

Mandi's Dance Studio Recital Handbook 2025

Philosophy, Policies, and Procedures

Dear Parents and Students,

Mandi's Dance Studio is very excited to invite you to our 12th season annual recital!

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The performing experience helps build self-esteem and self-confidence and results can be better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is a tremendous learning experience as well. It helps the children develop retention 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.

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 responsibility to the bi-annual recital, the school, and other students and parents.

Key contact information for Mandi's Dance Studio:

104 Evans Road
724-822-9465
mandisdancestudio@gmail.com
www.mandisdancestudio.com
Owner: Mandi Barron
Office Manager: Linda Hartman



The Commitment

Important Recital Dates

By allowing your child to participate in the Mandi's Dance Studio's recital, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
April 13th per schedule	Recital Photo Shoot	Mandi's Dance Studio
May 12th & May 15th 5:00-9:30	Blocking Rehearsal (no hair, makeup or costumes)	Mandi's Dance Studio
May 13th & 16th 5:00-9:30	Dress Rehearsal	Succop Theater
May 17th, Show #1 Arrival 9:00 am, 10:30am start. Show #2 Arrival 2:00pm, 3:30pm start.	Dance Recital	Succop Theater

Updates

As the season progresses, additional recital information or updates will be posted through emails, recital website, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort: students, their parents, the teachers, and the director are key players in the show's success. All student's accounts must be paid IN FULL to participate in the recital. Please work with the front desk on a payment plan to ensure your dancer can participate.

➤ **Our goal is to make the recital an organized, exciting experience for everyone involved.**

Planning

The recital is not a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the venue.

Bring extra hair gel, hairnets, bobby pins, and hairspray.

TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ 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)

Snacks

Please do not send your child to the dress rehearsal or recital with snacks or beverages that could stain their costumes. Crackers, energy bars, apples, carrot sticks, and string cheese are good choices. Water is the best beverage; please do not send juice boxes or other sticky beverages. There is to be NO food or beverage in the auditorium!

Activities

Your dancer will spend an extended amount of time backstage in the dressing room while waiting for their number to be called. Please pack items that can help entertain your child while waiting. Please avoid any loud sounding items, markers or other items that could stain a costume, breakable, or anything of high value. Mandi's Dance Studio is not liable for any lost, stolen, or broken items.

Blocking Rehearsal

The blocking rehearsals will take place at the studio in the days leading up to the recital. This is not during regular class time. During these rehearsals, we ask that you drop off your child and return later as parking is limited. We do make exceptions for our younger students. General dates and times of these blocking rehearsals are included on the first sheet of this recital packet. A more specific breakdown of dates and times of these blocking rehearsals will be emailed to you and posted on the website and in the studio closer to the rehearsal dates. Blocking rehearsals are very helpful for the dancers to understand the flow and order of the show. Dancers do not wear costumes to this rehearsal, just regular dance clothes.

Dress Rehearsal

Participation in the dress rehearsal is **MANDATORY**. 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.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 45 minutes before curtain time. Students may arrive in their first performance costume or may change in the dressing room.

Dress-rehearsal guests

Dress rehearsal is a closed event. One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! One guardian wristband per night will be distributed to each student for the dress rehearsal. You must have this wristband to enter the theater during Dress-rehearsals!

Recital Fees

Recital fees are \$72 for the first child, \$35 for each additional. Your recital fees help cover the costs of the theater rental, labor for the stage personnel, scenery and prop rental fees, ticket and box office charges, insurance fees, stage manager, house manager, security, licensing fees for music reproduction, custodian fees, etc

Fees will be due March 14th. Autopay will be ran on March 14th for any unpaid fees. Please ensure your card on file is up to date. Unpaid recital fees will result in not being allowed to participate in the recital.

Recital fees will include FREE digital download recording of the recital and access to live action photos.

In addition, you will receive 2 FREE pre-sale tickets to your choice of performances. If a family has more than one dancer, they will be given one additional ticket for each additional dancer. As an example, a family with one dancer participating in the recital will be given 2 tickets. If a family has 2 dancers participating in the recital they will be given 3 tickets.

If your dancer wants to watch the show, they will need one of these tickets. There will be no additional ticket purchase requirement. You can select all your tickets for the same show or divide them between the shows.

Keep an eye out in your email for directions on how to receive your pre-sale tickets from our online ticket vendor. Recital fee and tuition must be PAID IN FULL prior to receiving your pre-sale tickets!

Recital Tickets

Ticket Policies

Tickets go on sale to the public April 7th through May 17th. The cost will be \$20 for adults, \$17 students and children 5 & under. All studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase recital tickets. Unsold tickets will be sold at the door, but will have limited availability.

All tickets are general admission. Seats are on a first come, first serve basis. Each audience member must have a ticket. Children are not allowed to sit on adults' laps.

You can purchase tickets online through an online ticketing service. A direct link and phone number will be emailed and posted to the Recital Website on April 7th. If you need assistance, the studio office can help purchase your tickets.

Student Drop off and Pickup

Dress Rehearsals

Upon arrival, parents or guardians should bring the students through the side stage door near the large garage door on the side of the Succop Theater. Parents/guardians must sign in their dancer at the table with the attendant backstage.

Students will be escorted to their assigned dressing room and placed under the supervision of the backstage parent volunteer. One parent or guardian only is allowed in the dressing rooms between dances for help with changing. Parents or guardians must remain in the auditorium until their children have been dismissed. You must have a wristband to enter the theater during Dress-rehearsals!

Students will be dismissed from rehearsal once they have completed all of their routines, including the opening number. When a class has completed each performance, the class will be escorted back to the assigned dressing room for pick up. Please sign out with the attendant backstage before leaving for the day, and exit through the backstage door.

Recital Performances

Both shows perform on Saturday, May 17th.

Show #1: Doors 9:00 am open to students, Doors to the public at 10:00am, Show starts at 10:30am

Show #2: Doors 2:00pm open to students, Doors to the public at 3:00pm, Show starts at 3:30pm.

Upon arrival, parents or guardians should bring the students through the side stage door near the large garage door on the side of the Succop Theater. Parents/guardians must sign in their dancer at the table with the attendant backstage.

Students will be escorted to their assigned dressing room and placed under the supervision of the backstage parent volunteer.

One parent or guardian only is allowed in the dressing rooms between dances for help with changing. Please remember to wait for the end of a performance onstage before you leave the auditorium and upon returning. After your dancer is changed, you must return to your seat. Any adults without a backstage wristband will be asked to return to their seat by the Dressing Room Manager.

If a student would like to sit and watch after their performance is finished, they must have a ticket. No costumes are to be worn in the audience! Please bring a change of clothes.

Recital Policies

Dressing-room etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean.

Audience etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to scream out a child's name or yell in any way.

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you must leave the audience, please do not leave or enter while dancers are on stage. It is very distracting for those on stage and you could be blocking someone's view of their dancer currently on stage.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the recital. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members and a safety concern.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

No costumes in the audience! Students wanting to sit in the audience after they are done performing, must have a change of clothes and a recital ticket.

Video and photography

The use of video or flash photography is strictly prohibited during the recital. It is important that you pass this policy on to your recital guests. We will have a professional photographer and videographer included with your recital fee. Sit back, enjoy the show, and let the professionals do all the work for you!

Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium.

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including between shows and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please

remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas. No men allowed in female dressing areas.

Props

All props are the property of Mandi's Dance Studio and are to be returned to the backstage prop master after the performance, unless otherwise told by Miss Mandi.

➤ No video or photography will be allowed at the recital.

Parent Volunteers

Each year, we ask for 1-2 parent volunteers per class to assist with each class backstage. Parent volunteering would include; keeping the class gathered and safe in the dressing room, escorting the group backstage when their number is called, making sure everyone looks stage ready, and escorting the class back to the dressing room. After every student's parents have retrieved their dancer from the dressing room, you are free to return to your seat in the audience or leave (but we encourage you to stick around and see the other dances!) You must have a ticket to sit in the audience after your dance.

Best part, you get an exclusive backstage view to watch your dancer perform! As a parent volunteer, you will receive a backstage wristband, permitting you to be backstage with the dancers. While waiting in the dressing room, you can watch the other performances on a live streaming TV.

You will need to commit to attending both Dress Rehearsal and the actual performance for your dancer's class. Keep an eye out in your emails for a sign up link!

Recital Program

Each year Mandi's Dance Studio publishes a program for the recital. "Well-wisher" and commercial ads are available for purchase. All students have the opportunity to purchase and sell ads, but participation is not required. Keep an eye out in your emails for an order form link!

Opening Number, Photography, T-Shirts, Etc.

Opening Number & Finale

Students aged 7 & up are required (under 7 is optional) to participate in the opening number, (for their scheduled show only), which will be rehearsed during the last month of classes. A run-through of the opening number will take place at each dress rehearsal. Everyone is to wear their recital t-shirt with a pair of black capris or leggings for the

opening number. Jazz, Ballet or Hip-Hop shoes should be worn during the opening number.

At the end of each show, we will do a final bow. Students aged 7 & up are required (under 7 is optional) to participate in the final bow, (for their scheduled show only), which will be rehearsed during the last month of classes. A run-through of the final bow will take place at each dress rehearsal. Everyone is to wear either their recital t-shirt with a pair of black capris or leggings or their costume of choice. All dancers should report to their assigned dressing room 5 numbers before the end of the show to begin lining up for the final bow.

Awards

Halfway through each show, we will be presenting dancers with special awards. Each year dancers are celebrated for perfect attendance, special achievements, and graduating seniors. A list of students being presented with an award will be released closer to the show. Dancers should be lined up backstage 3 numbers before the award session.

Recital photos

Class photos will be taken on Sunday, April 13th at Mandi's Dance Studio. Detailed schedule will be posted. All students are required to be present for their class picture. There are no exceptions. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please have hair, make-up, and outfit ready at least half an hour before your child's scheduled time since photo shoots tend to run ahead of schedule.

Photo purchase

Photos will be available as prints or on a digital download. Pricing information will be distributed at the photo shoot by the photographer. The photographer is a third party company. All prices, packages available, and timeline of return are set by the photographer. Any issues or concerns with your order should be addressed directly with the photographer.

Recital T-Shirt Purchase

The Mandi's Dance Studio commemorative recital T-shirt is made available for purchase by parents. The professionally designed shirt must be preordered. Included in your costume fee, each dancer will receive a t-shirt and pair of tights to wear in the opening number. No additional shirt purchase is requested for dancers, but we welcome the whole family to join in the fun with a matching shirt!

Costumes

We have spent many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, etc.), but not shoes.

NOTE: No jewelry or underwear is to be worn with costumes. This includes during dress rehearsals, performances, and when class pictures are taken.

Distribution

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. The deadline for all balances was due January 10th. Any fees not paid will not receive their costumes. A parent/guardian must sign out your costume at the desk before it is to go home. No costumes will be sent home with any children!

Costume care

We recommend that you label 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). Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the photo session, dress rehearsal and the performance. Please do not wash costumes prior to performance.

Remove any tags that could hang out of the costume.

NOTE: To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the Mandi's Dance Studio office for recommended seamstress.

Costumes with fringe

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Ironing

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steam iron. Iron costumes with caution because of glues that may have been used to attach appliqués and/or trim

Tutu maintenance

Grasp the waist and give it a gentle shake, then use your fingers to "comb" out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower or use a handheld steamer.

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes. 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 during the show

Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, students are required to wear the pair of tights that came with your costume. Extra tights will be at the recital for purchase, in case of rips or accidents. Do not wear or wash tights before the dress rehearsal or performance. Note: Having a second pair of tights on hand offers students and parents a great sense of security. Please let the desk know if you would like a second pair ordered.

Shoes

Required shoes for the recital are the same as your class shoes, unless told otherwise. All students must have the required shoes by March 1st. Please see the desk to verify you have the correct shoes and if you need assistance ordering the proper shoes. Be sure that all shoes are cleaned prior to the recital.

Make-Up

-Competition Students should wear the make up in their kit, no eyelashes

-All other dancers: We highly suggest light make-up, as the stage lights will wash out features. See below for suggested make-up colors. There are no required brands for make-up or application.

- Liquid foundation and powder that matches skin tone
- Black Eyeliner
- Black Mascara

- Purple Eyeshadow

- Blush to compliment skin tone

- Deep red lipstick for older dancers, Light red lipstick for younger dancers

-No nail polish (fingers and toes)

-No temporary tattoos

Hair

-Competition students should wear their required competition hairstyle.

-All other dancers: Hair should be neat and tidy, out of their face. No bangs allowed. See below for suggested hairstyle choices. Please choose whichever style you are comfortable doing. You do not need to change hairstyles throughout the show. If you still need assistance, please talk to the desk.

Older students:

- Low pony, center part
- Double French or Dutch braid, into low pony
- Low bun

Younger students:

- Half up, curls
- Low pony, center part
- Low bun
- Double French or Dutch braid, into low pony

The Recital Is for Everyone

When everyone puts the children first, the recital experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that the Mandi's Dance Studio recital will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.