

**RECITAL HANDBOOK**  
**Philosophy, Policies, and Procedures**  
**June 9-10, 2018 at BCIT Medford**  
**Show times TO BE ANNOUNCED AFTER CAST ASSIGNMENTS**  
**\*MANDATORY DRESS REHEARSAL for all participants,**  
**Saturday MAY 19-20, 2018**

**RECITAL packet part I "in a nutshell"**

- *Mandatory Dress Rehearsal, May 19-20, 2018 at BCIT Medford campus, specific times per class schedule TBA*
- *Recital productions, June 9-10, 2018 at BCIT Medford campus, specific cast assignments per class announced ASAP*
- *Costumes can be paid in full or broken up into three payments-  
!! A SIGNED FORM MUST BE RETURNED BY Nov 10 !!*
- *CORE does measuring, altering, preparing for all costumes. Parents are responsible for shoes, makeup and showing up on time according to the schedule we provide for the relevant dates*
- *Ticket sales will be online through a service that allows you to PICK YOUR SEATS and make any other purchases related to the recital (tshirts, flowers, etc)*
- *CORE will be providing access to a recorded version of the recital that you can view by link or download for your own use. Photography is not permitted during the shows.*

Dear Parents and Students,

We are very excited about our 14<sup>th</sup> dance season and are currently getting our recital plans underway!

Dance is a wonderful performance art and we strongly encourage all of our dancers to participate in this greatly anticipated annual tradition! Mark your calendars for the above mentioned dates. You may communicate any schedule conflicts that might affect your family, but please understand that while we can TRY to accommodate major life events like graduations, etc. we cannot guarantee we can make every schedule request work.

Please understand☺

During the weeks of November 10-30, your teachers will take costume measurements in classes in preparation for Costume Ordering. The costume balances for each dancer may be paid in one lump sum or broken up into three payments- details on attached page. You may pay for costumes by cash, check, or VISA/Mastercard.

**This financial commitment, nor any portion of, cannot be refunded, regardless of circumstances, should you decide at a later date not to participate, nor can your costume order be cancelled.**

**WE WILL NOT ORDER A COSTUME WITHOUT THE SIGNED COSTUME AGREEMENT!**

The recital 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.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents. It will be passed out in 3 parts as relevant.

*CORE's dance productions are a team effort. Every single performer's role is important and for that, we ask that you plan to spend the entire length of the performance celebrating not just your own child, but the hard work of every other child, their families and your hardworking staff. Please don't leave once your child's time on stage is done. Your children will remain backstage for the entire performance.*

#### **PART I: The Commitment Updates**

As the season progresses, additional recital information or updates will be posted on the CORE Academy of Movement website, [www.coremovement.com], in monthly email newsletters, and on the school bulletin boards near the main entrance. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are all key players in the show's success. We believe that maintaining a classical dance class structure until the end of the school year makes for a well rounded dancer. **WE DO NOT FOCUS OUR SCHOOL YEAR ON THE RECITAL.** Most choreographers will not begin recital dances until Feb or Mar. *Our choreography requires you to attend 100% of classes. Absences require 2 weeks advance notice and may not exceed 3 excused absences. NO DANCER may miss rehearsals or activities in the months of March, April, May and June. The Director and Choreographers reserve the right to limit a dancers' participation if his/her presence is deemed insufficient. It's a team effort, we expect you to do your part, too.*

### **Additional items for consideration**

\$20 tickets will be sold beginning March 18, 5:00am through our own secure website or in person beginning April 20. Each member of a person's party, regardless of age requires a ticket as per BCIT Medford fire code. Optional expenses include scholarship flowers, tshirts, medals and trophies. These add-on items benefit families on tuition assistance and college students at CORE.

### **Home Practice**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child's dance music will be made available for your student.

### **PART 2: Costumes**

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool and combined discipline students will need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, tights, etc.), but not shoes.

### **Alterations**

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Sometimes it's a simple hem, or sometimes we order a larger size to accommodate girth but perhaps the sides need to be taken in for tall and thin dancers, etc. Please contact the CORE office for recommended dressmakers. When possible, Miss Jaelyn alters the costume herself to save you time.

### **Distribution and Fees**

We take great amounts of time to insure your costumes require minimal effort on your part. We inventory, steam and label each individual piece and matching accessories. Nothing leaves us without what is needed to step on stage. Costumes will be distributed when all outstanding balances for tuition and costumes are paid in full.

**The deadline for all balances due is January 10, but YOU MUST RETURN THE COSTUME AGREEMENT WITH YOUR PAYMENT PLAN by NOV 10.**

**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.**

### **Costume Care**

We require that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

➤ Each student's name must be placed in his or her costumes, shoes, accessories, and tights.

### **PART 3: Tights, Shoes, Hair, and Makeup**

\*A detailed costume accessory sheet is included with EACH costume. It will outline what color makeup, hairstyles, etc. Just follow the sheet☺

#### **Tights**

To ensure that there are no discrepancies in condition, color and style, tights are ordered and placed with your costumes- you are not responsible for additional purchases. Do not wear or wash them before the dress rehearsal or performance.

#### **Shoes**

Your class costume may require a different color shoe than your regular dress code. **DO NOT BUY A NEW PAIR** unless fit is an issue. We can spray paint☺

#### **Hair and Makeup**

One "Performer Kit" will be included in your costume that includes lipstick, hair pins, rubber bands. All female students are required to wear makeup for the recital: beet red/burgundy lipstick, blush, eye shadow (browns and purples not blue), and mascara- fake eyelashes for girls ages 12-up. For the boys, a little blush works well.

Uniform hairstyles are required and will be explained by your teacher and on your costume accessory sheet.

COSTUME AGREEMENT FORM & PHOTO RELEASE STATEMENT/PERMISSION

- CORE completes all of the costume ordering process
- Alterations will be handled by Jaclyn
- Tights and accessories are included in the cost of your costume
- CORE will steam and hang your costume before distribution
- You will receive your costume on a hanger and one Performer Kit (accessory sheet and specific items to be paired with your costume) prior to dress rehearsal

**This financial commitment, nor any portion of, cannot be refunded, regardless of circumstances, should you decide at a later date not to participate, nor can your costume order be cancelled.**

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Please see below to calculate your total costume balance: according to the age group of enrolled class. NOT THE ACTUAL AGE OF YOUR CHILD.

**\$85 per costume-** Ages 3/4intro, 4/5 combo, 5/6 combo, 7/8 jazz/tap, 7/8 ballet, 7/8 hip hop

\*All tap/ballet or tap/jazz combo classes will wear **one** costume and perform **one** dance in the recital!

**\$90 per costume-** Ages 9-11, 10-12, 11-13, 12-15, 15-18

\_\_\_\_\_

Dancer(s) Name: \_\_\_\_\_

Total Costume Balance: \_\_\_\_\_ (calculate per class using the above scale)

I am participating in the following classes for the recital (please list specific discipline or days/times or state "ALL":

**Payment Options:** Please check your preferred method of payment

Pay in **full** on December 10th with  
with check or credit card on file



Finance payment on November 10th,  
December 10th, January 10th,  
with check or credit card on file

\_\_\_\_\_  
Parent Signature / date

\*Please complete one of the following forms per family, and return to CORE's front office NO LATER THAN NOVEMBER 10, or we will not order your child's costume.

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