

Dayton Dance

CONSERVATORY

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2025 Late Spring Recital **Parent/Student Handbook**

Arbogast Performing Arts Center
Troy, Ohio

Saturday, June 7th

Dress Rehearsal – Both Shows (Mandatory)

Sunday June 8th

Show 1 – Curtain 1:00 pm

Show 2 – Curtain 5:30 pm

Dayton Dance

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Dear DDC Students and Parents:

For more than three decades, Dayton Dance Conservatory (formerly the Jeanette Popp School of Dance) has provided students with an exciting performance experience through its annual late spring recital. The annual staple of the dance school, the recital, conjures images of childhood and Americana for many. It serves as a rite of passage for many youngsters; an exciting chance to shine in front of family and friends.

Our recital offers students a professionally directed performance which allows them to display, to their family and friends, the results of all their hard work, dedication and progress over the past dance year. A big part of the dance training process includes learning through performance. Performance experience helps build self-esteem, self-assurance, and contributes to an overall sense of confidence. While performance opportunities can aid in preparing some students for a possible career in dance, they also contribute to children's success in non-dance activities. That on-stage experience can help to improve school presentations, social skills, interview skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

DDC will be holding our 49th Annual Recital on Sunday, June 8th at the Arbogast Performing Arts Center, Troy, Ohio. Dress Rehearsals will be held on Saturday, June 7th. There will be two shows and plenty of tickets for families and friends. Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibilities to the annual recital, the school, fellow students, and parents. Please take the time to carefully read through this handbook for important details regarding ticket sales, rehearsals, theater etiquette, and other essential recital information. **Be sure to keep the following information handy, as it should answer all of your questions regarding this year's dance recital. Please check your calendar NOW to work to eliminate any possible conflicts!**

As the season progresses, additional recital information or updates will be posted on the Dayton Dance Conservatory bulletin board, website, and/or via email. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort! Students, parents, teachers, and the director are key players in the success of the show.

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Calendar at a Glance

Mid-April: Show Presentations and the 5, 10, and 15-year trophy list will be emailed to all DDC families and posted on the bulletin board

April 28th: Recital T-shirt Order Form

May 10th: Finale Forms Due

May 12th: Recital tickets go on sale, Program Advertisement Forms Due

May 17th: Volunteer forms due, Finale Rehearsal

May 18th: Finale Rehearsal

May 27th: Memorial Day - Studio Closed

May 28: All studio accounts must be paid in full for participation in the dress rehearsal and recitals

May 30-June 5th: Recital Spirit Week

Friday, May 30: Mismatch Day

Saturday, May 31: Pajama Day

Monday, June 2: Old Costume Day

Tuesday, June 3: Blast from the Past Day

Wednesday, June 4: Wacky Hair & Sock Day

Thursday, June 5: DDC Spirit Day

May 31st: Finale Rehearsal

June 5th: Last day of regular classes

June 7th: Dress Rehearsal Schedule (see attached to email as a separate document)

June 8th: Recital (Show 1) 1:00 Curtain; Recital (Show 2) 5:30 Curtain



Plan Ahead

Attendance

Planning ahead is the key to making the recital a successful and enjoyable experience. This begins with something as easy as coming to class!

Parent and student commitment to dance class attendance is especially important after costumes are ordered and teachers begin preparing their choreography for each class in mid-January. Students are placed in patterns as part of the choreography, and when students are excessively absent or drop a class late in the season, it adversely affects the concept of the dance piece, the choreography, the teacher, and the other dancers in the class. **IF YOU MISS A CLASS, IT IS YOUR RESPONSIBILITY TO GET A VIDEO AND LEARN WHATEVER IS MISSED BEFORE THE NEXT CLASS.**

Practice at Home

To ensure students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. Often times, music for recital is edited, and we can share a music file via Google Drive. Parents or students are welcome to record choreography during class with permission of their teacher to assist their dancer with practicing the routine.

Tuition

Tuition must be current before families may purchase recital tickets. Accounts must be paid in full by Wednesday, May 28 for participation in the dress rehearsal and recitals. Tuition payments due will only be accepted by cash, money order or credit card after Wednesday, May 28.

Be Prepared

The recital is not a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you will know if something is missing or is not right. Make a checklist for your child's routines, listing their costume, tights, shoes, and any accessories. Refer to the list to ensure you have all the necessary supplies before leaving for the theater.

Other helpful items to have on hand:

- ☐ Extra hair gel, hair nets, bobby pins and hairspray
- ☐ Baby Wipes (to fix makeup mistakes or wash hands)
- ☐ Baby powder (for itchy costumes and sweaty feet)
- ☐ Safety pins (for emergency costume repairs)
- ☐ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ☐ Your pain reliever of choice
- ☐ Band-Aids (the "invisible" kind)



Costumes, Tights, and Shoes

Costume Instructions

Please keep your costume instruction forms in a safe place, as these contain specific directions for recital wear and other minor finishing details. To ensure there are no costume issues, dancers must NOT wear their costumes, accessories, or tights prior to their photo session, dress rehearsal, or performance.

Alterations

If alterations are needed after the costumes have been distributed, they are the sole responsibility of the student's parent or guardian. Please contact DDC office for recommended seamstresses.

Costume Care

We recommend your child's name be placed in all costumes, shoes, accessories, and tights. Place costumes in a garment bag with your child's name on the outside also. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Steam all costumes prior to dress rehearsal and performance if needed. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

Costume Racks

A clothing rack with wheels can be purchased to eliminate travel complications. If your child has several costumes, a rack is a smart investment. It keeps the costumes organized, prevents wrinkles and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed in the show and you are ready and organized to tackle those inevitable quick changes!

Costume Taboos

Underwear is NOT to be worn underneath costumes. Jewelry, nail polish, or additional hair accessories are also NOT to be worn with recital costumes. Please leave all jewelry at home; it is not safe in such high-traffic areas as dressing rooms. Eye glasses should NOT be worn on stage if possible. Chewing gum is NOT ALLOWED at the venue. Please do NOT allow your dancer to eat while in costume.

Tights

All students received one pair of tights with their costume. If your dancer is in multiple classes, she received one pair of tights in each color needed. If your dancer is participating in multiple classes using the same color of tights, we suggest having an additional pair as a backup. If additional tights are needed, please see the secretary at the front desk as soon as possible, as there are limited quantities available for purchase. Do not wash recital tights before the dress rehearsal or performance.

Shoes

Double knot any shoes with shoe strings. Tuck drawstrings inside ballet shoes (no bows). The costume instruction sheet will also include shoe instructions, if applicable.



Hair and Make Up

Hair

Uniform hairstyles are required. All female students must wear their hair in a left side part, middle bun or pony with all hair pulled back, unless otherwise indicated by their teacher. Costume instruction sheet will include specific instructions for hair placement for each costume. No bangs for Level I and higher ballet students. Dancers with short hair must pull their hair away from the face and slick it down. A diagram for bun placement is on the next page and will also be posted on the DDC bulletin board.

Make-Up

All female students (Level 2 and above) are required to wear makeup for the recital. ***The following brands/colors are recommended, but not required:***

Eyes: Almay #020 Smoldering Ember

Blush: Cover Girl #117 Plum Plush

Lipstick: Maybelline # 425 Plum Paradise

***Foundation, eyeliner, mascara & false eyelashes are your own preference**

Eyes:

1. Apply the brown eye shadow color to eyelid
2. Apply the dark purple eye shadow color halfway across crease of eyelid and edge of eyelid just above upper lashes (In a "V" shape). Blend "V" together in a down & out motion.
3. From outside corner of eye to inside, take light brown eye shadow color and shade in at the brow bone.

Cheeks:

For the blush, start at the bottom of the cheekbone (below the outside corner of eyes) and brush upward into the hairline. Darken according to skin tone. For boys, a little blush works well so they are not washed out under the stage lights.

Bun Instructions

A high bun sits at the crown of the head with no part.

A low bun sits at the base of the head with left side part.

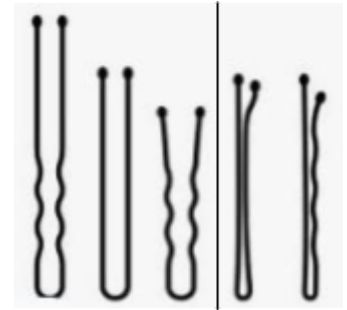
A middle bun sits about even with the top of the ears.

Materials

Spray bottle filled with water, hairspray, hair gel, comb and brush,
elastic hair band, hair pins, bobby pins, and hair net that matches hair color.

Procedure

1. Dampen hair and hands with water using your spray bottle. This will allow for better control over the hair. Gather the hair and pull it back. Apply a small amount of gel to the hair. If your child has bangs, leave them for now, they will be pinned to the side following the completion of the bun.
2. Use a hair brush to smooth out rough or uneven areas. Form a ponytail by brushing the hair up to the crown of the head. Use an elastic hair band to secure the ponytail. A tidy ponytail with hair drawn snugly back is the key to making a good bun.
- *Optional – at this point you could also braid the hair, secure the end with a small elastic hair band and coil it into a circle around the base.
3. Apply more water or gel to keep the hair neat and begin to twist the ponytail. Coil the ponytail into a tight circle around the base. Use HAIR PINS all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun.
4. Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Make sure the hair net is the same color as the hair. Use a few more HAIR PINS to secure the hairnet over the bun.
5. Spray hairspray and secure “whispies” with BOBBY PINS. If your child has bangs, dampen them, comb to one side and secure with BOBBY PINS. Spray with hairspray to secure. Have the dancer stand up and jump all around and shake their head as hard as they can. If it doesn't move, YOU'RE BUN IS COMPLETE!



hair pins

bobby pins





Recital Photos, Videography

Recital Costume Photos

Silver Studios will be handling all 2025 Recital photography.

Hello! Welcome to Silver Studios booking page for the 2025 DDC Portraits.

I'm excited to offer 2 new session locations for this year's studio and Metropark sessions. This year the indoor studio location will be at Arrowood Studios located at the Linden-Davis Building in East Dayton. This studio has a lot of unique set looks to get some fantastic images of your dancers. Please see images on web site link above of the studio for reference. The Metropark I chose for this year's outdoor sessions is Riverscape Metropark in Downtown Dayton. This location gives us some amazing water shots, and an urban twist for this year's outdoor sessions.

The only date for the Arrowood Studio location is currently only on Sunday, May 5th from 1pm - 5pm. I will add more time and dates as we book up. If you have a particular date you'd like me to look at availability for, please contact me with the info below.

For the Riverscape outdoor location, I will be available most weekday evenings from 5:15pm - 8:15

Please reach out with any questions you may have to Matt Silver - silverstudios.booking@gmail.com - 937-361-0471 via text.

Thanks,
Matt Silver
Silver Studios Photo Video

There is no obligation to attend or purchase. However, students who have their photos taken and those who view their proofs will have their photos displayed on the studio wall.

Performance Video and Photography

Parents or guardians may record or shoot non-flash photographs of their children at the dress rehearsal ONLY. **Video or photography will NOT be permitted in the auditorium at the recital.** Please let anyone in your group know of this policy.

Silver Studios will also be handling recital performance videos. Order forms will be emailed to families and available on our website. Purchase an HD copy of the Dayton Dance Conservatory's Late Spring Recital featuring full dance routines. Our videographer, Matt Silver of Silver Studios, will use professional equipment to videotape this exciting event in order to provide you with clear, high-quality video. and sound. This is the best way to capture the recital! Recital video links will be emailed directly to you approximately 6 weeks following the event.



Dress Rehearsal

Dress rehearsal will be held at the Arbogast Performing Arts Center on Saturday, June 7th for both shows. Dress rehearsal allows students to become familiar with the auditorium surroundings and develop comfort in performing on stage dressed in their costume(s). Lighting, music cues, set changes, and all other logistics make for an organized rehearsal and professional performance allowing dancers to make the best impression possible. **Participation in the dress rehearsal is mandatory.**

We run an organized and timely dress rehearsal; your help and cooperation with the process will guarantee a professional production. **Please arrive at least 45 minutes prior to your dancer's scheduled time.** Students may arrive in their first performance costume or may change in the dressing room; however, costumes must be covered upon arrival and they must wear street shoes outdoors.

Parking

Parking is available on site and at the neighboring schools.

Admittance & Guests

Parents and/or guardians may accompany each student to the dress rehearsal. Female dancers will need to be accompanied by a female in the dressing room area. **Students must possess their student pass for admittance into the dressing room area. Parents and guardians must also have their ticket pinned on their body for entrance to the dressing room/theater area.** Please, no siblings who are not part of the recital. Additional attendees at the dress rehearsal will be subject to the full cost of a recital ticket.

Dressing Room Etiquette

An accompanying adult must help their dancer in getting dressed and prepared during dress rehearsal and recital. During the recital there will be a chaperone in the room to assist and line up dancers, but an accompanying adult still needs to be present. Dancers will spend more time in the dressing room than onstage or in the auditorium, so please do your best to keep the space organized and clean. Students must respect the other students' space and property in the dressing rooms. **No food or drink (other than water with a secure lid) is allowed in the dressing rooms.** Dressing room assignments will be emailed to all DDC families and posted to the bulletin board by the end of May.

Backstage and Rehearsal Performance

Students will use their dressing rooms for costume changes. They will then enter the auditorium to wait in the rows marked with their class title and class time. Ensure your dancer has used the bathroom before heading to the auditorium. Dancers need to remain quiet and seated until it is their turn to go on stage. Dancers will be escorted backstage when it is their turn. Parents: please sit in the auditorium House Left (Stage Right) to watch the dress rehearsal. The Center and House Right seats are for the performers ONLY. After they perform, dancers will be escorted back to their dressing room. Please meet your dancer in their dressing room following their performance. Students are dismissed from rehearsal once they have completed all of their routines. **REMINDER ABSOLUTELY NO FOOD or BEVERAGE OTHER THAN WATER IN DRESSING ROOMS. We will have a designated area for kids to eat.**



2025 Late Spring Recital

The 2025 Late Spring Recital will be held on Sunday, June 8th at the Arbogast Performing Arts Center. There will be two shows to accommodate all DDC Families. Show 1 will be held at 1:00pm and Show 2 at 5:30pm.

Recital Ticket Policy

All studio accounts (tuition, costumes, etc.) must be paid in full before any family may purchase recital tickets. All tickets are for general seating. **Tickets go on sale May 10th at the studio and will be available online as well at <http://daytondanceconservatory.com/>** Tickets will be **\$16.00 each**. Children too small **to occupy a seat** (ages 2 & under) are not required to have a ticket. Tickets are sold to cover the cost of the theater rental, union stage workers, backdrops, security guards, props, programs, flowers, trophies, etc. If you have children in both shows you will need to buy tickets for each show you will be attending. **To avoid purchasing tickets for both shows, we suggest you buy tickets for one show and volunteer in the other.**

The theater doors will open 30 minutes prior to curtain for each show. **Strollers are NOT permitted in the theater.** If you will need handicap seating please notify the studio in advance.

***Please note: Dancers must have a ticket to enter the theater and are prohibited from entering the theater in costume. Dancer tickets will be available for \$5.00 the day of the show.**

Recital Arrival Times

Students performing early in the show must be dressed and ready to go onstage 15 minutes before curtain time.

Please arrive at least 45 minutes before your scheduled time. Remember to have your student wristband with you.

Dancers may bring books to read and games to play with while waiting for their performance in the dressing rooms.

Backstage

Dancers will remain in the dressing room with their class during the recital when they are not onstage. They will be escorted backstage a few dances before theirs so adults have plenty of time to sit down to watch. Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital; the same applies to intermission and after the show. The dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer or present flowers should do so in the lobby. Dancers should change out of or cover their costumes when leaving the dressing area.

Props

Some props are the property of the studio and must be returned to the backstage managers after their performance. A list will be backstage concerning these prop items.

Trophies

Students receiving a trophy need to be backstage by the second to the last dance for that show. Please advise which show you would like to receive your trophy if your dancer is in two shows. The trophy list will be emailed to all DDC families as well as posted on the bulletin board by middle April. The show presentations will be emailed and posted on the bulletin board mid/late-April.



Theater Etiquette

Please be aware of the proper rules of theatre etiquette. A live theater performance can be very exciting. All of the individuals involved in the production, both cast and crew, work very hard to be sure they provide a flawless and memorable performance. It is the job of the audience members to help the performers give their best performance possible.

- Arrive to the theater on time.
- Visit the restroom before the performance begins or during intermission.
- Eating and drinking are prohibited in the auditorium and dressing rooms. Water with a lid is permitted in dressing rooms.
- Turn off or silence your cell phone. Do not speak on the phone in the auditorium during the performance.
- Don't speak during the performance...whispering is still speaking, so only in an emergency.
- Remain in your seat until intermission or the end of the performance. If you must leave, exit between dances. Leaving while performers are on stage is considered rude to the performers and fellow audience members.
- Do not put your feet up on the seats or balcony and do not kick the seat in front of you.
- Be mindful of audience members around you and avoid obstructing the view of the people behind you.
- Don't put or throw anything on the stage.
- Do applaud when the performance is over...this tells the performers and crew that you appreciate their work.
- Stand and applaud if you really thought the show was great.



Recital Volunteer & Chaperone Information

Volunteering

Anyone interested in volunteering to help backstage is welcome. You will receive information specifics pertaining to your area of volunteering late May. All must abide by the policies set forth by Dayton Dance Conservatory. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put a system in place that works; we ask all volunteers to rely on their experience and follow their instructions. ALL volunteers will receive an identification badge before dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

Chaperone Details

Chaperones are needed for each class to supervise dancers for the recital. As a chaperone you are committed to being there for the entire show. **Chaperones do not need a recital ticket and will be able to watch their children perform.** Chaperones must assure that each child in her care is safe and accounted for. They are responsible for checking to make sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that children have been returned to their appointed dressing room after their performance with the stage right exit workers. If there are too many volunteers for one class, some may be asked to work with children from another class. During their performance, chaperones leave the students at the stage door with their teacher and the stage left managers and are then able to watch their dancer perform from the back of the auditorium. Chaperones will not be allowed to enter the stage area. Only dance teachers, assistants, and stage managers will be allowed in the wings. If interested, please complete and submit the Volunteer Form available at the front desk.

All volunteers and chaperones must fill out and return the form on the following page by May 17. Forms are also available at the front desk.



2025 Late Spring Recital Volunteer Form

Dayton Dance Conservatory relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your children. Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men, as well as women, which makes it reasonable for families to assume their volunteer responsibility. **We encourage every family to become involved with our volunteer program and welcome any contributions you are willing to make.**

Please check any of the items listed below that you are interested in. Completing this form does not obligate you to volunteer in any capacity. At the appropriate time, we will contact you with more information about the opportunity you have expressed an interest in. Return this form to the front desk by Saturday, May 17. If you have any questions, please contact the studio office via email at contactdaytondance@gmail.com or by phone (937) 236-6011. Thank you for your support!

_____ **Dressing Room Chaperone:** Ensure that children are safe and accounted for when not onstage. Check for proper costume.

_____ **Security:** Help dancers as they arrive at the theater. Ensure that only authorized personnel & volunteers are backstage and in dressing rooms.

_____ **Lobby Assistant:** Sell apparel and answer questions at dress rehearsal and performance under the guidance of the Office Manager.

_____ **Backstage:** This requires you to be present for all dress rehearsals and recitals.

Volunteer Name: _____

Child's Name and Class (s): _____

Phone: _____

Email: _____

***Please circle the show you prefer to volunteer in below.**

Show 1

Show 2

Both