



## **Recital Information Packet**

Congratulations on your Spring 2018 recital, "All Things Beautiful"!!! Recital is right around the corner and we are so excited to see our student's shine!

We know this is a lot of information, and it can be confusing even for the most seasoned dance parent. So, this packet is going to be your recital sidekick! It contains everything you need to know about recital. Where to be, when to be there, and what to bring! We've even included a table of contents to make navigating this packet easier! We recommend that you print this packet out and bring it with you for Dress Rehearsal and Recital to make sure you've got what you need! It will also be available in the app if you choose to download it.

Need a hard copy? No problem! Come by the front desk, and we'll print one off for you! Please read this packet carefully before calling or emailing our office with questions, as they are hard at work preparing for a successful recital!

Looking forward to a wonderful show!!!

Sincerely,

Illusion Dance Center Staff



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## Recital Check List

### Print off

|  |   |
|--|---|
| You will also be able to access all docs in the App if you choose to download it |   |
|  | Student's Recital Confirmation (This will be emailed to you no later than 2 weeks prior to the show). This PDF contains your students personal Recital schedule containing which show they will be performing in and in what order.)    |
|  | Recital Info Packet- (This Packet)  |
|  | Show Order(s) - Will be available online as well as in the app.   |
|  | You may find it helpful to print off the show order for the show your student's show(s) and highlight when they perform. We will have posters of the show orders at dress rehearsal and at recital though so this is just a suggestion. |
|  |   |
|  |   |

### Dress Rehearsal & Performance

|   |  |
|---|--|
| <u>How to Arrive:</u><br><br><ul style="list-style-type: none"><li>- Hair done* (low bun, centered with part over the student's left eye)</li><li>- Make-up done* (darker to prevent "washing out" under stage lights)</li><li>-Tights and first costume on</li><li>- Cover-up over costume</li><li>- Street shoes (will change into dance shoes backstage)</li></ul><br><p>*make-up and hair does not have to be perfect for dress rehearsal. We recommend parents do full hair and make-up for dress rehearsal for practice, but it is not required if you are short on time.</p> | <u>Send your dancer with:</u><br><b>LABEL EVERYTHING WITH PERMANENT MARKER and PUT EVERYTHING IN A BAG WITH YOUR STUDENTS NAME CLEARLY MARKED ON THE OUTSIDE!!!!!!</b> <ul style="list-style-type: none"><li>- Any Accessories that go with a costume</li><li>- Hairspray and Hair Gel</li><li>- Bobbi Pins</li><li>- Make-up for touch-ups (especially lipstick)</li><li>- Pony-tail holders</li><li>- Additional Costumes on hangers (clearly labeled with name). We recommend using a clear garment bag with all of the correlating accessories/ shoes/ in the bottom of the bag.</li><li>- Additional Tights</li><li>- All necessary dance shoes</li></ul> |
|---|--|

**Please label all items with a permanent marker! If your items are not labeled clearly, then we can not guarantee that we can keep track of your child's belongings.**

**Illusion Dance Center is not responsible for any lost or stolen items.**

**Purchase your Make-Up Kit and/or Garment Bag Here: <http://www.123formbuilder.com/form-3637790/MakeUp-And-Garment-Bag-Order>**

Please do not send any extra, or unnecessary belongings backstage as we have limited space.



## **Show Orders**

Please view the Show Orders to see when your student performs (will be sent via email no later than Monday, April 23rd and will also be available in the app).

Note that any students names written in red will have a quick change. Our instructors will be back stage to assist student's with quick changes.

### **Recital Confirmation Email**

You will also received a Recital Confirmation Email. This email contains every dance your student is in, which show that dance is in, and what number the dance is in the performance. This document is extremely helpful and we recommend you print it out along with this packet to have for recital (this will not be available in the app as it is personalized for each dancer).

### **What Show is my Dancer in?**

Please view your recital confirmation email to view what show(s) your student is in. If you are having trouble viewing this document, please email [info@illusiondancecenter.com](mailto:info@illusiondancecenter.com) to request access. We will also release a master list that will be available online and on the app.

### **How to Gain Access to our Recital App**

Please go to our website and click the green "find us on Team app" button to request access.  
<http://www.illusiondancecenter.com/recital>



## **Dress Rehearsal Schedule**

May 11th and 12th at Smithson Valley High School  
14001 TX-46  
Spring Branch, TX, 78070

| <b>Dress Rehearsal for student's in the Saturday Evening Performance</b> |   |
|--|---|
| <b>Who</b>   | Level II (Ballet, Jazz, Tap, Hip Hop, Lyrical)                              |
|  | Level III and IIIB (Ballet, Jazz, Tap, Hip Hop, Contemporary)               |
|  | Level IV (Ballet, Jazz, Tap, Hip Hop, Contemporary)                         |
|  | Level V (Ballet, Jazz, Contemporary)  |
|  | All Team Members  |
| <b>When</b>  |   |
| Call Time (Arrive)   | Friday May 11th 4:30pm- 5:00pm  |
|  | Announcements begin @ 5:30pm. Dress Rehearsal will begin immediately after. |

| <b>Dress Rehearsal for students in the Sunday Matinee Performances</b> |  |   |
|--|--|---|
| <b>Who</b>   | Creative Movement  | Pre Jazz                                      |
|  | Combo I  | Pre Hip Hop                                   |
|  | Combo II   | Level I (Ballet, Jazz, Tap, Hip Hop, Lyrical) |
|  |  | All Team Members                              |
| <b>When</b>  |  |   |
| <b>Dancers in Matinee 1</b>  |  |   |
| Call Time (Arrive)   | Saturday May 12th @ 12:00pm  |   |
|  | Announcements begin @ 12:30pm. Dress Rehearsal will begin immediately after. |   |
| <b>Dancers in Matinee 2</b>  |  |   |
| Call Time (Arrive)   | Saturday May 12th @ 2:00pm   |   |
|  | Announcements begin @ 2:30pm. Dress Rehearsal will begin immediately after.  |   |



## **Dress Rehearsal**

Upon arrival, please find a seat in the auditorium. If your dancer is in the first 8 dances, drop off your dancer's belongings in the dressing area first (they should arrive dressed for their first dance).

We will begin dress rehearsal with a quick meeting in the theater. A few announcements will be made, and we will go over the process of the dress rehearsal. We will do our best to start right on-time.

All students are required to show-up at the call time for their Dress Rehearsal. Students must show up with their hair and make-up done, tights, and first costume already on.

If you will need help with hair and/or make-up please let us know before-hand so that we can assign someone to help you. The "My First Recital" Make-Up kits are extremely helpful for the littles! You can purchase these on our website and at the studio!

You will send your dancer's bag and additional costumes backstage when you drop them off in the dressing area. We will have staff back stage to help with costuming. Please remember not to eat or drink anything but water in your costumes. No food or colored beverages back stage.

We highly recommend sending your dancer's costumes and accessories in a clear garment bag. You can purchase the one we recommend online or at the studio!

Parents and family members will not be permitted backstage (with the exception of Creative Movement only...no other exceptions!). We have staff members and volunteers backstage to help our dancers get ready and line up for their dances. This has worked very well in the past, so we will follow the same procedure. This will allow everyone to be able to sit out in the audience, relax, and watch their child's dances! It will also help with the limited space in the dressing rooms. We assure you that we will help all of our dancers, and that quick changes will also be taken care of. We will also have a special guest appearance backstage during the Sunday Matinee shows! Follow us on social media for more info!!!



## Instructions

- Please see your Recital Confirmation Email or the show order to see when your classes will be dancing. We will also post a show order in the facility and have copies for you to grab the day of dress rehearsal. These will also be available on the app. Please show up when we begin, because we hope to run through everything rather quickly.
- Dancers will sit in the audience (with parents) and watch the dances before and after their performances. Please note that you are responsible for keeping track of where we are in the show order, and making sure that you report to the dressing area in a timely manner.
  - We will provide a show order for you on the day of dress rehearsal, and you can hang on to this or use your program on the day of recital. This will also be available on the app. Please note that we will be doing smaller, one page programs this year. These will be free to all attendees. The larger program booklets will be handed out at the door, but only 1 per family will be provided as we have done in the past. You will also have the opportunity to purchase more of these keepsake programs if you wish. If you purchased an ad, you will receive 1 extra keepsake program free of charge.
  - After your dancer is done performing, you can pick them up to watch the rest of the show. Please report back to the entrance of the dressing area immediately following their performance.
  - At the end of the show, you can report to the stage door in the lobby to collect your dancer's belongings if they were not sent back to the audience with you already.
- The first 8 dances will need to be backstage after announcements to begin the Dress Rehearsal.
- All other dancers will need to report to the entrance of the dressing area (out in the hallway) **8 dances before they perform** (right after the 9th dance before yours).
  - For example, if you are in the 10th dance, you will need to report to the dressing area after the 1st dance.
- If you have 8 or less dances in between your dances, then you will remain backstage. This will help keep the dressing rooms from getting congested.
  - If your dance is waiting backstage between their dances, they will need to be completely dressed and ready to go, **5 dances ahead** of their dance. All dancers will receive staff/volunteer assistance.



- Quick changes are the exception. Dancers with quick changes will be assigned to the quick change area where they can receive staff assistance.
- If you are unsure of when your child will be finished, please consult the staff member in the lobby when you drop off your child at the dressing area.
- We may take longer running through some dances than others. This will depend on the staging and formations of each dance, lighting, and any technical issues. We will do our best to run the show as smoothly and quickly as possible.

**No one (except staff and dancers) will be allowed backstage during the show. No exceptions.**

- Please go to the shirt table in the front lobby to pick up all t-shirt pre-orders.





## **Recital Schedule**

May 12th and 13th at Smithson Valley High School

14001 TX-46

Spring Branch, TX, 78070

| Saturday Evening Performance |  |
|------------------------------|--|
| <b>Who</b>                   | Level II (Ballet, Jazz, Tap, Hip Hop, Lyrical)                       |
|                              | Level III, IIIA, and IIIB (Ballet, Jazz, Tap, Hip Hop, Contemporary) |
|                              | Level IV (Ballet, Jazz, Tap, Hip Hop, Contemporary)                  |
|                              | Level V (Ballet, Jazz, Contemporary)                                 |
|                              | All Team Members   |
| <b>When</b>                  |  |
| Call Time                    | Saturday May 12th 5:00pm- 5:30pm                                     |
|                              | 5:30pm- Doors Open for Audience seating                              |
|                              | 6:00pm- Show Begins  |

| Sunday Matinee Performances |   |   |
|-----------------------------|---|---|
| <b>Who</b>                  | Creative Movement                       | Pre Jazz                                      |
|                             | Combo I                                 | Pre Hip Hop                                   |
|                             | Combo II                                | Level I (Ballet, Jazz, Tap, Hip Hop, Lyrical) |
|                             |   | All Team Members                              |
| <b>When</b>                 |   |   |
| <b>Dancers in Matinee 1</b> |   |   |
| Call Time                   | Sunday May 13th 12:30- 1:00pm           |   |
|                             | 1:00pm- Doors Open for Audience seating |   |
|                             | 1:30pm- Matinee #1 Show begins          |   |
| <b>Dancers in Matinee 2</b> |   |   |
| Call Time                   | Sunday May 13th 3:00- 3:30pm            |   |
|                             | 3:30pm- Doors Open for Audience seating |   |
|                             | 4:00pm- Matinee #2 Show begins          |   |



## **Recital**

Please arrive at call time with hair and make-up ready to go, in your first costume. If your dancer is in the first 8 dances, drop off your dancer and their belongings in the dressing area.

Arrival procedure is the same as for dress rehearsal.

The show will run the same as dress rehearsal. Please see dress rehearsal procedures for additional information.

Please refrain from entering and exiting the theater until the dance on stage is finished performing. This is out of respect for our dancers. See dress rehearsal info to know when to report to the lobby to go backstage.

**No one (except staff, dancers, and volunteers) will be allowed backstage. No exceptions.**

## **Trophies**

All trophies will be given at the conclusion of each show. If your dancer is in more than one show, then they will receive their trophy after their last performance for the weekend.

## **Recital DVD's**

You will be able to purchase a copy of the recital DVD in the lobby at the show or via this link:  
<https://www.mysharpshooters.com/dance-e-i/illusion18>

## **Concessions**

There may be concessions for sale during intermission (at the discretion of the SVHS Theater Department).

**PLEASE NO FOOD OR DRINK IN THE AUDITORIUM!!!**

## **Flowers**

There will be flowers for sale in the lobby before the show and during intermission for your convenience. You will be able to pre-order or purchase at the show if you would like. Order forms and an online ordering link have been sent via email. WE HIGHLY RECOMMEND THAT YOU PRE-ORDER!!! The flowers for sale on-site will sell out quickly, and with it being Mother's Day weekend, the stock will be limited.

Order Now Online:

<http://www.illusiondancecenter.com/recital>

## **Audience Photography**

No flash photography will be allowed at the dress rehearsal or recital. You may however, take pictures without flash at both.

You may video at the dress rehearsal, but not at the actual recital. We have a professional videography company coming to tape the show, and we encourage you to purchase a copy through them.



## **Ticketing**

Powered by



To view which show(s) your dancer performs in please check your email to view our Show Orders and/or your Recital Confirmation. These will also be available on our website and on the app.

### **Voucher Codes**

You will receive an email prior to ticket sales opening that contains a spreadsheet of Voucher codes. PLEASE MAKE SURE YOU ONLY USE YOUR VOUCHER CODE(S). If you purchase tickets using someone else voucher codes your seats will be canceled and released back for others to purchase.

### **When will Tickets go on Sale?**

Tickets will go "on sale" for those with codes on  
**Tuesday, 4/24 at 8am (maximum of 8 seats at this time)**

For those without codes (general public), tickets will go "on sale" on  
**Monday, 4.30 at 8am (may purchase more than 8 seats at this time)**

### **Where to Purchase Tickets**

- Go to our special TutuTix page on your computer, tablet, or smart phone at [www.tututix.com/IllusionDanceCenter](http://www.tututix.com/IllusionDanceCenter)
- Go to our Facebook Fan Page and click the "Buy Tickets" tab at the top
- Just call 855-222-2TIX (2849)

TIP: We recommend purchasing your tickets on a computer or via phone call. We have had parent's have issues trying to purchase their tickets on their phones/tablets in the past.

### **Ticket Prices**

**\$0 plus Tutu Tix's processing fee** per ticket you choose with your VOUCHER CODE(S)

**OR**

**\$15 per additional ticket** (includes Tutu Tix's processing fees)

*Note that you will need a credit or debit card to buy tickets. Tickets will be sold on a first come, first served basis. So, buy early to get your preferred seating! We recommend that you redeem your*



*vouchers/purchase your seats ASAP to ensure that you get the seats/number of seats that you want! ONCE TICKETS ARE SOLD OUT, THEY ARE SOLD OUT...WE CANNOT GUARANTEE ANYONE A SEAT EVEN IF YOU HAVE VOUCHER CODES!*

### **Ticket Delivery**

You'll have several options for how you want your tickets delivered. You can have it emailed to you, sent to your mobile phone internet browser, and even add it to your Apple Passbook (if you have the latest iPhone software) at no charge! **You will need to choose one of these options, as you will have to show your ticket (printed or on your phone) at the door.** There is also an option to have TutuTix mail you foil-embossed keepsake tickets for an additional fee with your dancer's name printed directly on the ticket! This is just for keepsake purposes.

### **ADA Seating**

ADA seating is reserved seating for any person needing accommodations for a wheelchair or assistive equipment. If you are in need of ADA seating please contact our office ASAP. Our ADA seats and companion seats are on reserve so they can not be purchased online. This keeps ADA seating available for only those who require it.

We can not guarantee companion seating for more than one person. So if you are in need of ADA seating and would like to keep your group together let us know as soon as possible so we can do our best to get your group seats together before tickets sell out.

### **Ticketing Issue? Don't Panic!**

Ticketing Issues- Call Tututix 855-222-2849

- If you're having trouble redeeming your voucher code or purchasing tickets? Purchased tickets to the wrong show? Need a refund? Call Tututix! They are here to assist you with all your ticketing needs! You can call us, but if you're needing to change seats, get a refund, or move seats you'll need to call Tututix as we do not have the capability to do any of this.

### **Forgot to Get Tickets**

- **Tickets Sold Out-** We limit our initial voucher sales to 8 tickets per family to try our hardest to give every family equal opportunity to purchase tickets. We can not guarantee seats once sales open but we do offer free viewing of the Dress Rehearsals. So, if you didn't purchase tickets before they sold out, you are more than welcome to invite as many people as you would like to watch your student at the dress rehearsal.
- **Worried about getting seats in the back?** Don't Panic! We are very blessed that our venue is designed to not have a bad seat in the house. The back sections are on an incline giving the audience member a clear view of the stage. No matter where your seats are, you should be able to see your dancer.



DON'T FORGET THAT OUR DRESS REHEARSAL IS OPEN TO THE GENERAL PUBLIC. ANYONE MAY COME AND WATCH DRESS REHEARSAL FOR FREE! We try to run rehearsal as similar to the show as possible.

### **How to Redeem Voucher Codes/ Purchase Tickets**

- 1 After you choose your show (Saturday or Sunday), enter your promo code and click find promo.
- 2 Once it recognizes your promo code, select the number of free tickets you get from the DANCER FAMILY FREE TICKETS pull down menu, and any additional ticket you need from the RESERVED pull down menu (there were two reserved menus last year, and it didn't matter which one I used).
- 3 Then go to select your seats.
- 4 Once on the next page it will select what it believes are the best seats for the number of tickets you chose on the previous page. They will be highlighted in black.
- 5 If you do not like these seats, you can hover over them and remove them with the red minus button. Once you remove them you can select the seats you want. IF YOU DO THIS you will need to scroll down to the bottom and choose "DANCER FAMILY FREE TICKETS" from the pull down menu next to your free seats again, or it will charge you full price on the next page.
- 6 Continue to the next page to checkout and review. You can still go back and change your seats at this point.
- 7 If you have any issues, I have called the support line, and they are very helpful! They can even swap your seats for you, or give you a refund (same day only) if necessary. The number is [\(855\)222-2849](tel:8552222849)

You can watch this video to learn more about buying tickets through TutuTix:  
<https://vimeo.com/60568395>

### **ADDITIONAL TIPS FROM FAQ'S:**

Visit: <https://www.tututix.com/help/>

Please feel free to contact our office with any questions you may have. Don't forget that TutuTix is available to help you with all ticketing questions/issues!