LoMastro

PERFORMING ARTS ACADEMY

Recital I, II, III Handbook 2019

Recital Bundle - Order Deadline April 20

Includes: 1 Video, 1 T-Shirt, “Star Dancer” photo and name in the Program, 2 pairs of tights, exclusive discount on your Group Photo order, and 20% Off Leotards/Tights/Shoes when you pick-up your tights. Great Savings!

Details at https://www.lomastro.com/recital

Recital I, II, III Handbook 2018

Philosophy, Policies, and Procedures

Dear Parents and Students,

One of the goals of LoMastro Performing Arts Academy is to provide students with an exciting performance experience through its May/June dance recitals. The annual staple of many dance schools, the recital, conjures images of childhood and Americana for many. It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends, an experience undoubtedly anticipated with nervous excitement.

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 the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to their sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance related activities. That onstage experience can result in 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.

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 annual recital, the academy, and other students and parents.

PART I: The Commitment

Important Dates

By participating in the LoMastro Performing Arts Academy recital, you commit yourself and/or your child to the following dates and events. Please mark your calendars. Rehearsals and performances are mandatory. If a student misses Dress Rehearsal for any reason, he/she will not be allowed to perform.

Date	Activity	Location
April 17-23	Photo Week: Groups & Individual photos will be taken during class time (see page 5)	LPAA 840 S. Waukegan Rd, LF
April 17-23	Group & Individual Photo Order Forms Due Bring to class to give to the photographer.	LPAA
April 20	Ticket Sales will begin at 9:00 AM Order online or call 1-800-838-3006	Online
April 20	Online order deadline for Recital Bundle, T-Shirts, Kudos, Brava Ads.	Online
April 20	Program Ad, submission deadline	LPAA
April 20	Photo submission deadline for "Star Dancer" Brava Ads, emailed to abby@lpaastaff.com	Online
May 29 May 31 June 2	Recital I, II, & III — Dress Rehearsal *See your personalized Dress Rehearsal Schedule for Arrival & Dismissal times sent via email.*	SHS Performing Arts Center
June 1	Recital II Drop-off: 1:15pm - Show at 2pm	SHS Performing Arts Center
	Recital III Drop-off: 4:15pm - Show at 5pm	
June 2	Recital I Dress Rehearsal & Recital Arrival: *See your personalized Dress Rehearsal Schedule for Arrival times sent via email.* Show at 12:30 PM	SHS Performing Arts Center

Updates
As the season progresses, additional recital information or updates will be posted on the LoMastro Performing Arts Academy website, www.lomastro.com, in newsletters, and on the academy 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.

Home Study
To ensure that the students feel confident about their performance, we ask parents to encourage them to rehearse their recital choreography on a regular basis. Parents are welcome to video the dance during the last 5 minutes of class. Please arrange this with your child's teacher.

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

PART 2: Keepsake Program Book & Kudos

Keepsake Year-In-Review Program Books



We will be producing high quality keepsake yearbook style program books. These "yearbooks" will include photos and acknowledgements. Ad space is open to families and local businesses. We encourage families to celebrate the accomplishments of their dancers and graduating 8th graders and seniors by placing "Brava!" ads. We recommend that business advertisers, go beyond a display ad to include an offer or a discount as an incentive to families to patronize their business after the show. Our ad prices range from $25 for a Star with the Dancer's photo and name, $60 for a black-and-white quarter page ad to $600 for the full-page back cover. Details are online at: https://www.lomastro.com/recital



Kudos
Kudos are a way to congratulate your star on his/her special day, 10-word maximum. Anyone can submit Kudos for either their child, friend, peer, or family member to be printed in the Recital Program for $12 each.
Examples: "Sarah, You're our favorite ballerina! Love, Mom, Dad & Abby"
"Congrats to Junior Company on a great year! You're Stars!"
Kudos can be submitted by completing the Recital Order form available online (https://www.lomastro.com/recital) or at the front desk. Deadline for submission is **April 20**.

PART 3: T-shirts

Recital T-shirts
T-shirts are available in Children's sizes; 2-4, 6-8, 10-12, 14-16 and Adult sizes; small (ASM), medium (AME), large (ALA). T-shirts will feature a special design on the front and a cast list on the back. T-shirts are a fun keepsake for the dancers and children enjoy wearing t-shirts after recital as a memento of their special performance. Recital T-shirts can be ordered online (see below). Order deadline is **April 20.**



How to Order Recital Bundle, T-Shirts, Video online
1. Login @ https://www.thestudiodirector.com/lomastro/portal.jsp
2. Click "Search On-line Store" on lower left corner of the screen
3. Click "Recital 2019" then add items to your cart and continue through the checkout process. You must complete Step 4 of 4 - Approve and Finish.
4. You will receive a confirmation via email with the subject "Thank you for your on-line store purchase", if you do not please contact us.

PART 4: Recital Tickets

Ticket Policies
In an effort to create an organized and professional atmosphere, all tickets are **reserved seating**. Each member of the family must have a reserved seat. No child will be allowed to sit on a parent's lap. If younger siblings would be uncomfortable remaining seated for two hours, please don't bring them to the recital. Children who are running around the auditorium are distracting to audience members. All of our recitals are considered family entertainment and are approximately 90 min. in length.

Ticket Purchase
Tickets will be sold through Brown Paper Tickets.
Ticket sales begin **April 20 at 9:00 AM** CST.
You may order online at
https://www.lomastro.com/recital or
call the 24/7 Ticket Hotline 1-800-838-3006.
We expect our Recitals to sellout!



Show	Price
Recital I - Sunday, June 2 @ 12:30 PM	$20.00*
Recital II - Saturday, June 1 @ 2:00 PM	$20.00*
Recital III - Saturday, June 3 @ 5:00 PM	$20.00*

*Note: A small processing fee is added to all ticket prices.

PART 5: Photography and Video

Professional Group Photographs of each class and individual portraits will be taken during regular class time April 17-23 at our main location 840 S. Waukegan Rd, Lake Forest. All classes normally held at our Gorton Satellite will be held at our main location during April 17-23.

- Dancers must arrive for class dressed in costume with hair in a bun and light makeup (no heavy stage makeup).
- Individual Portraits will only be taken if the child has a completed Individual Portrait Order Form.
- Group & Individual Photos will be taken by Kathleen Weinstein Photography, http://kathleenweinsteinphotography.com.

Individual Portrait Purchase
To order Individual Portraits please complete the Individual Portrait Order Form available online (https://www.lomastro.com/recital) or at the front desk. Order forms are due **Photo Week: April 17-23.**

Performance Photo Purchase
We will have the Recitals professionally photographed. Photos will be available for viewing and purchase through the photographer's website after the performances. You will be able to order a variety of print sizes and specialty items á la carte. Links to the galleries will be on our "gallery" page: https://www.lomastro.com/photo-gallery

Digital Download Video Purchase
Each Recital will be professionally filmed. No personal video cameras are allowed in the auditorium. The cost for each Video digital download is $42 per show. Delivery 5-6 weeks after the Recital. Video (Digital Download) can be ordered online (instructions on pg. 4).

PART 6: Costumes

We spend many hours determining the correct costumes for each class. Costumes will be age-appropriate and of the highest quality possible. Students will receive one costume for each class they are enrolled in, except those in multiple ballet classes.

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.

Distribution
Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the dress rehearsal or performance.

Withdrawal
No refunds will be made if a parent or guardian withdraws a child from the academy after costumes have been ordered and prior to the recital. Parent or guardians may pick up purchased costumes at the academy at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

Costume Care

- ☑ Label costumes, shoes, accessories, and tights with the student's name.
- ☑ Recital I-III, place costumes in a garment bag with the student's name on the outside. A small laundry basket is also helpful.
- ☑ Pack accessories in a clear plastic bag with the student's name on the bag and on each item.
- ☑ Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the dress rehearsal and the performance.
- ☑ Please do not wash costumes in your washing machine; dry clean them only (after the recital).
- ☑ Students must have a second pair of tights in each color.

Ballet Costumes: Ballet Levels 2 & up
In an effort to keep costume costs down, and to present a classic and elegant appearance, Ballet 2-8 costumes are created by accessorizing the students' leotards with a skirt and headpiece. **Leotard color must match those in our boutique** and must be in good condition (no rips, stains, holes, or faded color). Leotard style must be camisole/spaghetti strap or thin tank. Stage lights will enhance any color discrepancies.

Pointe Costumes: Beginning Pointe and Ballet 7-8 Pointe
Pointe students must supply their own solid black leotard. Leotards must be in good condition (no rips, stains, holes, or faded color). Tutus will be provided to complete the costume. Tutus are property of LoMastro and must be returned at the end of the performance.

PART 7: Tights, Shoes, Undergarments, Hair and Makeup

Tights

Students will be required to purchase their own tights to wear with their costumes. Pink tights are required for ballet and early childhood classes (except Kids Bop & Showbiz Kids will wear tan tights). Tan Tights are needed for for all other classes. NO FOOTLESS TIGHTS. Tights are available at the academy, from dancewear stores or online merchants. **Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance.** (Note: Students must have a second pair of tights on hand for Dress Rehearsal and Recital.)

Shoes

The following shoes are required for all students

Girls	Boys
Pink ballet shoes	Black ballet shoes
Tan slip-on jazz shoes	Black jazz shoes
Black hip-hop sneakers*	Black oxford tap shoes
Black "Mary Jane" tap shoes (Early Childhood)	Black hip-hop sneakers*
Black oxford tap shoes (Beg Tap A & higher)	

*black "Converse type" Low Top sneakers.

Undergarments

A nude colored camisole leotard/basic may be worn under costumes for comfort and added privacy during costume changes. Nude colored camisole leotards are available for purchase at the academy, from dancewear stores or online merchants.

Hair and Makeup

All female students are required to wear makeup for the recital: red lip- stick, blush, eye shadow (brown), and mascara. For the boys, a little bronzer/blush, eye shadow (brown) and tinted lip balm, works well. Please visit our website for complete makeup instructions and to view video tutorials: www.lomastro.com/stage-make-up-hair-tips

Uniform hairstyles are required. **All female students must wear their hair in a tight bun (with hairnet and bobby pins)**. No bangs, beads or snoods are allowed. Dancers with short hair must pull their hair away from the face and slick it down. A French braid is a good option for dancers with hair too short for a bun. Bun video tutorial: https://www.lomastro.com/stage-make-up-hair-tips

PART 8: Be Prepared

Pre-Planning

- ☑ The recital isn't 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 their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.
- ☑ Bring at least one extra pair of tights of each color.
- ☑ Bring extra make-up, hair gel, hair nets, bobby pins, and hairspray.
- ☑ Remove nail polish. Finger nails must be "polish-free" for the Dress Rehearsal and Recital.
- ☑ **Other Handy Extras for Recital I, II & III Students**
  - ✓Baby wipes/Shout wipes (to fix makeup mistakes)
  - ✓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)
  - ✓Band-Aids (the "invisible" kind)

PART 9: 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, 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. It is CRITICAL that EVERYONE arrives ON TIME. **Students must arrive dressed in their first costume with hair and makeup done.** If your child is in more than one dance, costume changes should be done in the dressing areas. Quick changes will be done backstage.

Cell Phones / Electronics are Prohibited
Dancers may not use cell phones or other electronics backstage or in the dressing rooms during the Dress Rehearsal or Recital. These items are easily lost and distracting, but more importantly we need to protect our students from being photographed while costume changes are going on. If a dancer is seen using a electronic device backstage it will be confiscated and the dancer can retrieve it after the performance.

Food & Drink
Students should bring a snack/meal and drink in a clear zip-lock bag labeled with their name. Recommended: water, apple juice, or non- colored drink. No colored drinks, chocolate, chips or sugary snacks please. **No products containing peanuts.** Students will not be allowed to purchase anything from the vending machines.

PART 10: Student Drop-Off and Pickup

Dress Rehearsal Drop-Off and Pickup
A Parent or guardian should bring the students to the theatre, where they will be checked in and placed under the supervision of LPAA Staff and Volunteers. Students will remain in the auditorium during the Dress Rehearsal, except when changing costumes in the dressing area. At the end of dress rehearsal for each section, the dancers will be brought to the lobby to be picked up (except Early Childhood & Recital I, see special notes). Parents are not allowed in the theatre or dressing rooms once the children have been checked in for the rehearsal. Parents may wait in the lobby.

Recital I - Special Notes
Most Recital I students will participate in Dress Rehearsal immediately prior to the Recital. Please see your event confirmation to confirm date and arrival times. Students will not be excused between Dress Rehearsal and Recital. Send your child with a nut-free lunch. ID Badges will be given to parents during Check-in. These badges will be required to pick-up the students at the end of the performance. Parents are not allowed in the dressing rooms or backstage after the children have been checked in for the recital. We will have a record of where each student's family is seated and contact information in case of emergency. We will also have coloring books and other activities back stage.

Recital II & III - Dress Rehearsal Arrival and Dismissal
We will rehearse groups separately so that students are not at the theatre longer than necessary. Please see the appropriate arrival and dismissal times for each group (See your personalized Dress Rehearsal Schedule for Arrival & Dismissal times sent via email.) If a student is in more than one "Dress Rehearsal Group" he/she may leave between groups or remain in the theatre.

Recital II & III Performance Drop-Off and Pick-Up
Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of LPAA staff and volunteers. Students will remain backstage for the entire performance. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. We will have a record of where each student's family is seated in case of emergency.
Note: ID Badges will be given to parents during Check-in for Rectal II (age 9 & under). These badges will be required to pick-up the students at the end of the performance. Ages 10 & up will meet parents in the lobby. Badges are not distributed for Recital III.

Parents are not allowed in the dressing rooms after the children have been checked in at the theater.

IMPORTANT NOTE:

Please do not attempt to pick up your child during the performance, we are unable to safely dismiss students until the after the show has ended. All students will be under the supervision of LPAA staff and will be safe for the length of the performance.

PART 11: Volunteer Information

Anyone interested in volunteering to help during recital is welcome. A volunteer sign-up form will be available at the front desk. Volunteer positions include:

- Usher
- Student check-in for both Dress Rehearsal and Recitals
- Student check-out for both Dress Rehearsal and Recitals

PART 12: Recital Policies

No Video or Photography Will Be Allowed at the Recital
It is very distracting to the dancers on stage and rude to those in the audience. Security guards will ask you to put cameras away.

Auditorium Rules / Etiquette
No eating, drinking, or smoking is allowed in the auditorium. Please DO NOT leave the auditorium during the performance unless absolutely necessary. If you must exit please do so between dances and return between dances. Every dancer deserves to perform to a full audience and it is very rude to leave before the end of the show. When they are not onstage, dancers must remain in the dressing rooms during the recital.

Lobby Rules
For the security of the children, we cannot have people loitering in lobby during the performance. Security guards will ask you to return to your seat or leave the building.

Backstage
Family members and friends do not belong backstage or in the dressing rooms during rehearsals or the recital. The same applies after the show. There is a lot of backstage activity in a limited space, and 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 after the show or present flowers should do so in the lobby areas.

PART 13: Location - Stevenson High School

Dress Rehearsal and Recitals will be held at:
Stevenson High School, One Stevenson Drive, Lincolnshire, IL

The Performing Arts Center (PAC) is most easily accessed by entering the doors directly behind the “circle drive”. When you drive in on Stevenson Drive, the “circle drive” will be directly ahead of you. Once you enter the doors, turn to the right, the PAC is across from the pool. Park in Lot B.