



Recital Handbook 2018 - 2019

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The policies, procedures, dates, times, and fees listed in this handbook are subject to change at anytime without notice. Please visit our website or Facebook for all current information on all policies, procedures, dates, times, and fees.

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About Recital

EDGEZ DANCE RESERVES THE RIGHT TO CHANGE TIMES, DATES, AND INFORMATION IF NECESSARY. PARENTS/GUARDIANS WILL BE INFORMED OF THESE CHANGES.

Edgez Dance offer a spring recital each year that offers our students a professional environment for their performance. This allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A huge part of dance training is learning through performance. Performance opportunities can not only prepare students for a possible career in dance, but contribute to children's success in other non-dance activities. The rehearsal process is a tremendous learning experience as well. Dedication to recital is the responsibility of both students and their parents. Edgez Dance has created this handbook for as a source of information and to further explain commitments and responsibility both students and parents need to have to make our annual recital a success. Please share this information/this handbook with other guests that will be attending our recital.

YOUR STUDENT WILL BE WITHDRAWN FROM RECITAL IF...

Your student(s) misses dress rehearsal. Students will be given a call time to arrive for dress rehearsal and are expected between 5 minutes before or at this time and **NO LATER**. Edgez Dance has specifically rented out the time needed to give each group of students the opportunity to practice on stage. If you miss call time you could miss your dress rehearsal time be at *RISK FOR BEING WITHDRAWN FROM RECITAL*. Students that **DO NOT** attend tech/dress rehearsal **CANNOT and WILL NOT** participate in recital. There will be **NO REFUND** for any costumes, souvenirs, fees, tickets, or similar purchases if a student cannot perform in recital due to the absence of the student at tech rehearsal and/or dress rehearsal.

All students at Edgez Dance are expected to participate in our spring recital. We believe it can be discouraging to some students when they hear they are not going to be performing like every else, nor having pictures or getting a costume. Any fees for recital costumes, recital tickets and other items as such are non-refundable. Once a recital costume has been ordered for you, you are responsible to pay for that

Show Name: TBA

Performance Date: Saturday June 1st, 2019

Performance Time: TBA

Venue: Edyth Bush Theatre at The Orlando Rep

Address: 1001 E Princeton St, Orlando, FL 32803

Edgez Dance Emergency Contact Information

(321) 209 - 3415 Call or Text

Rehearsal & recital day, calls will only be answered for emergency purposes - text for other questions

Staying Informed

We work hard to make the dance experience organized and fun. Open communication is one of our primary concerns but it is your responsibility to read the information provided. Please read our full handbook listed below as well as our newsletters for other information. Newsletters are posted at www.edgezdance.com in addition to the important updates that are written on the chalkboard in our lobby. News, important parent and student information, contact information, and more are available on our website 24 hours a day. If you have any questions regarding the information distributed, we encourage you to contact the office at (321) 209 - 3415, Monday - Friday between the hours of 5:00pm – 8:30pm. We also answer emails on a daily basis:

melissa@edgezdance.com

Attendance

Beginning April 4th, 2019 (per recital) students are expected to be in **EVERY** class there are no **make-ups, no discounts, or refunds on tuition for missed classes**. These choreographed group numbers are specifically created for a certain number of students and when one is absent it can affect class/rehearsals negatively due to spacing, group/partner stunts and overall choreography of the piece. **Students can only miss up to 3 classes after April 4th, 2019.** Once the student misses the 4th class the student will be withdrawn from recital. Students that arrive 15 minutes or later will be marked late (2 late notes = 1 absence) (*Legitimate documented excuses - Family death, Sickness, Vomiting or Contagious - will be on a case-by-case basis.*)

Withdrawing From Recital

After November 3rd: If you desire to no longer participate in a class, you must sign a drop form by the **1st of the month, the month you wish to drop**. Forms filled out after the **15th will owe for the next month**. You are responsible for all tuition fees due until the end of the month, even if you are no longer taking class(es). Example: If you wanted your last month to be December, the drop form would have been due by December 1st, if the form was filled out on or after December 15th you are responsible for January tuition. This is a courtesy to our teachers and other students participating in those classes, as it affects choreography and placement for performances. **Costumes are ordered once payment is received and payment is non-returnable. As of January 30th all students not participating in recital will be withdrawn.**

Performance Package Cost

Edgez Dance offers an all-inclusive package with all recital needs and savings over \$60 within each package.

Performance Package – Per Student Includes: Measuring/Alteration Fees, Shipping/Reorder Fees, Photographer Fees, Videographer Fees, (4) tickets (per family of dancers), (1) DVD (per family of dancers), Recital photos, (1) Recital T-shirt, (1) Backstage Basket

- **Performance Package 1: \$195**
 - ◆ (1) Costume w/ tights; (1) Garment Bag w/ 1 hanger
- **Performance Package 2: \$255**
 - ◆ (2) Costume w/ tights; (2) Garment Bags w/ 2 hangers
- **Performance Package 3: \$315**
 - ◆ (3) Costumes w/ tights; (2) Garment Bags w/ 3 hangers
- **Performance Package 4: \$375**
 - ◆ (4) Costumes w/ tights; (2) Garment Bags w/ 4 hangers

**½ of the full payment will be due November 3rd & ½ will be due March 2nd
(If you wish to make additional payments in between you may do so)**

Family Discount

\$30 off per family member

Example: (2) students, (1) costume ea. = \$390 - \$60 = \$330

(3) students, (1) costume ea. = \$585 - \$90 = \$495

Students that don't show for recital day, photo day/week or alteration day/week forfeit their opportunity for that service. There are no refunds for any individual items as this is an all-inclusive package deal.

Additional Costs/Add-ons

- **\$50 PER COSTUME AFTER 4 COSTUMES**
- **Additional Garment Bag w/ hanger(s) needed are \$10.** Each garment bag holds (2) costumes, parents will be held responsible to purchase additional garment bags that are needed.
- Nude Leotard: \$15
- Hip-Hop Shoes: \$25 - \$35 depending on style
- Hair & Make-up for day of picture week or recital: \$25 per time
- Additional DVD: \$30
- Additional T-shirt: \$20
- Additional Tights: \$10
- Additional Pictures of recital photos: 1 photo for \$10, 3 photos for \$24, 5 photos for \$35, 10 photos for \$60

Tights

Each student receives all colored and styled tights needed for costumes FREE of charge. If you have (1) Ballet costume & (1) Tap Costume you will receive (1) Pink & (1) Tan pair of tights – **(2) pairs of tights total**. If you have a Tap costume & a Jazz costume that both require tan tights you will receive (1) pair of tan tights – **(1) pair of tights total**. Tights **WILL NOT** be replaced if parent/student uses them other than recital. The parent/student will be responsible to replace those tights for recital.

Nude Leotards

Students that are in the quick change area or have multiple costumes are advised to purchase a nude leotard. If you wish to purchase one from Edgez Dance should be filled out with the performance package

Costume & Shoes

All students will be assigned a costume per class per the instructors. All students will be assigned a shoe style and color per class per the instructors and parents will be responsible to purchase these. All Hip-Hop students will be required to purchase their Hip-Hop shoes through Edgez Dance & the shoe payment will be added into the performance package fee. All other students within other styles can purchase their shoes from Edgez Dance or another source but should have the correct color and style. Students must have their correct shoes by picture week, those that do not, risk of not being involved in picture week and recital.

Hip-Hop Students will have specific styled shoe that will be required with their recital costume. This will be an additional fee that will be added in addition to the performance package. Parents should anticipate the Hip-Hop sneakers to be \$25 - \$35, depending on the style of the shoe. Just the same as the jazz students buy jazz shoes in the beginning of the year, we required Hip-Hop students to buy a specific shoe for recital.

Shoes styles for recital

Ballet: Pink Ballet shoes (GIRLS) // Black Ballet Shoes (BOYS)

Jazz/Theatre Jazz/Acro Dance: Tan Jazz Shoes

Tap: Black Tap Shoes

Contemporary: Tan Half-Soles

Hip-Hop: Low-Tops, High Tops or Boots (Picked by instructor)

\$25 - \$35 for Hip-Hop Shoes will be added to your performance package

Hair & Makeup

All students will be assigned hair & makeup for picture week and recital. Edgez Dance expects that parents/guardians/students follow these directions to ensure a professional look among the group photos/performances.

Edgez Dance has the right to change any hair or makeup that is not correct.
(Example: Ballet bun not high enough, incorrect side for ponytail etc.)

Recital Makeup: Natural foundation/No foundation, Pink Blush, Red Lipstick, Browns for eyeshadow, Black eyeliner/mascara (if desired - No winged/cat eyeliner)
Makeup is just suppose to enhance natural features on your student's face.

Those that feel uncomfortable doing hair/makeup may have Edgez Dance do their students hair/makeup for a fee that will be later announced.

Dressing for Picture Week & Backstage

Backstage parents and Edgez Dance Staff will be responsible for helping those who need help changing for picture week, rehearsal and recital. Parents should help their student practice on how to change and dress themselves as much as possible. Parents that have a **serious issue/concerns** with BP's/Edgez Dance Staff helping their student change, may address their concern with Edgez Dance Staff to receive a solution in regards to dressing their student.

There is a **legal limit** on how many people can have in the studio for picture week and backstage for safety purposes. Edgez Dance CANNOT and WILL NOT allow all parents to come inside Edgez Dance during picture week nor backstage to dress their children, which is why we have staff members and volunteers to do so.

Backstage Parents (BP)

For recitals we outsource and will ask one parent to be assigned as a Backstage Parent or BP for short. If a class has 3 - 4 student in that class their class may be combined with another small class which means there will be one BP for those 2 classes. Edgez Dance will accept parents/guardians that volunteer but the final decision on who the backstage parent is, will be chosen by Edgez Dance. Parents should understand that not every parent can be chosen for a BP position. Edgez Dance has the right to deny a parent/guardian the right to go backstage.

Edgez Dance will require the BP to stay backstage with that specific class that they are overseeing. The BP will be allowed to exit to the theatre to watch their student perform but then should return backstage. BP's will not be able to sit with their family for recital, as they will sit in the reserved BP seating/watch from the wings. BP's will not have to purchase or use one of their free tickets for a seat.

In order to be a backstage parent, you must attend two meetings. One with Edgez Dance Staff to go over your role and one to meet with the students you are assigned to.

Picture Week

Recital Portraits will be done by: A&B Photography

Recital Portrait fee is included in your recital package listed above

Picture week dates will be announced at a later date.

Picture week will be done within class time as much as possible. Some classes or individual time may be scheduled on a Saturday if needing extra time. The schedule will be determined by Edgez Dance. Those individuals who can not make it to their class that week can:

1. Opt-out of picture day/week - No refund will be given for this service
2. Choose to schedule an additional time with our photographer (additional \$20 sitting fee - This student may/not be edited into the group photo and will not receive a solo picture in place)

Recital Dance Portraits

Recital Portraits will be done by: A&B Photography
Recital Portrait fee is included in your recital package listed above

Each student receives 3 pictures & 1 group photo (per costume/per student)

These photos will be chosen by the photographer/Edgez Dance Staff

Picture count is non-transferable to other students. Example: Student A can't only have 2 photos and "give" one of their photos to student B to have an extra. Photo count example: 2 costumes: 6 pictures (3 pictures/per costume) + 2 group pictures (1 per costume) = 8 pictures total

Families may elect to "give up" a photo in place of a family photo for the dancers.

Edgez Dance offers to distribute all pictures digitally via Google Drive, by USB, or by CD. Edgez Dance will send all picture links to via email to your Google Drive folder. If you wish to have your pictures on a USB or CD you must provide them to Edgez Dance prior to April 4th, 2019.

Benefits of a portraits with Edgez Dance – you have all the rights to pictures. You print as many, in any shape or form you choose by going to your local digital photo center. You can even send them through email or put them online for others to see.

All Dance portraits are typically done & ready for distribution between 12 - 16 **WEEKS AFTER PICTURE WEEK**

Edgez Dance is proud to offer and provide dance portraits for each recital season.

Students will be assigned makeup, hairstyles, costumes, specific colored shoes & tights that will be chosen by Edgez Dance staff to wear for picture day/week & recital. Student that do not wish to follow these directions either hairstyles, arrival time, etc, can:

1. Opt-out of picture day/week - No refund will be given for this service
2. Choose to schedule an additional time with our photographer (additional \$20 sitting fee - This student will not be in a group photos and will not receive a solo picture in place)

Students/Parents are to purchase the correct color & style of shoes required for each recital outfit. It is the parent's responsibility to label ALL items in order to prevent other students accidentally taking something that is not theirs – that includes shoes. Edgez Dance is **not responsible** for lost or stolen goods at Edgez Dance's facility nor off-site locations. ALL payments received for recital fees and costumes are non-refundable.

Tickets

Per show

Door Tickets: \$20.00

Pre-Sale Online

VIP (Rows A - E): \$18.50 General Admission (Rows F - M): \$16.50

Ticketing Specials

- Families with kids in both shows will receive 2 extra tickets, a total of 6, to alleviate the payments in tickets.
- For each ticket purchased for one show, you get a ticket to the other show for half price (Free ticket received do not qualify as a purchased ticket)

Ticketing Policies

- Tickets for Edgez Dance spring recital will be bought on Tututix. Any tickets purchased through Tututix are nonrefundable.
- Additional Tickets bought for family/friends through Tututix are non-refundable
- Free tickets will also have to be redeemed on Tututix.
- All Recital Packages dues must be paid to receive your free tickets
- **Families will receive a max of 4 free recital tickets from your performance package. If families have students in both shows, they will receive a total of 6 free tickets.**
- Patrons may give the extra tickets to Edgez Dance to resale at the table but we CANNOT guarantee resale for those tickets. Tickets resold will not be given cash or checks, Edgez Dance will apply the credit to their dance account, if sold.
- Parents/guardians/friends should not sell extra tickets at recital, as we believe this looks tacky. Patrons may give the extra tickets to Edgez Dance to resale at the table but we CANNOT guarantee resale for those tickets. Tickets resold will not be given cash or checks in place, Edgez Dance will apply the credit to their dance account, if sold.

Dress Rehearsal

Participation in the dress rehearsal is mandatory

Students will be given a call time and day to arrive for tech/dress rehearsal and are expected to arrive at this time and NO LATER – Edgez Dance has specifically rented out the theater for a set time to give students the opportunity to practice on stage – If you miss call time you could BE WITHDRAWN FROM RECITAL. Students that **DO NOT** attend tech/dress rehearsal **CANNOT and WILL NOT participate in recital.**

There will be **NO REFUND** for any costumes, souvenirs, fees, tickets, or similar purchases if a student cannot perform in recital due to the absence of the student at tech rehearsal and/or dress rehearsal.

This year Edgez Dance will have two dress rehearsal one May 30th and another May 31st. Students will be assigned to come to one or both, depending on which show(s) the student is in. This dress rehearsal is limited to viewers. This means other than the 1 observer and 1 guest per family of dancer's, additional family members will have to wait outside the venue, as we are not renting the lobby space for May 30th & 31st. Each family of dancers is allowed 1 observer for free and any guest for \$10, to be seated in the theatre during the rehearsal. There is no assigned seating but parents/guest should be seated in rows H – M. Observers/guests should not disrupt, recommend ideas, or interrupt the rehearsal in any way including taking time away from staff, students or volunteers during the rehearsal. Individuals that are disruptive will be asked to leave the rehearsal, with no refund.

Each student will be required to stay until they perform their dances. Once they are finished they will be released to the lobby. Parents may drop off their student for the duration of rehearsal and come back to pick them up. However, there is no set time for student dismissal. Parents should meet their student in the lobby to leave the venue. Edgez Dance has a verified number of staff that will be in charge of groups of students to ensure their safety. Parents will be allowed to walk their student into the lobby where they will be checked in but from there, the volunteer will escort the students back to the stage. There will be no loitering in the lobby.

More About Dress Rehearsal

The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. The key to a successful performance for your child is the dress rehearsal. Students have the chance to practice their stage entrances and exits and get used to being in such a large space. Students will be escorted to the lobby once they have finished all their dance number(s) for dress rehearsal. Parents should exit out to the lobby & meet their student(s) in the lobby, when the student is finished. Dress rehearsal is the only time of the year we involve ALL Edgez Dance students in one production.

Recital DVD

Our Recital is done by Coughlin Productions each year. Our Recital DVD is a professional recording of the recital performance, videotaped and edited onto a DVD. Recital DVD are typically done & ready for pick up between 6 - 10 **WEEKS AFTER RECITAL HAS CONCLUDED.**

Fine Print & Agreements

Once a costume is ordered for said student **it cannot be returned** and the student and/or parent is **liable for full purchase of the performance package** after it has been ordered. By signing this document, you agree to abide by all the rules and guidelines listed above, your student and/or you understand that **if any of these rules are broken your student and/or you maybe be removed from recital without a refund at any time.** Edgez Dance reserves the right to decline a family's return next year based the ability to follow policies stated or lack of payments. Edgez Dance reserves the right to add in additional policies and rules as we see fit. It is also unethical to release any confidential information that is the property of Edgez Dance such as student information, recital information, and choreography. It is also illegal to sell information that is the property of Edgez Dance LLC. The motivation for this contract is not for punishment but for each student to understand the level of commitment and dedication that is required from all students and parents to Edgez Dance, it's photographers, videographers, the recital venue representatives and other vendors.

Edgez Dance has the right to make changes as we see fit with and without notice, by signing the recital performance package contract you agree to all the guidelines, rules and procedures listed in the recital handbook.

Tuition is still at the assigned dates regards of performance package due dates.

Student Name: _____ # of Costumes: _____

Performance Package: \$_____ Extra Garment Bag: \$_____

Nude Leotards: \$_____ Hip-Hop Shoes: \$_____

Total: \$_____

Student Name: _____ # of Costumes: _____

Performance Package: \$_____ Extra Garment Bag: \$_____

Nude Leotards: \$_____ Hip-Hop Shoes: \$_____

Total: \$_____

Discount: \$_____ Discount Note: _____

Discount: \$_____ Discount Note: _____

Discount: \$_____ Discount Note: _____

TOTAL PERFORMANCE FEE: \$_____

½ of the full payment will be due November 3rd & remaining ½ will be due March 2nd

☐ **Self Pay - I am responsible for any late fees**

☐ **AUTO PAYMENT**

Full Payment: ☐ October 15th ☐ November 1st ☐ November 3rd

First ½ Payment: ☐ October 15th ☐ November 1st ☐ November 3rd

Second ½ Payment: ☐ February 15th ☐ March 1st ☐ March 2nd

Notes: _____

By signing here you agreeing to everything stated in the recital handbook

Payee Signature: _____ Date: ____/____/____