



## Annual Production Guidelines for Parents

**\*\*\*PLEASE READ YOUR EMAILS. IMPORTANT REMINDERS MAY BE SENT. NEW** - Harbor Dance has added a 'Recital 2024' tab on the menu bar of our website at [www.harbordance.net](http://www.harbordance.net). This tab includes links to purchase tickets, programs, the accessories chart, room assignments etc, in an effort to compile this information in one easy place to locate. The recital information board in the west wing hallway at Harbor Dance (Suite E) includes all of this information as well. Parents, we ask that you read these instructions to your dancer(s), so they know our rules, policies, and what to expect.

The annual production will be held at **Silas High School, located at 1202 N Orchard Street Tacoma, 98406**. A list of which class is in which show(s) is located on the color-coded chart attached to the email and is also located on the annual production information board and website.

**\*\*\*Only dancers with accounts paid in full may participate in the annual production.**

### Important Dates to remember:

- \***Tickets go on sale** June 1<sup>st</sup>, at Tututix.com-See detailed ticketing information on page 2.
- \*The **last tuition auto payment** processed will be in June. Thereafter, all auto payments will cease as our session ends, unless your dancer continues to take classes in the summer.
- \***Photoshoot Week** – June 10th - June 14th. The photoshoot details and schedule are included below.
- \***The last day** of regular classes is Wednesday, June 19th.
- \***Summer classes begin Monday, July 8<sup>th</sup>**, and run through Friday, August 16th. Registration for summer is now open.
- \***Fall class registration** begins July 15th for Cohesion Elite and Ballet Company members, July 22nd for returning/summer students, July 29th for the general public.

**Rehearsal and Performance Schedule:** \***Call time** is the time you are asked to arrive at the theater ready to go. All dress rehearsals will be held at Silas High School.

Thursday June 20	Friday June 21	Saturday June 22
<p style="text-align: center;"><b>One Moment in Time</b> <b>SHOW 1</b></p> <p>Rehearsal Call Time: 4:30PM Costume, hair, <b>NO</b> makeup</p>	<p style="text-align: center;"><b>One Moment in Time</b> <b>SHOW 2</b></p> <p>Rehearsal Call Time: 3:30PM Costume, hair, <b>NO</b> makeup</p>	<p style="text-align: center;"><b>One Moment in Time</b> <b>SHOW 1</b></p> <p><b>SHOW</b> Call Time: 10:30AM Full costume, hair, and makeup</p>
<p style="text-align: center;"><b>A Night at the Museum:</b></p> <p>Rehearsal Call Time: 6:30PM Full costume, hair, and makeup</p>	<p style="text-align: center;"><b>A Night at the Museum:</b></p> <p><b>SHOW</b> Call Time: 5:30PM Full costume, hair, and makeup</p>	<p style="text-align: center;"><b>One Moment in Time</b> <b>SHOW 2</b></p> <p><b>SHOW</b> Call Time: 1:00PM Full costume, hair, and makeup</p>
		<p style="text-align: center;"><b>The Classics: Ballet</b></p> <p>Rehearsal Call Time: 3:30 Full costume, hair, &amp; makeup.</p>
		<p style="text-align: center;"><b>The Classics: Ballet</b></p> <p><b>SHOW</b> Call Time: 6:30</p>

**Ticket Information:** Annual production tickets can be purchased at [tututix.com](http://tututix.com).

On sale beginning June 1<sup>st</sup>.

Seating is **ASSIGNED**.

**NO refunds** on tickets but exchanges are accepted.

Prices: \$25 - Adults ages 19-64

\$20 - Seniors over 65 and students ages 5-18.

Free - children ages 4 and under are free if sitting on a parent's lap. If occupying a seat, a ticket must be purchased.

**Videos:** Recordings for all shows are included in your recital fee payment. Once ready, links to digital copies of all shows will be emailed to you. They normally take 4-6 weeks to complete.

**Flowers and Recital T-shirts:** Providing flowers for your dancer after a recital is common practice. We will be selling flowers this year at the venue. We will also be selling Harbor Dance commemorative recital t-shirts with every dancer's name listed on the back. Discounts will be applied to all pre-ordered shirts. The pre-order cost is \$30. The cost will increase to \$32 at the venue. You can also pre-order your flowers using the same link for convenient pick up at the theater: [thecommcementgroup.com/harbor/](http://thecommcementgroup.com/harbor/)

**Photo Shoot Week:** Photoshoot week is June 10th-14th, here at Harbor Dance in studio 2. Your dancer's photo shoot will be during or very close to your dancer's normal class time (**with the exception of morning classes**). If possible, please arrive ready to go with hair, makeup, and costume due to limited space. Please report to your studio as usual on the day(s) of photos at the same time as class normally begins, **UNLESS your photoshoot time is before your scheduled class** time. If time permits, dances will be rehearsed before and/or after the photoshoot. The schedule is posted on the annual production information board, on our website and at the bottom of this document. Your dancers must bring their costume(s), do hair as requested by the instructor for the annual production and apply make up (if you so choose) in a manner that you would like it to be in the photo; **NOT AS HEAVY AS STAGE** makeup, if there is no instructor preference specific to the photoshoot. **DON'T FORGET YOUR TIGHTS AND SHOES!** For parents who need help with hair and make-up, we have extra staff on hand to help at photoshoot and recital, so no need to worry. Come early though if you need help. The photographer will be sending out an email to the parents prior to the shoot week, with the early bird special. Parents can choose to opt in or not. Either way, parents will be able to see the pricing and packages. Once photos are available for purchase, parents/guardians will be sent an email/text that the collection is live. To expedite the process, no parents will be allowed in studio 2 during the photoshoot.

**Dress Rehearsal and Show Day Procedures:** Upon arrival at Silas High School, please **sign your dancer in** at your dancer's assigned room. The list of room assignments will be added to the website once completed. We will have escorts to direct you to your dancer's assigned room. Hair should be performance-ready upon arrival. There will be help available for those who need it. For the Premiere show performers (One Moment in Time), make-up is not required at dress rehearsal. For all other shows, makeup IS required at dress rehearsal and show day. On rehearsal day only, after you assist in costuming your child, you may then go quietly into the theater and observe. It is very important that you are prompt as **we will rehearse the finale bow first at dress rehearsal, so the dancers can be released as soon as they are done** practicing their piece on stage. For the shows, we expect all dancers to **remain until the end of the show(s)** to bow in the finale.

Please be sure to **sign your dancer out** prior to leaving. Parents and guardians only are allowed at the dress rehearsal. The theater needs to be quiet as we run through the show. We allow only pre-designated volunteer parents backstage to allow enough room for performers to focus on their work and use backstage time for preparation.

All dancers should be fed, hydrated, and well-rested before arriving at the theater. Once they enter the dressing area they will need to stay with their class and assigned parent(s). Please only allow your dancer to bring water and snacks/foods that are **CLEAN** (i.e. non-cheesy crackers, pretzels, etc).

All performers: You must be neat, orderly, and extremely quiet backstage. After dress rehearsal and the performance you must pick up after yourselves. This is mandatory. **Do NOT touch any of Silas High School's belongings.**

**Costumes, Hair, and Headpieces:** All of the dancers' costumes, shoes, and belongings should be labeled with the dancer's name. Younger dancers: please have all extra items in a zip lock bag with your name on it.

**Shoes** - Do not forget your shoes! All shoes worn in a performance should be clean and free of holes. Laces should be tucked in and double knotted. Ballet shoes should be clean leather or canvas and must fit properly. No "slipper-style" shoes.

**Headpieces** - The general rule of thumb is that if one person loses a head piece, no one gets to wear them for uniformity sake. Please take care not to lose any head pieces that come with your costume.

**Tights** - All ballet dancers and dancers who have tights for their costumes must have a new pair of Revolution tights. Keep this pair with their costume. No shiny nor tights with runs allowed! Revolution tights may be purchased at Harbor Dance.

**Undergarments:** Please do not wear undergarments under your tights and costume. They bunch up, ruin the lines of the costumes, and draw focus. Tights are considered underwear, however for more mature dancers (levels 5+), a nude leotard or tan sports bra is strongly encouraged.

**Hair: Ballet Classes** - Please prepare all ballet dancers' hair in a formal ballet bun at home unless otherwise instructed. All ballet buns should be placed at the crown of the head, gelled and hair-sprayed. No bangs or wispy hair allowed. Please secure the bun with hair nets and as many bobby pins as are necessary to keep it secure for the entire dress rehearsal. Hair clips, bows and ribbons are not allowed if not part of the costume, as they interfere with head pieces. Head pieces must be secured with criss-crossed bobby pins. All **non-ballet classes:** Refer to the Accessories Chart for information on hair for all other styles of dance.

**Makeup** - For the younger dancers, lightly apply blush/rouge and a light shade of lip-stain/lipstick after they have their costumes on. Eyebrow pencils can be used for those that have very light eyebrows, but no mascara is necessary. Light eye shadow in a neutral shade is also allowed. All older performers: No "over the top" garish makeup please. Natural colors are best for eyes. Apply rouge, eyeliner, and lip stain after costumes are on. **The purpose of stage make-up is due to the lighting which tends to wash out the face on stage.**

**Performance Equipment Needed** - All performers, please make a checklist of all equipment needs: clean tights free of runs or holes, clean shoes, hair pins, safety pins, hair nets, hair spray, make-up, needle and thread. Again, don't forget your shoes and hairpieces that came with your costume(s). Harbor Dance will have a make-up and accessories table at the theater, for those who forget or need help.

## **Additional Rules:**

- \*No jewelry of any kind is allowed unless specifically approved/requested by the instructor.
- \*No nail polish.
- \*No chewing gum.
- \*No eating or drinking while in costume unless you are consuming clean dry snacks such as pretzels, and clear fluids such as water. Food may be eaten in dressing rooms only. Dancers MUST clean up any of their food debris.
- \*All performers are to remain in their dressing rooms until they are called.
- \*NO MALES are permitted in the girl's dressing areas. Please ask for assistance if you need to collect your dancer.
- \*Cameras / recording devices will not be allowed in the theater at the show. Dress rehearsal is fine, but no flash photography, ever, for the safety of our dancers.
- \*There will be no photos or filming allowed during the performances. No exceptions! Please adhere to this rule as it can be distracting and dangerous to performers and disrespectful to other audience members. This is a very standard theater rule. There will be a video of all shows sent to you after the productions.

**Volunteering:** We need your help! If you are interested in volunteering, please fill out the Google form <https://forms.gle/LjvqENVtUTMGvyVz5> . Volunteers will be assigned to their dancers' room, and are responsible for keeping track of children, lining them up for performance and curtain call, taking them to the bathroom, and keeping them quiet and amused with books, drawing materials and quiet games.

**Final Notes:** Students will be able to observe dress rehearsal AFTER they have been on stage. They will not, however, be able to watch the recital performances, as they will need to remain in costume in their dressing rooms for the curtain call. Supervision will be provided for all the young dancers backstage at all times. If you have something like coloring books or an iPad to help your dancer occupy their time, please feel free to bring it, and be sure to label everything! Again, please have your dancer remain for the entire show if at all possible. We want a full and appreciative audience for our dancers as they have worked hard for their moment to shine on stage.

We realize there are many rules here to digest and follow, but these rules are absolutely necessary to ensure a smooth professionally-run performance. When dancers know what to expect it is much less stressful for them. Countless hours have gone into this show and we need every dancer and parent to do their part. Thank you to all parents, grandparents, and guardians! None of this would happen without your help and support. Special thanks to the volunteers who make these shows possible.

### **HARBOR DANCE PHOTO SHOOT SCHEDULE RECITAL 2024**

**\*Highlighted classes indicate photo time is different from class time.**

#### **MONDAY, JUNE 10<sup>TH</sup>:**

3:45-4:00: Tap 6 3:15 with Miss Paula

4:00-4:15: Ballet 2 4:00 with Miss Reilly

4:15-4:30 Ballet/Tap 4:15 with Miss Amber

4:30-4:45: Ballet 5 4:00 with Miss Lynne **AND Ballet 5 Tuesdays with Miss Lynne**

4:45-5:00: Jazz 1 4:15 with Miss Paula  
5:00-5:15: Hip-Hop 1 4:00 with Miss Kialea  
5:15-5:30: Tap 1 5:15 with Miss Amber  
5:30-5:45: Ballet 4 5:00 with Miss Reilly  
5:45-6:00: Tap 4 5:15 with Miss Paula  
6:00-6:15: Hip-Hop 1 5:00 with Miss Kialea  
6:15-6:30: Ballet 7 5:30 with Miss Lorraine  
6:30-6:45: Hip-Hop 1 6:00 with Miss Kialea  
6:45-7:00: Tap 1 6:15 with Miss Amber  
7:00-7:15: Ballet 6 6:16 with Miss Reilly  
7:15-7:30: Hip-Hop 2 7:00 with Miss Kialea  
7:30: All Ballet Sr. Elite (Strata, solos, quartet)

## **TUESDAY JUNE 11<sup>TH</sup>:**

2:45-3:00: Pre-Ballet 2 10:00am with Miss Kelly

3:00-3:15: Ballet/Jazz 10:45am with Miss Kelly

3:15-4:45: All Cohesion Impact and Elite Jazz with Miss Simone and Miss Shadou—order: Beautiful Girl, Sarah solo, Veronica/Emma, Ritz, Corps, Laney/Madison, Kassie, Hurt Somebody, Die 4 U trio, Emma/Maren, The Night We Met

4:45-5:00: Ballet 2 4:00 with Miss Reilly

5:00-5:15: Ballet/Tap 4:00 with Miss Amber

5:15-5:30: Pre-Ballet 3 5:00 with Miss Amber

5:30-5:45: Ballet 3 5:00 with **AND Ballet 3 Weds. 5:00 AND Ballet 3 Thurs. 5:30 with Miss Reilly**

5:45-6:00: Hip-Hop 1 5:15 with Miss Kialea

6:00-6:15: Jazz 5/6 5:30 with Miss Simone

6:15-6:30: Acro 1 5:30 with Miss Elizabeth

6:30-6:45: Ballet 1 5:45 with Miss Amber

6:45-7:00: Ballet 4 6:00 with Miss Reilly  
7:00-7:15: Beginning Pointe 6:15 with Miss Kate  
7:15-7:30: Hip-Hop 3 6:30 with Miss Kialea  
7:30-7:45: Acro ½ 6:30 with Miss Elizabeth  
7:45-8:00: Ballet 6 7:15 with Miss Reilly  
8:00-8:15 Ballet 7/8 7:15 with Miss Kate  
8:15: Shift Hip-Hop, Players duo, Rise trio

**WEDNESDAY, JUNE 12<sup>TH</sup>:**

3:30-3:45: Jazz Multiform 7 3:40 with Miss Simone  
3:45-4:00: Tap 5 4:00 with Miss Paula  
4:00-4:15: Ballet 1 4:00 with Miss Amber  
4:15-4:30: Jazz ½ 4:00 with Miss Annelise  
4:30-4:45: Pre-Ballet 3 4:15 with Miss Amber  
4:45-5:00: Tap 2 5:00 with Miss Paula  
5:00-5:15: Jazz 4 5:00 with Miss Simone  
5:15-5:30: Broadway/Musical 1 5:00 with Miss Annelise  
5:30-5:45: Acro 4 5:00 with Miss Brinessa  
5:45-6:00: Jazz 1 6:00 with Miss Annelise  
6:00-6:15: Acro 3 6:00 with Miss Brinessa  
6:15-6:30: Ballet 4 6:00 with Miss Reilly  
6:30-6:45: Ballet 8 7:00 with Miss Kate  
6:45-7:00: Ballet 6/7 7:15 with Miss Reilly  
7:00-7:15: Broadway/Musical 1 7:00 with Miss Annelise  
7:15-7:30: Acro 2 7:00 with Miss Brinessa

## **THURSDAY JUNE 13<sup>TH</sup>:**

**3:15-3:30: Pre-ballet 1 10:00am with Miss Amber**

3:30-3:45: Excel Hip-hop

3:45-4:00: Teen Tap trio and Sr. Tap duo

4:00-4:15: Teen Elite Ballet

4:15-4:30: Ballet/Tap 3:45 with Miss Amber

4:30-4:45: Ballet/Tap 4:30 with Miss Paula

4:45-5:00: Ballet 1 4:30 with Miss Reilly

5:00-5:15: Jazz/Lyrical 3B 4:30 with Miss Simone

5:15-5:30: Hip-Hop 3 4:30 with Miss Larieza

5:30-5:45: Tap 3 5:30 with Miss Paula

5:45-6:00: Jazz/Lyrical 3A 5:30 with Miss Simone

6:00-6:15: Hip-Hop 4 5:30 with Miss Larieza

6:15-6:30: Ballet 6 5:30 with Miss Kate

6:30-6:45: Ballet 4 6:30 with Miss Reilly

6:45-7:00: Jazz/Lyrical 2 6:30 with Miss Simone

7:00-7:15: Impel Hip-Hop, Brianna Solo, Selah solo, Grace Solo, Kinsley solo

7:15-7:30: Ballet 7 7:00 with Miss Kate

## **FRIDAY, JUNE 14<sup>TH</sup>:**

**2:00-2:15: Ballet/Tap 11:00am with Miss Amber**

**2:15-2:30: Pre-Ballet 1 11:50am with Miss Amber**

**2:30-2:45: Ballet/Tap 12:25 with Miss Amber**

**2:45-3:00: Ballet/Tap 1:15 with Miss Amber**

BREAK

4:00-4:15: Cohesion Extend 4:00 with Miss Paula

4:15-4:30: Cohesion Grasp 4:00 with Miss Simone and Phoebe's solo

4:30-4:45: Hip-hop 2 4:30 with Miss Kialea