



Dear Dance Families,

It is officially recital season! All of us at the Naperville Park District Dance Academy are working hard to ensure that this year will be the best one yet. Enclosed in this packet you will find the information about **Dress Rehearsal, Pictures, and Recital Day** needed to ensure that your child's hard work will be celebrated and presented in the best possible way. All information will be listed by your child's **Class, Day, Time, Teacher, and Location**. **Dress rehearsals and the Recital will be held at North Central College's Pfeiffer Hall, 310 East Benton Ave. Please use the main entrance located on the north side of the theater on Benton Ave. Handicap parking and entrance is located on the west side of the theater on Brainard St.**

Enclosed in this packet:

- Parent Reminders and Checklist
- Dress Rehearsal Schedule
- Recital Day Show Orders
- Tickets for Recital
- DVD Order Form
- Flower Order Form
- Volunteer Form/DCFS Form
- Pfeiffer Hall Parking Map

Recital Ticket Information: Each dancer will receive 6 tickets **per show**, regardless of how many dances they are in. Tickets are required for each patron entering the auditorium on recital day, including infants and children. Dancers do not need a ticket to enter the auditorium. Tickets are included in this packet. We are at capacity for all shows and do not have extra tickets. If you are in need of an extra ticket, please ask a parent in your child's class who may not be using all of theirs. Naperville Park District is not responsible for ticket exchanges.

Accessible Seating: For accessible seating requests, please contact Brittany Malatt by email at bmalatt@napervilleparks.org by **Friday, May 10**.

Dress Rehearsal: Mandatory Dress Rehearsal will be held on **Saturday, June 1st**. To ensure each dancer is prepared to perform at the recital, we ask that you please arrive **on time in full costume, hair and make-up with proper tights and footwear READY TO BE ON STAGE** at the scheduled time. Rehearsal time slots were carefully planned to ensure each dance has a chance to practice on the stage.

Picture Order Form: Picture order forms will be handed out **in all classes** in May, and should be brought to the theater completely filled out on your scheduled picture day. Please note, we do not have digital copies of the picture order form, therefore, we are unable to email them out. Picture order forms come in hard copies only. Dancers enrolled in more than one class that wish to order photos in each costume will need to have forms filled out for each class separately.

Pictures: All classes will have pictures taken during their scheduled **Saturday, June 1st Dress Rehearsal** time. Please plan accordingly and arrive with your dancer in **full costume, hair and make-up with proper tights and footwear**. Please have all picture paperwork filled out *before* you arrive at the auditorium. Please check the enclosed schedule for more information.

What can we expect during Dress Rehearsal? Please arrive at your scheduled rehearsal time with your dancer in **full costume, hair and make-up with proper tights and footwear**. Please use the main lobby entrance located on the north side of the theater on Benton Ave. Once inside, please make your way into the auditorium and look for your dancer's class row, listed on the rehearsal schedule. There will be volunteers standing at the entrance of the auditorium to assist you on finding your dancer's seating section. Please stay with your child in the auditorium as there will not be adult monitors until the dancers are on stage.

When ready, dancers will be picked up to rehearse on stage. After rehearsal, they will be walked to the lobby and upstairs to the balcony lobby for photographs. **No parents will be allowed backstage or in the balcony lobby**. Once they have finished photos they will be escorted back to the auditorium and are free to leave with a parent. All picture paperwork needs to be filled out *before* arrival at the auditorium and handed to your dancer's instructor upon arrival.

Can parents stay for the duration of dress rehearsal? Parents are expected to stay for the dress rehearsal, especially for our younger performers. We will have plenty of seating available in the theater for you to watch while you wait. It is asked that all parents are courteous and quiet throughout the process. **You will be allowed to take photos and or/videos of dress rehearsal, but it is asked that you stay in your dancer's designated class section. No flash photography.** No parent will be allowed backstage or beyond the reserved space for instructor viewing for any reason. Your child will be supervised only when the instructor takes them on stage and to get their pictures taken and then will be returned to the auditorium after their scheduled picture time. You must stay with your child in the auditorium until their instructor comes to pick them up to practice on stage.

Recital Day: Our recital is on **Sunday, June 2nd at 11:00am, 2:00pm and 5:00pm**. Please arrive at the auditorium **30 minutes** before your dancer's recital time in **full costume, hair and make-up with proper tights and footwear**, ready to be on stage. Tickets are required upon entry in the auditorium. Doors open 30 minutes prior to show start time.

What can we expect during Recital? Please arrive **30 minutes before the show** with your dancer in **full costume, hair and make-up with proper tights and footwear** and use the main lobby entrance located on the north side of the theater on Benton Ave. Once inside, please make your way to the auditorium and find seats for the show. Please designate **one** member from your family to bring your dancer to the rooms located backstage on the 1st, 2nd or 3rd floor. Use the double doors located to the right of the stage in the auditorium. The designated family member must be the same person picking up your dancer after the show. Please do not send siblings younger than 18 years old to drop off your dancer. Each dance class will have a designated room labeled by their **Class, Day, Time, Teacher and**

Class Location on the doors. Dancers in multiple dances will use the bathrooms backstage for changing. Dancers will remain backstage for the ENTIRE show until the full cast curtain call at the end of each performance. Parents may wait with their child in their room up to 15 minutes prior to the show starting, if necessary, but there will be no parents allowed in the backstage area for any reason. We also ask that any siblings, additional family members and other non-performers wait in the auditorium in their seats, and only one parent drops-off and picks-up each child to avoid congestion. Your child is welcome to bring activities while they are waiting to dance. Please feel free to bring coloring pages and crayons. **Please no markers, juice, or other items that may stain costumes. Only mess-free, nut-free snacks and water bottles are allowed.** Please label your child's belongings and do not send them with anything valuable, as items may be left unattended while shows are in progress. Dancers are prohibited from using any electronics (cell phones, mp3 players, tablets, laptops). The Naperville Park District Dance Academy is not responsible for any lost or stolen items.

Releasing Dancers after the Performance: After the curtain call dancers will be taken back to their assigned rooms. **Please allow 10 minutes for dancers to return to their rooms and gather their belongings.** At this point we will make an announcement in the auditorium when it is time to pick up your dancer from their classroom (the same room you dropped them off at the beginning of the show). Please have only your **one** designated family member (same one who dropped off your dancer) make their way backstage to pick up your dancer. Please ask the rest of the family members to wait in the lobby or outside so that we are able to clear the auditorium and set up for the next show. If parents wish to greet a performer after the show or to present flowers, please do this in the lobby or outside area.

Additional Information: Dancers will not be released from backstage **before** the end of the show. We work hard to keep recitals at a reasonable length, and we will keep dancers backstage until it is their turn to be released for their safety. **No performers are allowed in the audience or allowed early departure, and it is asked that audience members plan to stay for the duration of the performance as well.** Please note that no food or drinks are allowed in the theater. Please no strollers in the auditorium. Strollers can be left in the lobby during the performance. The use of recording devices is strictly prohibited. No photography of any kind is allowed during the performance. This includes cell phone cameras. All rules will be strictly enforced. It is not only distracting to the people around you, but it is considered to be extremely disrespectful to the performers. A DVD of the performance will be available from Zaker Video, and an order form is included in this packet.

Parking: Please refer to the campus map included in this packet. Pfeiffer Hall building is listed as #14. Please use the labeled parking locations found on the map. Labeled parking locations are highlighted and **labeled in letters A-E**. There is also limited street parking. Handicap parking and entrance is located on the west side of the theater.

Interested in Volunteering? We are looking for parents to volunteer on Recital Day! Parent volunteers are responsible for monitoring dancers in their assigned rooms, making sure they are ready for the stage, following the show order, and other miscellaneous responsibilities. Please fill out the

Volunteer Response Form and DCFS Background Check form found in this packet and return to your instructor by **Saturday, May 4**. Volunteers will be secured on a first come, first served basis, so please get your responses in promptly. A detailed volunteer job description is provided in this packet for more information.

Recital information can also be found at www.napervilleparks.org/dance

As always, feel free to contact me with any questions or concerns. I look forward to seeing everyone in June!

Sincerely,

Kristy Meza

Dance Coordinator

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