

Dear Viking Dance Recital Families,

Included in this packet are the important details regarding the **Viking Gymnastic & Dance Inaugural Dance Recital, *Debut***. Please make sure to **read the entire packet thoroughly** with your dancer prior to show week. This packet will also be available for download on our website under the Dance Recital tab at **www.vikinggymnastics.com**.

PHOTO DAY:

There is an *optional* photo shoot day on **Saturday, May 12 in the Viking dance studios**. Please review the Photo Day Schedule, as arrival times/photo times are assigned to Studio 1 or Studio 2 by class. Dancers are expected to arrive in full costume, hair and makeup at their **scheduled arrival time**, as photo day may run ahead of schedule. Dancer's in multiple routines will have time in between photo shoots to change into their other costume(s). Photographers will take both individual and group class photos. You may then view proofs online to order your package at an additional cost if you like.

DRESS REHEARSAL:

There is a **MANDATORY** dress rehearsal for all dance students scheduled on **Monday, May 14 at Niles North High School Auditorium**. Please see the attached **dress rehearsal schedule** for your dancer's required arrival time and stage time. Upon arrival at the school, enter through the auditorium doors and find a seat in the theater. Dress rehearsal will run in the same order as the program for the shows. If your dancer is not present for dress rehearsal, she/he will miss a key opportunity to practice on stage with their class members. Dancers must arrive in costume with full hair and makeup at their required call time, **not estimated stage time**, as dress rehearsal may run ahead. Each routine will only have 5 minutes of stage time to run their dance. When your dancer has completed all their scheduled numbers on stage, they are free to leave the auditorium, or may stay to watch the other classes. Before you leave the theater, **please be sure to pick up your souvenir t-shirt from the t-shirt table**.

PREPARING FOR PERFORMANCE DAY:

It is recommended that you discuss with your dancer all that she/he should expect for photo day, dress rehearsal, and performance day. It is an exciting experience to perform on a big stage in front of an audience, but it can be nerve racking as well. If dancers understand what to expect, it can help ease performance anxiety.

To prepare your dancer fully for the recital, encourage your dancer to rehearse their routine at home, outside of class. Recital music is available for dancer's convenience and to enhance at home practice. **Dancers must supply their own USB flash drive to their instructor. USB drives must be clearly labeled with dancer's first and last name. Any submitted USB drives will be returned to students with their recital music in classes the following week.**

Due to the limited amount of time an instructor has in class each week to teach choreography and rehearse your dancer's routine, please ensure that your student attends class as much as possible for the remainder of recital season. **The Dance Director reserves the right to remove any dancer from their routine if the instructor feels they are underprepared due to excessive absences.**

Remember to pack a light snack for your dancer backstage and an activity to keep tot and kinder aged dancers occupied. Dancers should keep hydrated with bottled water. No colored fruit juices, sodas, or messy snacks that might stain costumes are allowed. Please send dancers with quiet, easily contained activities such as cards, coloring/reading books, etc. to help pass the time backstage while they wait.

Lastly, discuss with your dancer proper backstage etiquette, how/who will be picking them up and double check your dancer has ALL costume items before and after the show. Refer to the **Costume Checklist spreadsheet** included in this packet to ensure you have everything your dancer needs for their performance. All dancers should arrive to the theater prepared. **Viking Staff and Parent Volunteers are not responsible for getting your dancer into costume, hair or makeup** (apart from students who have quick changes).

DANCER CHECK-IN:

**10AM SHOW: Dancer Check-In between 9:00-9:15am.
2PM SHOW: Dancer Check-In between 1:00-1:15pm.**

During check-in, located in the lobby, family members will be provided with a dancer pick-up ticket which will be used to check out your dancer at dismissal. **DO NOT LOSE YOUR PICK-UP TICKET. This system is in place to ensure the safety and security of our dancers.** All dancers must arrive in full costume, hair, and makeup. Once dancers check-in, Viking staff will take them to their assigned dressing room. Due to space and student privacy, only parent volunteers will be allowed in the backstage area. If you are interested in being a parent volunteer, please read the PARENT VOLUNTEER section of this packet.

FINALE OF BOWS:

To minimize the amount of time between routines and conclude the performance as a studio community, there will be a final parade of bows by class, and an entire ensemble bow at the end of the performance. Dancers will remain backstage in costume after they finish performing to participate in the final bow. If a dancer is in multiple routines, they will do their final bow in their final costume.

DANCER DISMISSAL:

At the end of the show, dancers will return to the dressing room. **Send ONE adult with your dancer's pick-up ticket to the dressing room to collect your dancer.** Pick-up tickets will have the dancer's assigned dressing room number and must be presented to a staff member before entering the dressing room. Staff members will assist you if you cannot find the correct dressing room. Please make sure that your dancer has gathered all belongings before leaving the venue. To ensure dismissal moves efficiently, please do not congregate outside the dressing room doors or linger in the dressing rooms, as many parents will be picking up their dancers at the same time.

PHOTO/VIDEO:

You are welcome to take photos and video at dress rehearsal only during your dancer's routine. **Photo and Video is strictly prohibited the day of the performance.** Patrons found in violation of this may be asked to leave the theater. There will be a professional videographer present to film the show on the day of the recital. DVD copies of the performances may be ordered for \$10.00 or purchased post-show for \$15.00 subject to availability. DVD order forms must be turned in with payment to the front desk by **Saturday, May 19**. DVDs will be available 3-4 weeks from recital and you will be notified via e-mail when your DVD order is ready for pickup.

COSTUMES:

Parents/students are responsible for any alterations needed as well as proper costume care and maintenance. Lost, stolen, or damaged costumes are not the responsibility of Viking. Viking cannot guarantee the arrival of replacement costumes for performances. Any dancer without a costume will not be permitted to perform.

Costumes have begun to arrive as they are shipped out from the costume companies. Dancer's must try their costume on when they arrive either at the start or the end of class to ensure it is the proper fit. Any dancer that takes a costume home will not be able to bring it back and exchange it later. When your dancer does bring their costume home, take a moment to initial costume tags and label the insides of dance shoes to prevent lost or stolen items.

Please follow your instructor's specific guidelines for your routine's hair, makeup, tights and dance shoes. **Refer to the Costume Checklist spreadsheet included in this packet for each class's requirements.** No jewelry should be worn onstage for the performance, except studded earrings.

CARE TIPS:

- Hang costumes in a dry, cool place or keep covered with a garment bag or garbage bag.
- Hang tutus upside down to maintain fullness. Fluff and spray layers lightly with hairspray or starch when wearing.
- Keep all pieces together.
- Do not wash or wear costumes prior to photo day.
- Place costumes in the bathroom and let shower steam run to release wrinkles or spray lightly with a steamer.
- Do not iron costumes.
- Do not wear dance shoes outside or new tights in class prior to performance.

SHOES, TIGHTS, UNDERGARMENTS:

Please locate your child's class on the costume check list and make sure to purchase the proper tights and dance shoes for their performance. We do not require any specific brand of dance shoe or tights, but both must be the appropriate color and tights must be footed. Viking does provide shoe sizing and ordering for your convenience as well as tights located on the merchandise wall in the reception area. We strongly advise purchasing shoes at least one month in advance to picture day so dancers can break them in prior. If shoes sizes are on backorder, ordering early gives them more time to arrive. We also highly suggest purchasing two pairs of dance tights to use one as a backup.

Please ensure undergarments are not visible when wearing costumes. We highly recommend purchasing a nude leotard or nude briefs to wear underneath dance costumes in lieu of regular undergarments.

PARENT VOLUNTEERS:

Volunteers will be needed for ushers/program distributors, and backstage rooms on the day of the recital. There will be two sets of volunteers, one for each show. **10:00 AM volunteers will need to arrive at 8:30 AM for a meeting and tour, 2:00 PM volunteers will need to arrive at 12:30 PM.** All volunteers must stay until the end of recital to assist with dismissal. Parent Volunteers will receive free admission for themselves to the recital and will have a reserved seat to watch their dancer's routine. Some volunteers will accompany groups of dancers to the wings backstage, making sure they are prepared for their entrance, and will pick the dancers up after they perform to accompany them back to the dressing room. They will also be expected to help with managing the dressing rooms and helping to facilitate quick changes as needed. If you are interested in being a parent volunteer, please email **dance@vikinggymnastics.com** with your name and your dancer's name. Please be aware that availability for volunteers is limited and will be on a **first come, first serve basis**. If you feel your dancer will not be comfortable without you, please consider being a volunteer for backstage. Volunteers will be contacted via email with more details and recital day assignments/duties.

TICKETS:

Each student will receive two tickets as part of their recital package. Tickets will be available for pick up at the front desk beginning **April 20** and must be picked up by the dancer or an immediate family member with an ID. **Additional tickets can be purchased for \$15.00 each at the front desk. Admission is free for children ages 3 and under.** Tickets will also be available for purchase on the day of the show, provided there is additional seating. Seating will be general admission. Please let a Viking staff member know ahead of time if there is a member in your party that requires wheelchair accessible seating.

VENUE:

Both recitals will be held at **Niles North High School Auditorium** located at **9800 Lawler Ave. Skokie, IL 60077**. Enter through the Main Entrance (Door 2) and the auditorium/lobby is directly to the right. Recitals will promptly begin at 10:00 AM and 2:00 PM. **The auditorium will open for general seating of audience members 30 minutes prior to show times.**

PARKING:

Free parking is available for both dress rehearsal and recital day in the main parking lot (across from the flagpole and Main Entrance (Door 2) on the north side of Niles North High School. If overflow parking is needed, you may park in the Old Orchard Mall parking lot across Lawler Ave. However, Viking nor Niles North can guarantee parking in the Old Orchard lot, as it may be a tow risk.

Should you have any further questions about recital, please do not hesitate to contact us at dance@vikinggymnastics.com. We look forward to sharing our hard work and accomplishments for friends and family on the stage. Our inaugural recital will be a fabulous celebration in a phenomenal first season! Thank you to all our families for their love and support of dance and the arts.

-Your Viking Dance Faculty