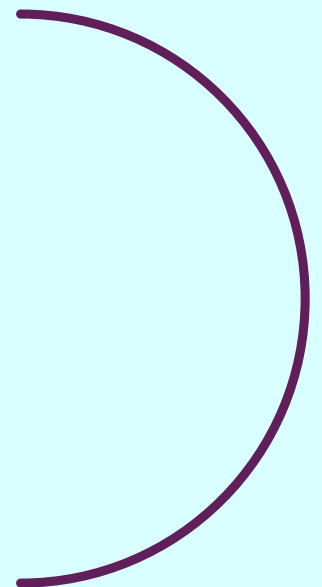


# 2024 RECITAL HANDBOOK



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# PHILOSOPHY, POLICIES, AND PROCEDURES



At MusicWorks! Studio of Performing Arts we have been providing students with an exciting performance experience through our annual recital for 22 glorious years now. The recital is a cherished tradition at our dance studio, evoking childhood memories for many. It is a significant milestone for thousands of young dancers, an opportunity to shine in front of loved ones that fills them with nervous excitement.

Our recital offers students a professionally directed performance, allowing them to showcase their hard work, dedication, and progress to their families and friends.

Performance opportunities are an essential part of dance training. While they can prepare some students for a potential dance career, they also contribute to children's success in non-dance activities. The experience of performing helps build self-esteem and self-confidence, leading to better in-school presentations, improved social skills, and stronger interview abilities for future studies or job opportunities.

The rehearsal process is also a valuable learning experience. It helps children develop retention skills, and by collaborating with their classmates on a group performance, they learn the positive aspects of teamwork in achieving the best end result.

We believe that commitment to the recital is a shared responsibility between students and parents. To ensure clarity and understanding of our expectations regarding commitments and responsibilities, we have created this handbook.

# KEY INFORMATION



**RECITAL DATE:**  
**SATURDAY, JUNE 8th, 2024**  
**3:00pm**  
**Bardo Performing Arts Center**  
**Western Carolina University**

## Key Contact Information

Studio Telephone Number: (828) 565-0381

Email Address: lynnemeyer86@gmail.com

Website: <http://www.performwithmusicworks.com>

Owner/Director: Lynne Meyer

Owner/Director Email: lynnemeyer86@gmail.com

# STAYING INFORMED



We strive to make the dance experience organized and enjoyable for everyone. Keeping you well-informed is one of our top priorities. Please make sure to read all newsletters and other studio information.

Newsletters and important updates are emailed to you, and updates are posted in our reception area. We may, on occasion, send handouts home with your student.

If you have any questions about the information we distribute, we encourage you to contact our office at 828-565-0381 Monday thru Thursday between the hours of 3pm and 8pm.

We respond to emails on a daily basis, except on weekends. Feel free to email any questions to the office at [lynnemeyer86@gmail.com](mailto:lynnemeyer86@gmail.com)

Our website, [www.performwithmusicworks.com](http://www.performwithmusicworks.com), is constantly updated with news, important information for parents and students, contact details, and more. It is accessible 24 hours a day.

For regular updates on studio events, please "like" our MusicWorks page on Facebook. We also encourage you to invite your family and friends to "like" the studio.

Please avoid posting questions on the school's Facebook page. Instead, kindly email them directly to [lynnemeyer86@gmail.com](mailto:lynnemeyer86@gmail.com). By having questions in one area of communication we can stay more efficient and reply in a more timely manner.



MusicWorks!  
Studio of Performing Arts



# PART I: THE COMMITMENT

## IMPORTANT RECITAL DATES



By allowing your child to participate in MusicWorks! Studio of Performing Arts recital, you commit yourself and/or your child to the following dates and events:

- Regular attendance at your weekly class meetings.
- Saturday, June 8: 10a-1p Dress rehearsal: Each group is assigned a specific stage rehearsal time. You will not be at the rehearsal for the entire duration.
- Saturday, June 8: 2:30p Call time for a 3:00pm Show time.

## UPDATES

As the season progresses, we will distribute additional concert information or updates in our recital pack, directly through email, on our website, student handouts, and on the studio bulletin board. It is your responsibility to stay updated with this important information.

Our goal is to make the concert an organized and exciting experience for everyone involved. It's a team effort involving students, parents, teachers, and the studio director to ensure the success of the show.

## HOME PRACTICE

To ensure that students feel confident about their performance, we ask parents and guardians to encourage regular practice of their concert choreography at home. We will email you a copy of your child's dance music and some instructors may be able to provide videos of your child's dances for home practice.





## PART 2: COSTUMES



We spend extensive time selecting costumes for each class, ensuring they are age-appropriate and of the highest quality possible.

Preschool students and students in combo (tap/jazz) classes will need one costume, while all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

*NOTE: Please refrain from wearing jewelry with costumes. This applies during dress rehearsals, performances, and class pictures. Also, be mindful of underwear choices (avoid prints or visible straps). Nail polish and fake tattoos are not allowed.*

### FEES & PAYMENT

To ensure timely delivery of costumes for studio photographs and organized distribution to our students, costume orders are placed during March.

Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume deposits.

The estimated cost of costumes:

- \$60 for Discover Dance classes
- \$65 for sizes Child Small-Child Extra Large
- \$75 for size AS-AXL

Additional charges may apply for any special orders (determined by the costume company). Any additional charges are the sole responsibility of the parent or guardian. Accessories like headpieces or gloves *are* included in the costume cost, while tights and shoes *are not*.

Costumes will only be ordered once costume deposits have been paid. Parents or guardians are fully responsible for all expenses, including surcharges and postage for late costume orders.

**MusicWorks cannot be held responsible if costumes are not received in time for the recital due to late payments.**



# COSTUME PAYMENT SCHEDULE

Costume deposits are due during the month of February with the balance due by March 15.

No refunds will be provided if a parent or guardian withdraws a child from the studio after costumes have been ordered and prior to the recital. Purchased costumes can be picked up at the studio during the costume distribution period and up to 15 days after the performance. Costumes not picked up within 15 days will be donated to charity.

All costumes are age-appropriate and of the highest quality possible.



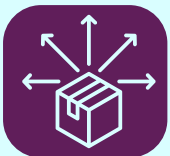
## Sizing

Costume measurements will be taken during Feb. 5- Feb. 15 at scheduled class times. All children will be measured to ensure the correct costume size(s).



## Alterations

While alterations are rarely necessary, they may be required after the costumes have been distributed. Any needed alterations are the responsibility of the student's parent or guardian.



## Distribution

Costumes will be distributed once all outstanding balances for the season, including tuition fees, are paid in full. The deadline for all balance payments is May 9th.

We recommend trying on all costumes and accessories (except tights) as soon as you bring them home. This allows you to ensure you have all the necessary items and identify any alterations needed. Doing this well in advance of the concert minimizes stress during the performance.



# COSTUME CARE

We advise labeling all costumes, shoes, accessories, and tights with your child's name. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag labeled with your child's name. Store hats in a hatbox or similar container to prevent damage. You should not need to iron any of the costumes, but if you have any cotton garments, please press them carefully before the dress rehearsal and performance. Avoid washing costumes in your washing machine; dry clean them only after the concert.

Please remove any tags that may hang out of the costume and sew any loose or unattached costume straps prior to picture day. Never cross the straps unless instructed by the teacher. Many costumes come with headpieces or hats. We will provide instructions on how to wear them during the picture day. NOTE: To ensure that there are no costume problems, students should refrain from wearing their costumes, accessories, or tights before the photo session, dress rehearsal, or performance.



## Ironing

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please only use a steam iron for costumes and exercise caution due to the glues used to attach appliqués and/or trims.



## Tutu maintenance

To take care of tutus, gently shake the waistband and use your fingers to straighten any wrinkled tulle pieces. Store tutus upside down on a hanger. If persistent wrinkles remain, hang the tutu in the bathroom during a shower or use a handheld steamer. Remember to label all costumes, shoes, accessories, and tights with your child's name. Costume racks can be a helpful investment if your child has multiple costumes, as they keep them organized, prevent wrinkles, and offer some privacy during costume changes. Hang the costumes on the rack in the order they will be needed during the show.



## TIPS: Costume Common Sense

Always have a spare pair of tights available. Use a garment bag when traveling with costumes. Protect hats by carrying them in a hatbox or container. Before each performance, hang and press costumes. Ensure your name is on all costumes and shoes.

# COSTUME CARE



## Quick Costume Changes

During the concert, some students may have quick costume changes. A dedicated team of concert helpers (moms/staff members) will assist these students, ensuring their costumes and accessories are ready backstage.



## Costume Cover Ups

When students are in costume but not performing, they must wear a cover-up or jacket. A bathrobe or oversized button up shirt works well. Cover-ups help keep the muscles warm and prevent costumes from becoming soiled.



# PART 3:

## TIGHTS, SHOES, HAIR AND MAKEUP



### Tights

To maintain uniformity in color and style, students are required to have specific tights for their classes. The Revolution tights that we require are available at the studio only. Make sure to purchase the correct style. We recommend getting new tights for the recital and avoiding wearing or washing them before the dress rehearsal or performance. Having a spare pair of tights provides a sense of security for students and parents.



### Shoes

All students are required to have specific shoes for their classes. Please ensure that all shoes are clean before the recital. If you purchase dance shoes shortly before the recital, we recommend breaking them in (indoors) to make them more flexible and comfortable for the show. Shoes can be purchased at the studio. The last day to place any special shoe orders is June 1.



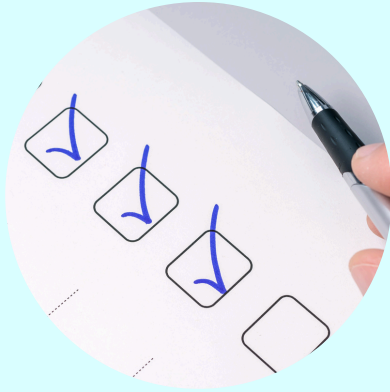
### Hair and makeup

All female students must wear makeup for the concert, including red lipstick, blush, eye shadow, and mascara. Boys may use a little blush. Instructions for makeup application will be provided closer to the recital, and a makeup masterclass will be held if necessary.

Uniform hairstyles are required. Female students should wear their hair in a bun or a high ponytail (speak with your class instructor for specific instructions). Fringes are not allowed. Dancers with short hair should pull it away from their faces and smooth it down.



# PART 4 BE PREPARED



Planning for our recital is not just a one-day event. Gather all costumes, accessories, shoes, and makeup several days in advance to ensure everything is complete and in order.

Create a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it before going to the theater to make sure you have all the necessary supplies.

Bring at least one extra pair of tights in each color. Additionally, bring extra hair gel, hairnets, bobby pins, and hairspray.

## TIPS OTHER HANDY EXTRAS

**Baby wipes/makeup removers** (for fixing makeup mistakes or washing hands)

**Baby powder** (for itchy costumes)

**Safety pins** (for emergency costume repairs)

**Clear nail polish** (for repairing minor holes or runs in tights)

**Band-Aids** (the "invisible" kind)

## SNACKS

Please do not send your child to the dress rehearsal or concert with snacks or beverages that could stain their costumes.

Opt for non-messy snacks like crackers, energy bars, apples, carrot sticks, or string cheese. Water is the best beverage.

Avoid sending nut products, juice poppers, or other sticky drinks. And remember, no chocolate bars!



# PART 5 DRESS REHEARSAL

**Participation in the dress rehearsal is mandatory.** It allows students to become familiar with the auditorium, feel comfortable with their performance, costumes, and being on stage. We rehearse lighting, music cues, set changes, and all other logistical aspects of a professional performance to ensure the best possible impression.

## WHY A DRESS REHEARSAL?

Parents often wonder about the importance of dress rehearsal for their child. In fact, the dress rehearsal is crucial for a successful performance. Here's why:

The stage is much larger than the classroom and can be intimidating for children. Stage lights can be overwhelming and disorienting for young dancers. Modifications to the choreography may be made during the dress rehearsal. Students who miss the rehearsal won't have the opportunity to practice any changes on stage. Classroom mirrors often assist students with spacing and formations. Dancing without the security of a mirror before the performance is vital for building confidence. Students can practice their stage entrances, exits, and become comfortable in a large performance space. The dress rehearsal is the only time when the entire finale, involving hundreds of students, is rehearsed. Those who miss the dress rehearsal may struggle to keep up with their classmates during the finale. Confidence is crucial for a successful performance, and the dress rehearsal provides an opportunity for students to feel prepared for the show.

Another significant reason why the dress rehearsal is important is that our curriculum emphasizes teamwork and commitment to classmates. When children miss the rehearsal, it can cause confusion for the other students, affecting spacing and timing.

We conduct a well-organized and timely dress rehearsal, and your cooperation will ensure a professional production. Please check your notes for arrival times.



## FINALE/WALK and WAVE

All students are invited to participate in the finale, which will be rehearsed during dress rehearsal. It is a very simple walk and wave situation but it does allow all of the dancers to receive a much-deserved round of applause! Students wear their costume for our FINALE walk/wave.

## DRESSING ROOM ETIQUETTE

Students must respect each other's space and belongings in the dressing rooms. Since students spend more time in the dressing rooms than on stage or in the auditorium, it's essential to keep them organized and clean. Please refrain from using hairspray in the dressing rooms. **We have students with severe nut allergies, so absolutely no nuts are allowed in the dressing rooms.**

## AUDIENCE ETIQUETTE

We encourage enthusiastic applause during the performance. The more energy you give us, the more excited our dancers become!

Children should not bring handheld electronic games or devices with sounds and lights that could distract other audience members.

As we strive to present a professional performance, we kindly request that everyone remains seated throughout the entire show. If you need to leave the auditorium during the performance, you will be allowed re-entry only between dances. We strictly enforce this policy to avoid any disruptions with the auditorium ushers.

Children must remain seated for the entire performance. If you believe your child will have difficulty staying seated, we recommend not bringing them to the concert. Allowing children to run around or disrupt the performance is unfair to other audience members.

Please note that video recording and flash photography are strictly prohibited during the concert. We kindly request that you inform your guests about this policy as well.



# PART 6: STUDENT DROP-OFF AND PICKUP PROCEDURES



## FOR DRESS REHEARSAL

***\*\*\*You will find the designated backstage entrance at the rear of Bardo Performing Arts Center. Turn left off of Centennial Drive into the PAC parking lot adjacent to the building. Drive through the parking lot and you will turn left at the end of the rows of parking places. The stage door entrance is at the top of a long roading ramp.***

Parents or guardians should bring their children to the stage door entrance and into the main hallway where they will be checked in and directed to their assigned dress room. Parents or guardians of our Discover Dance and Mini's students must remain with the group until their children have been dismissed following their stage rehearsal.

Students will be dismissed from the rehearsal once they have completed all of their routines. When a class finishes its last performance, the parent helper will bring the group to the class' assigned dressing room.

**Parents are not allowed in the auditorium or backstage during the dress rehearsal. Please remain in the dressing room.**

## FOR RECITAL

Once again, please use the backstage loading dock entrance when you return for the recital. Parents or guardians should bring their children to their assigned dressing room where they will be checked in and placed under the supervision of the parent helper. Parents are allowed in the dressing rooms until 2:45pm at which time you will need to make your way around the outside of the building and re-enter through the main doors into the Performing Arts Center. Students will remain backstage for the entire performance. After the finale, students will be signed out one at a time and can be picked up in their dressing room.

NOTE: Please do not attempt to pick up your child during the performance. All students will be supervised by responsible adults and will remain safe throughout the performance. The dressing rooms will be equipped with various activities and a video feed of the performance.



# PART 7: RECITAL VIDEOGRAPHY



## RECITAL CAPTURE PURCHASE

We will be replacing DVDs with digital downloads of our recitals moving forward. This year's recital will be professionally filmed by the videography team from **Stage26 Productions**

Keeping it affordable, families will have their choice of a digital download of the recital at \$35 or a flashdrive of the recital for \$45.

Parents can also choose to not purchase a DVD but please remember that filming during the recital is against the policies of both the studio and Bardo Performing Arts Center.

It's a wonderful keepsake and your dancers will love being transported back in time and reliving all the magic again!

### HERE IS THE LINK FOR PRE-ORDERING YOUR COPY OF A RED CARPET AFFAIR:

*(NOT A CLICKABLE LINK, PLEASE COPY AND PASTE INTO YOUR BROWSER)*

[HTTPS://SQUARE.LINK/U/RKR69OEB](https://square.link/u/rkr69oeb)

SCAN ME



MusicWorks!  
Studio of Performing Arts





# PART 8: RECITAL TICKETS

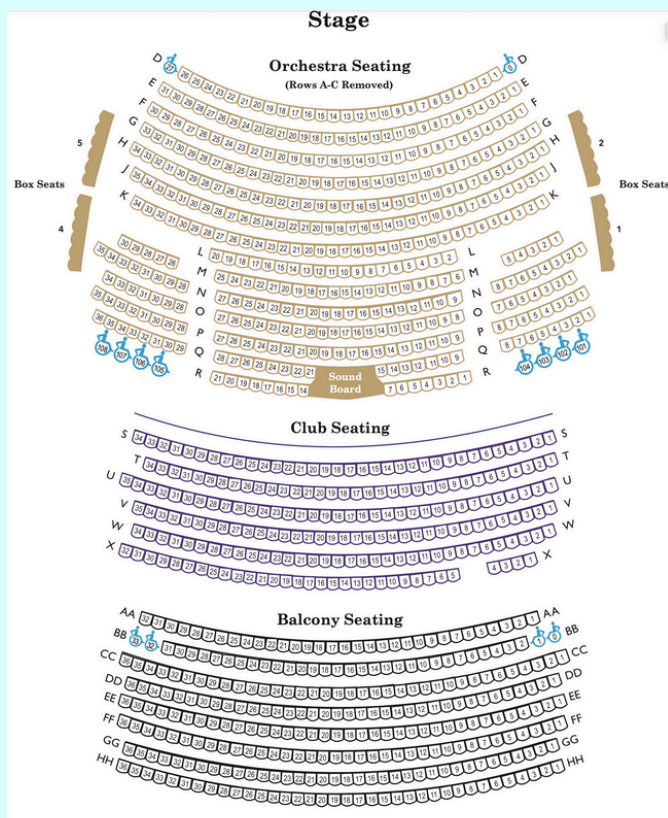
## TICKET SALES OPEN AT 10:00 AM ON MAY 20, 2024

### Three ways to purchase your recital tickets:

1. Online via <https://wcuarts.universitytickets.com/w/event.aspx?id=1467>
2. In person at the Bardo Arts Center Performance Hall Box Office
3. By phone at 828-227-2479

Tickets will not be available to purchase at MusicWorks. The Bardo Arts Center/ Western Carolina University policy requires that all ticket sales to go through their ticketing system.

*\*\*\*Please be aware that the box office is closed on Mondays so if you experience an issue with ticketing they will be unable to assist until 10am on Tuesday, May 21.*



### '24 Ticket Prices:

All guests, ages 3 and older, are required to have a ticket.

- Balcony Seating: \$15.00
- Club Seating: \$18.00
- Orchestra Seating: \$22.00
- Box Seating: \$25.00 /per seat
  - 6 Cushioned Chairs per box
  - Private for Family/Group Seating
  - Over the Stage View



Sales Tax and Fees apply to all tickets sold. All ticket sales are final.

There is a standard \$3/ticket fee for all ticket sales.

Please contact 828.227.2479 for assistance or questions concerning tickets.



**Accessibility:** BAC is accessible to individuals with disabilities. Wheelchair spaces are available in the orchestra and balcony of the performance hall. For special accommodations, please contact the box office at 828.227.2508

**Assistive Listening:** Assistive listening devices are available at no charge at the box office on a first come, first served basis. Please return the device to the box office or to a house staff member at the end of the performance.

**Parking:** The BAC parking lot has seven handicapped parking spaces available on a first-come, first-served basis. Passengers may be dropped off and picked up at the entrance to the performance hall at any time by drivers circling the parking lot.



## PART 9: RECITAL POLICIES

### VIDEO AND PHOTOGRAPHY

Due to child protection laws and Bardo Performance Arts Center policy, no video or photography will be allowed at the recital. Security guards and or ushers will request that any cameras be returned to your car.

### BACKSTAGE

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including intermission and before/after the show. Backstage areas are bustling with activity, and the dressing rooms are private spaces. We kindly ask you to respect these areas and remind your family and guests to do the same. You may greet the performers and present flowers in the lobby areas after the show.

### PROPS

All props used in the recital are the property of MusicWorks and must be returned to your child's dance instructor or to the backstage parent helper after the performance. Props include items like canes, beach balls, pom poms, etc.



# PARENT HELPER INFORMATION



## PARENT HELPERS: NEW THIS YEAR!

We need a total of 8 class mothers to supervise the classes backstage during the recital and dress rehearsal ensuring the safety and well-being of the dancers. Class mothers do not need a recital ticket and can watch their own child perform from the audience during the dress rehearsal and from the side stage during the recital. A few of the parent helper's responsibilities include ensuring that each child wears the correct costume, accessories, and shoes, is backstage at the appropriate time, and returns to the designated dressing room after the performance. Parent helpers are also responsible for the check-in of the dancers before the recital and the check-out of the dancers after the recital.

We will divide up the number of parent helpers per class. The number of volunteers needed for each class will depend on the number of students. If there is a class that is small in the number of dancers, the parent helper assigned to that class will also be assigned an additional smaller class. During their own children's performances, class moms will leave the students with another parent helper and watch the dance from the back of the auditorium.

A mandatory orientation session (Date/time TBD) will be held for all parent helpers. Additionally, parent helpers must be willing to adhere to MusicWorks & Bardo Performing Arts Center policies. The recital day can be hectic, and parent helpers must work cooperatively at all times. Our faculty and staff work hard to establish an efficient system, and we ask that all helpers rely on our experience and follow our guidance and instructions.

All class mothers will receive an identification badge during rehearsals, which must be worn in the theater at all times. Parent helpers are not allowed to bring additional guests, including non-performing children, while volunteering.



If you are interested in being a parent helper, please email Lynne Meyer at [lynnemeyer86@gmail.com](mailto:lynnemeyer86@gmail.com) with your name, contact information, and the class you would like to supervise.



## Thank you:

Thank you for taking the time to read our '24 **A RED CARPET AFFAIR** Recital Handbook.

We hope that it provides you with a comprehensive understanding of the commitment, policies, and procedures for our annual recital.

We look forward to an exciting and successful recital season, filled with memorable performances and proud moments for our students.

If you have any questions or need further clarification on any of the information provided in this handbook, please do not hesitate to contact us at the studio or via email.

We are here to support you and ensure that the recital experience is enjoyable and rewarding for everyone involved.

Thank you for your continued support and dedication to MusicWorks! Studio of Performing Arts!

## **WE CAN'T WAIT TO SEE OUR DANCERS SHINE ON STAGE!**

Best regards,  
Lynne Meyer  
Studio Owner/Artistic Director



Email Address

[lynnemeyer86@gmail.com](mailto:lynnemeyer86@gmail.com)



Address

164 Kingdom Hall Dr., Clyde



Phone call

818-565-0381



Website

[www.performwithmusicworks.com](http://www.performwithmusicworks.com)