:30 pm**

**Sunday, June 25, 2017 @ 3:00 pm (Matinee)**

### **4. ARRIVAL TIMES AT PERFORMANCES**

Dancers need to arrive at least **30 minutes before their show time**. Auditorium doors open one hour before show time.

### **5. TICKET PURCHASING**

Your name must be on a Take Five Dance Account in order to purchase allotted tickets. Adult tickets are **\$16.00** and Seated Children (12 and under) are **\$10.00**. Westview High School Theatre has 650 seats.

**WE WILL SELL OUT MOST OF THE SHOWS.** In an effort to ensure all core family members (dad, mom, siblings) get to see their dancer perform, your family will be **allocated 4 tickets (ONLY during Parent Meeting Week)** for each show your child is in per family. You are not required to purchase these tickets. If you have two children performing in the same show, only 4 tickets may be purchased.

**Allocated Tickets** (4) are available for purchase on **May 15th thru 20th.**

**Unlimited Tickets** are available for purchase beginning **Monday, May 22nd.**

**IF YOU DO NOT PURCHASE YOUR 4 ALLOCATED TICKETS  
YOU RELINQUISH YOUR RIGHT TO A GUARANTEED TICKET.**

**TICKETS ARE NON-REFUNDABLE.  
THERE ARE NO REFUNDS ON TICKETS IF THEY ARE LOST  
OR ONCE A PERFORMANCE HAS TAKEN PLACE.**

## 6. MAKE-UP/HAIR/ TIGHTS/SHOES

### Make-up:

- Brown/Earth tones or purple eye shadows are best. No blue eye shadow.
- Mascara, (False Lashes - for Ensembles, 5th Element and Company levels only)
- Eyebrows darkened, if needed      • Eyeliner      • Blush, blended
- Lipstick should be Mauve tones.      • If costume is red, dancers need to wear red lipstick.
- 3-6 yrs olds: Keep makeup natural, accent their features, stage lights will make them appear "washed out".

### Hair:

**Creative Dance (age 3), Intro to Dance (age 4), Dance Basics (age 5), Primary Levels (age 6):** Same required hairstyle as for your class pictures

Little or no bangs (preferred), sides of hair pulled up into a ponytail or barrette, back can be straight or curled. Primary Ballet must have their hair in a bun.

### Prepare your make-up and hair at home for Dress Rehearsal and for the Performances.

Apply lipstick and do any touch ups at the school. It is very busy and distracting in the dressing rooms. The less you have to do at the high school, the easier it will be for you and your dancer.

### HOW TO MAKE A BUN:

Start with a Low Ponytail.



Starting at the base of the ponytail, twist the ponytail all the way down to its end.



Take the twisted hair and wrap it around the base of the ponytail in a circular motion.



Continue the circular motion until a bun is formed. Hold bun securely.



As you are holding bun securely, a hairnet around the bun is required. Put hairnet around bun and start by pinning down the loose end and continue to pin around the bun.



Make sure bun is pinned down tightly and even with the ears.



## **7. ROOM MOMS - REQUIRED FOR CLASSES FOR RECITAL**

Dancers and a parent/guardian need to arrive to their dressing room and "Check In" with their Room Mom by initialing next to their child's name on the class roster. Room Moms will be wearing a name badge. Room Moms will be in the dressing rooms and backstage to assist with dancers at all times. Your child will never be left alone. A parent must "Sign Out" their dancer at the end of each show. **It is extremely important that every family follows this policy. It is for your child's safety that we do this.** Please NO FATHERS, UNCLES, GRANDPAS OR BROTHERS in the dressing rooms.

## **8. RECITAL VOLUNTEERS NEEDED - Ask for Flier if Interested**

### **A. Room Moms - SIGN UP WITH YOUR INSTRUCTOR**

SAVE MONEY ON A TICKET! You will be able to see your dancer perform from backstage.

### **B. Theatre Usher, Ticket Collector, Program Volunteers -**

#### **SIGN UP AT THE OFFICE**

SAVE MONEY ON A TICKET! You will be able to see your dancer perform from the auditorium.

## **9. IMPORTANT RECITAL NOTES**

# **PLEASE READ CAREFULLY!**

**A1. FULL June tuition and any outstanding balances must be paid by Monday, June 5<sup>th</sup> in order for your dancer to participate at Dress Rehearsal and in the Shows.**

**No exceptions! Please plan accordingly.**

A2. Everything will be on a **CASH ONLY BASIS** during Dress Rehearsals & Recitals.

A3. Show Line Ups are available to download at **www.TakeFiveDance.com**.

A4. **Note where your dancer is on stage.** - During Dress Rehearsals, take note where your dancer is on stage and plan accordingly on where to sit for the best view at the recital.

A5. **Special Seating/Reserve at Office** - If you have a family member that is in a wheel chair or is vision impaired, please let the **OFFICE** know ASAP (not the teacher). We need to know in advance in order to reserve a seat. The theater has only a few areas to accommodate these needs. **Therefore, special seating is limited to special seat and ONE family member.**

A6. **Saving Seats** - Due to past experiences with sellout crowds, we ask that you only **save 2 seats per family** in the theatre. If you want everyone to sit together, you must enter at the same time. Seats are limited, and the audience will fill up fast. Please ask your family and friends to come early and plan accordingly.

### **A7. DANCERS ARE NOT ALLOWED TO SIT IN THE THEATRE DURING THEIR SHOW.**

We need **every seat** in the theatre to be available for your guests. Also, the Take Five Dance staff must be able to account for the dancers at all times. At the end of each show we will have a **Finale** which will consist of a parade of all dancers participating. The stage will be filled with all of our talented dancers for the final curtain. Dancers will be taken back to the dressing rooms and monitored until parents arrive to "sign them out."

(CONTINUED)

A8. **Water Only and 100% NO FOOD in theatre. For dressing rooms**, water only and approved snacks allowed: Goldfish crackers, Regular pretzels/crackers, and Cheerios. Please label water bottles/snacks with your child's name.

A9. **For young children backstage**, bring a blanket, toys, quiet games, books, or any other items to help entertain them while in the dressing rooms. **No markers** or anything that can get on costumes. You may also want to bring a small portable fan.

A10. **For the younger dancers** performing in the evening show, **please rest or take a nap** on the day of your performance.

A11. **No flash photography**. It is very distracting to the dancers, and it may cause disorientation which could result in injury.

A12. **No personal videotaping** will be allowed at the performances. However, you may video tape at Dress Rehearsal. Please let your family and friends know of this policy. **Our production security will be in the theatre during the performances. This policy will be strongly enforced.**

**A13. NEVER WEAR YOUR COSTUME TO AND FROM THE SCHOOL. ACCIDENTS CAN HAPPEN.**

Costumes can be torn or soiled. **Extra Clothing** - Bring a complete change of clothing in case of any accidents. **Label everything** that is being taken to Dress Rehearsal and to the Performances.

A14. If you **have** to wear earrings, make sure they are small, stud earrings only. • No jewelry • No hoops  
• No bracelets • No underpants under costumes • No nail polish on toes or fingers • No tattoos

A15. **Intermission** - There will be a 15 minute intermission. Out of respect and courtesy to other audience members, please do not get out of your seat while a dance is being performed on stage. You may leave the theater in between routines but **YOU WILL NOT BE LET BACK IN UNTIL INTERMISSION OR WHEN THE SHOW HAS ENDED.**

This policy prevents audience members from being constantly disturbed by the movement of others. It also prevents people from obscuring the view our professional videographers by having audience members walking in front of their cameras. **Please plan ahead if you feel you need to leave the theater and most IMPORTANTLY, please tell family and friends of this policy.**

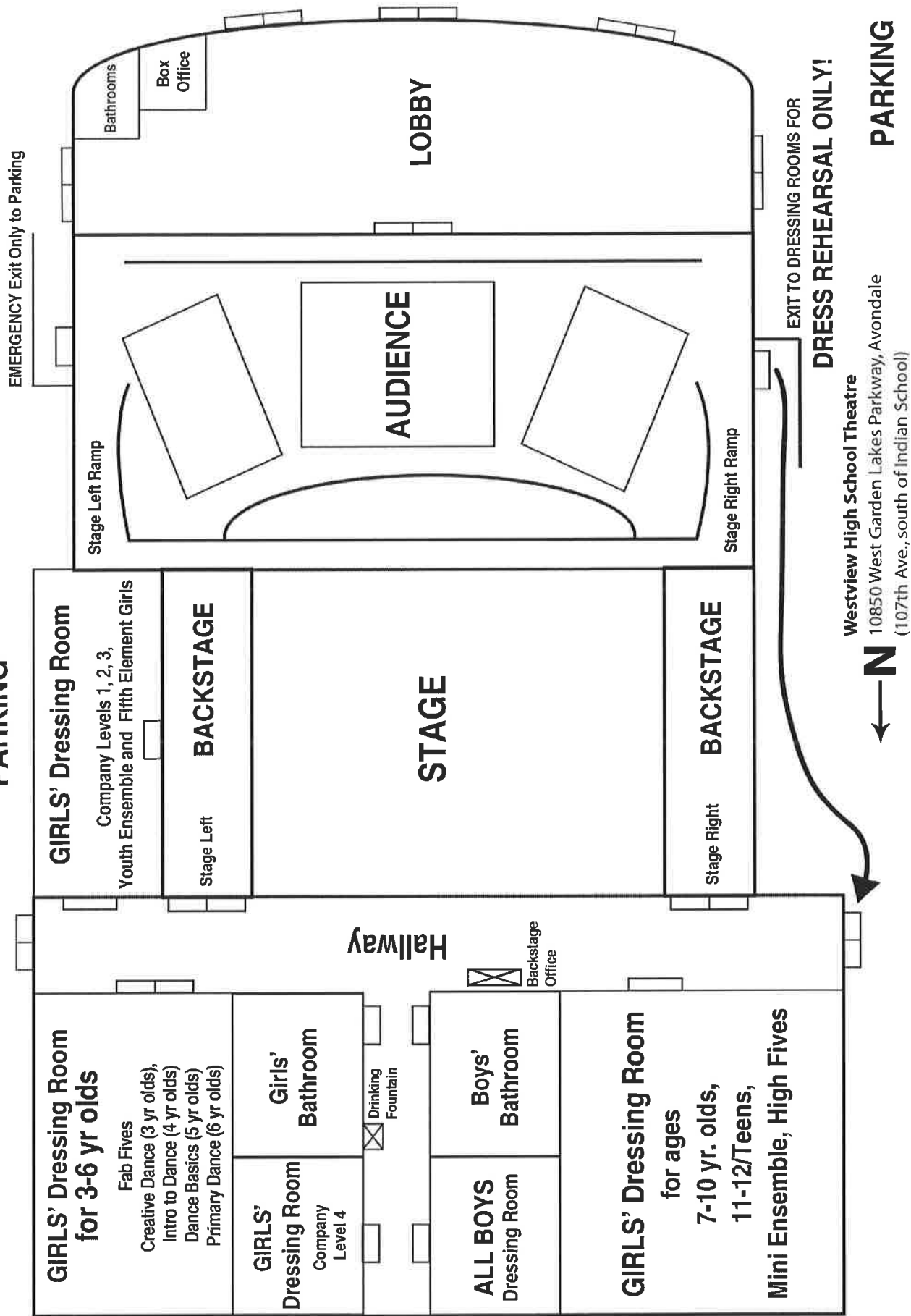
A16. Dancers are only allowed to use the bathrooms in the backstage hall at the theatre. Restrooms are available in the lobby for audience members only. Dancers are not allowed to walk around outside or in the lobby during intermission.

A17. **DVD and Blu-Ray Order Forms** must be **submitted to Gotham Arts**. They will have a representative at a table at all of the performances.

A18. **Recital T-Shirt Order Forms** must be **given to the Take Five Dance Office**. Form is included in this packet.

***Please note that the purchase of DVDs, Blu-Rays, Recital T-Shirts, and flowers are optional. We provide these products as a service for you.***

**PARKING**



★ ★ ★ **REGISTER TODAY!** ★ ★ ★

*Classes are filling up.*

**New dance schedule begins July 10<sup>th</sup>!**

*Information is available at the Office or online at [www.TakeFiveDance.com](http://www.TakeFiveDance.com)*

## **DATES TO REMEMBER**

### **Dress Rehearsals:**

Monday, June 19, 2017

Tuesday, June 20, 2017 \*NO DANCE CLASSES\*

Wednesday, June 21, 2017 \*NO DANCE CLASSES\*

### **Performance Days & Times:**

Thursday, June 22, 2017 @ 6:30 pm

Friday, June 23, 2017 @ 6:30 pm

Saturday, June 24, 2017 @ 10:00 am

Saturday, June 24, 2017 @ 2:00 pm

Saturday, June 24, 2017 @ 6:30 pm

Sunday, June 25, 2017 @ 3:00 pm

### **Office Hours During Performances:**

Monday, June 19<sup>th</sup>, 10:00 am - 9:00 pm

Tuesday, June 20<sup>th</sup>, 9:00 am - 6:30 pm \*NO DANCE CLASSES\*

Wednesday, June 21<sup>st</sup>, 8:00 am - 6:00 pm \*NO DANCE CLASSES\*

Thurs., June 22<sup>nd</sup> - Sat., June 24<sup>th</sup>,

Thurs. & Fri. 10:00 am - 4:00 PM, Sat. 9:00 am - 12:00 pm \*NO DANCE CLASSES\*

## **SIGN UP FOR CAMP TODAY!**

*See Office for more information.*

♥ **Princess Camp - For Ages 3-6** ♥

**For All Days - Camp Tuition \$130.00**

If your princess can only come for a day or two: \$35.00 - Per Day

**JULY 17<sup>TH</sup> - 20<sup>TH</sup> Monday - Thursday 9:00 am - 11:30 am**  
***DANCE, GAMES, CRAFTS, SNACKS, STORY TIME AND MOVIES***

# HAVE YOU DONE ALL YOUR MAKE-UP CLASSES?

Ask the Office to see how many absences your child has. Make-up classes are highly encouraged so that your child can receive the training and lessons they missed in their regular dance class.

*All make-up classes need to be done by June 19th. Plan accordingly.*

IF YOUR CHILD IS IN THE RECITAL, this is a great time to do make-ups to get more practice time for the June shows.

**JUNE 19TH - LAST DAY OF CLASSES.  
JUNE TUITION WILL NOT BE ADJUSTED.**

## **DO YOU HAVE ANY OUTSTANDING BALANCES?**

*In order for dancers to participate  
in the June recital,*

**ALL OUTSTANDING BALANCES**

must be paid by

**MONDAY, JUNE 5TH.**

***CHECK WITH THE OFFICE. PLEASE PLAN ACCORDINGLY.***



# "Once Upon a Time" 2017 Recital T-shirts

It's time to reserve your Take Five Dance Academy Souvenir Recital T-shirt.  
*Please fill out form completely and return it with your payment to the office.*

**Description:** Maroon T-shirt cotton/poly blend, printed on both sides.  
The printing will be in white, black, berry, and green. A sample of the shirt will be displayed in the Office.

Final shirt orders will be available for pick-up at Dress Rehearsals.

**T-shirts start at \$20.00 each.**

Orders must be prepaid and turned in by Monday, May 29, 2017

STUDENT'S FULL NAME: \_\_\_\_\_

YOUTH SIZES & QUANTITIES - XS \_\_\_\_\_ SC \_\_\_\_\_ MC \_\_\_\_\_ LC \_\_\_\_\_

ADULT SIZES & QUANTITIES - SMALL \_\_\_\_\_ MEDIUM \_\_\_\_\_ LARGE \_\_\_\_\_ X-LARGE \_\_\_\_\_

TOTAL NUMBER OF SHIRTS \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

ADULT SIZE & QUANTITY - XXL \_\_\_\_\_

TOTAL NUMBER OF SHIRTS \_\_\_\_\_ x \$22.00 = \$ \_\_\_\_\_

Payable by Cash or Debit/Credit (Visa/MasterCard Only) TOTAL AMOUNT DUE \$ \_\_\_\_\_



OFFICE USE ONLY: REC'D BY \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Take Five Dance

Recital 2017

Westview High School

# GOTHAM ARTS HD VIDEO ORDER FORM

**COMPLETE THIS FORM AND RETURN IT TO THE STUDIO  
OR TO GOTHAM ARTS HD BY FAX OR AT THE SHOW**

*Personal video cameras are not allowed at the performance.*

**1** >>> PLEASE PRINT CLEARLY

DANCER'S NAME: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**2**  CASH  CHECK # \_\_\_\_\_  CC > CREDIT CARD PAYMENTS PROVIDE BILLING ADDRESS BELOW ↓

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

AMEX/VISA/MC/DISCOVER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -  EXP \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_

PRINT NAME ON CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

FOR OFFICE USE • 17TAKFV  
 > CASH  IN \_\_\_\_\_ > CHECK  IN \_\_\_\_\_ > CC  IN \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ VIA \_\_\_\_\_ TN \_\_\_\_\_

**3** *Discounts for multiple DVD's are for different shows only*

**PRICING >>>** DVD > \$45/ea for 1 • \$80 for 2 • \$105 for 3 • \$120 for 4 • \$25/ea for 5 or more  
 Blu-Ray > \$55/ea for 1 • \$100 for 2 • \$135 for 3 • \$160 for 4 • \$35/ea for 5 or more

DVD	BRD	QTY	SHOWS	AMOUNT \$
<input type="checkbox"/>	<input type="checkbox"/>		Thurs, June 22, 2017 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Fri, June 23, 2017 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 24, 2017 @ 10:00 AM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 24, 2017 @ 2:00 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sat, June 24, 2017 @ 6:30 PM Show	
<input type="checkbox"/>	<input type="checkbox"/>		Sun, June 25, 2017 @ 3:00 PM Show	

**4** ORDERS WILL BE DELIVERED TO STUDIO unless Ship to Home is requested. > Ship to Home  +\$8.00

SHIP TO HOME CHECK BOX ABOVE & PROVIDE SHIPPING ADDRESS ON REVERSE IF DIFFERENT THAN BILLING ADDRESS ➔

ALL ORDERS placed after 6/25/17 must add \$15 > Late Fee  +\$15.00

**TOTAL \$** \_\_\_\_\_

↓ TEAR OFF FOR YOUR RECORDS ↓

DVD / BRD	QTY	SHOWS ORDERED

Pay Meth: \_\_\_\_\_ # \_\_\_\_\_ SD: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ IN: \_\_\_\_\_

Last Name of Person Ordering: \_\_\_\_\_

- > We accept cash, check, VISA, MasterCard, American Express and Discover.
- > If you are paying by credit card, you may FAX this form to: (623) 376-7579
- > If you are paying by check, please make checks payable to: Gotham Arts HD
- > Orders can be mailed to the address below.

**GOTHAM ARTS HD** >  
 Professional Video Services in High Definition<sup>SM</sup>  
 17TAKFV

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