



SILHOUETTE DANCE COMPANY

SDC 2ND ANNUAL CHRISTMAS SHOWCASE

MANDATORY DRESS REHEARSAL

Saturday, December 14, 2019

Show #1: 1:00pm

Show #2: 5:00pm

CHRISTMAS SHOWCASE

Sunday, December 15, 2019

Show #1: 1:00pm

Show #2: 5:00pm

Decatur High School
750 E. Eagle Summit Drive
Decatur, TX 76234

Each show is estimated to last 1.5 hours with a 15 min intermission

Recital Handbook Guidelines

As our Christmas Showcase approaches, SDC will be emailing, posting on our Facebook page and SDC website and handing out notes in class, additional information and/or updates about the show. It is your responsibility to stay updated on the **IMPORTANT** information! Our goal is to make the recital an organized and memorable experience for everyone involved. It's a team effort though: students, parents, instructors and staff all play a key role in the success of our Christmas Showcase.

When in doubt, check the handbook FIRST! If you can't find the answer though, please don't hesitate to call, email or stop by the front desk to ask someone. We are here to help you, but please remember we are busy planning all the moving parts of a show so always refer to your handbook first as the answer may be easily found here.

Attendance & Practice

We want to make sure our students are prepared for their performance. It is very important that students are in class leading up to the show and they are putting time in practicing at home.

We have made it easy for you to practice at home! Please visit our SDC YouTube channel to practice alongside your instructor: <http://silhouettedancecompany.com/christmas-showcase/>.

Showcase Policies & Procedures

Parking

When you pull onto Eagle Summit Drive, take the long driveway up to the school. You will then take a right through the main parking lot and then follow the road on the far-right side of the school (gymnasium side) up to the top. Auditorium entrance and parking will be located there (you will see the Eagle statue in front of the auditorium entrance).

Arrival: Rehearsal

Doors will open at 12:00pm for Show #1 rehearsal and 4:00pm for Show #2 rehearsal on Saturday.

When you walk up, please look for signs that will lead you to where the dressing rooms are located. Students should arrive with their hair and makeup done and tights and costume on with a cover up that can easily be removed (for rehearsal & recital). A large button-down shirt or robe is always a great option! Costumes should be slipped on after you get settled in your dressing area. There will be posters with class name, day & time, teacher and a picture of their costume showing where they will be set up for changing areas. Students should stay in dressing areas until instructors come to line them up to start rehearsal.

Rehearsal will begin with the Curtain Call run through. Instructors will line students up by age to make sure they know how to enter the stage. After that, students will go back to their dressing areas and we will start the show in order. Once your student runs all routines they are in at rehearsal you are free to leave. **THIS IS FOR REHEARSAL ONLY!**

Arrival: Show

Doors will open at 12:00pm for Show #1 and 4:00pm for Show #2 on Sunday. Seating is first come, first serve so plan accordingly. Families are invited to take part in our “Red Carpet Hour” before the show begins.

Students are REQUIRED to stay backstage for the entire duration of the show. They will need to be checked in when you arrive and checked out after the curtain call (see Check In/Check Out info in the packet). We will have Dressing Room Attendants available to monitor and keep them busy and safe while you enjoy the show.

Check In/Check Out Procedure (Show Day ONLY)

To ensure safety of all students, each student will need to be checked in upon arrival and checked out after the completion of the show (show day only).

Check -in/Check-out Process:

1. When you arrive for the show: enter auditorium doors, take right at cafeteria, right at next hallway. An instructor will be set up waiting for you!
2. Tell the table attendant your child's name and receive your notecard to check them in. Please do not lose this! You may walk your child back to the DR to drop them off with DR attendant.
3. At the conclusion of the show-please line up in the same hallway where you checked in and make a line at the first stage door. When it's your turn, you will need to bring your notecard to hand to the door attendant and they will call your child from the stage to come out to you. You will then head to the next stage door and wait for them to exit the stage. No one will be allowed to enter the stage/backstage area unless you are a volunteer or staff.
4. You may then make your way to DR to get your child's things. Please do not linger in the hallway and block the exit of students from the stage.

****All students are required to stay in their dressing room for the entire duration of the show! This allows the audience to sit and enjoy the show with minimal interruption.**

Red Carpet Hour

We will have a “red carpet” photo area for our students and their guests. This will take place the first 45 minutes before the show. Students are welcome to wear their costumes or dresses to take pictures with family & friends. This will also be available after the show as well. Don't forget to tag us in your pics!

Dressing Rooms

We will utilize the band hall and other close by classrooms for dressing areas. If your child is not comfortable dressing in front of others, you may want to bring a sheet to hold up for privacy. Restrooms should **NOT** be used as changing areas so we can keep these clear for restroom purposes only. No men/boys should be backstage in the changing areas. If a Dad/Grandparent is the only adult to help, please let us know beforehand so we can have an assigned area for them. We will have designated dressing rooms for all our male students. We understand little brothers might have to accompany mom, but if they are able to stand outside the door or even stay in the audience area that would be best to ensure everyone is comfortable.

Parents with students in multiple routines: we ask that you **PLEASE do NOT get up in the middle of a routine** to exit the auditorium to go change your child. If you have a student in multiple routines, we encourage you (or another family member or friend) to stay backstage and volunteer as a Dressing Room Attendant (DRA) or at least wait in between routines to get up and exit.

NO FOOD OR DRINKS ARE ALLOWED IN DRESSING AREAS OR THE AUDITORIUM.

Also, we ask that you not allow your students to touch any equipment or other items that may be in the dressing areas. We do our best to put things out of reach, but we ask that you please monitor them as well. For us to be able to keep renting these facilities in the future we **MUST** abide by the rules given.

Dressing Room Attendants (DRA)

We will be asking for volunteers to help in the dressing areas for rehearsal and show. Volunteers must be 18 years of age or older and be able to help during **BOTH** rehearsal and show. DRA's are responsible for helping students to the restroom, helping with costume changes, making sure students are not running around, being loud or playing on school equipment. We will provide coloring books, games and activities to keep them busy.

DRA's will be allowed to escort their student's class backstage and watch their routine from the wings so they don't miss it!

Curtain Call

We will provide your student with an SDC Christmas Showcase shirt for **FREE** to wear for the Curtain Call. All we ask you to provide is a pair of black leggings (with no writing on them). They can wear any of their dance shoes and hair any way. Please have these items in your garment bag or in your students' bag so the volunteers can assist them in putting these things on over their tights.

Audience & Etiquette

We encourage all participants and audience members to stay through the entire show. There will be a whole studio curtain call/finale at the end of the show that we don't want you to miss! **If you need to get up in the middle of the show-please wait to enter and exit the audience between numbers as to not distract the dancers, those around you or the videographer or photographer.**

Audience Etiquette to consider:

- Turn cell phones to off position
- No photos or video during the show
- Do not talk during the performance
- Do not get up in the middle of a routine
- Step out if small children are crying
- Do not leave until the show is over

Backstage

Staff, students (those who have been told to line up at the time) and volunteers are the only people who should be backstage.

Admission

Admission is FREE to all that would like to attend. Seating is first come, first serve so please arrive early to find a seat. Be mindful of your seating arrangements if you know you will need to get up for any reason during the show.

Costume Care & Other Attire Items

Our instructors spend countless hours choosing the right costume for each class. We take great pride in making sure they are age appropriate and follow the theme of the song and show. Costumes include all accessories and a pair of tights (if applicable).

Sizing

Students were measured in October during class. All measurements are compared to each vendor sizing chart and chosen accordingly. Costumes are not made to fit each child individually. Because measurements have to be taken so far in advance, growth is taken into consideration when placing each costume order. We have also taken the time to try them on as they arrived to ensure they fit properly.

Although rare, alterations are sometimes need. Alterations are the responsibility of the parent/guardian. If you need assistance with this, please let us know how we can help as it is often as simple as a strap needing to be taken in.

Shoes

Please double check that your student has the proper color and size of dance shoes needed for their dance(s). If you need assistance with ordering shoes, please let us know ASAP so we can order and ensure they are delivered by show time.

Tights

Each student will receive a pair of tights with their costume (if applicable). Do not wash or wear these before rehearsal. If you snag or rip them at any time, please make sure you purchase another pair from SDC. We want to make sure they match the other students, so we ask that you not purchase from the drug store or Wal-Mart. These are very different from dance tights. We will have extras available for purchase in the dance shop and at rehearsal/show if you need them. One pair has been provided in your garment bag, but extras are always encouraged.

Costume Care

All costumes, accessories and tights are coming in your very own garment bag! Costumes should be kept in this bag and not be worn before rehearsal. Please take a moment to label all pieces (including shoes)

Once costumes are in your care, you are responsible for keeping them in the condition they left in. Costumes and accessories cannot be replaced if lost or stolen so please handle with extreme care and do not let students play in them.

Do NOT wash or iron your costumes! A steamer on low setting or placing it in the bathroom as you shower are great ways to get the wrinkles out. Tutu's should be stored upside down on the hanger to help keep its "fluff".

Make sure you LABEL all pieces of costume, shoes and tights!! SDC is not responsible for any lost or stolen items at the show.

Hair & Make-up

It is important that ALL students wear make-up as the camera and stage lights can drown out the face. Rule of thumb: 3 main areas for make-up are eyes, cheeks and lips. Neutral shades for eyes, pink for cheeks and red for lips will work great!

Hair and make-up should be done for BOTH rehearsal and show. 2 reasons for this:

1. Photographer will take pictures at rehearsal AND show to make sure we get plenty of shots of all students.
2. It's a great practice run so we know how to adjust for the actual show if needed.

Account Balances

Costumes will be held until all account balances have been taken care of. Please see the front desk if you have any questions.

Recital Extras

Pictures and Video

Please do **NOT** take any video or flash photography during the recital performance. This is very dangerous and distracting for our dancers and other audience members.

Alicia Luster will be our professional photographer on hand to take action shots of the students during the rehearsal and show. She is the only person allowed to take photos during the show. These photos will be available shortly after the show via an online gallery.

Magination Video will be our professional videographer and he will have a table set up in the lobby where the show will be available for purchase. If you would like to order a DVD before or after the show, he has also provided a link to order online: https://maginationvideo.com/product-category/dance/silhouette_dance_company/. The only 2 ways to order are online or in person at the show. No order forms will be taken by SDC this year.

****Times you CAN take pictures/video:** dress rehearsal & "Red Carpet Hour". We will use the hashtag #sdchristmasshowcase if you would like to tag us in your photos you take throughout the weekend. We love to see them!

Toy Drive

SDC is putting on our 2nd Annual Toy Drive benefitting WFAA Channel 8 Santa's Helpers. We are asking that everyone brings at least one new and unwrapped toy for ages infant thru teens. **We will be collecting toys from now until December 15th at the show.** Last year we collected around 100 toys which was awesome, but our goal this year is to at least DOUBLE that number and pack a trailer FULL. With your help we can make that happen!! We appreciate your kind donations so that SDC can spread Christmas cheer and give back to those in need this holiday season.

If you have any questions about show information, please do not hesitate to call the studio or email me. **We ask that you please read through this packet carefully, keep it in a safe place until show weekend and refer back to it for reminders.** Rehearsal and Show Day are very busy and hectic, so our staff will not be as available for questions then so be sure you get them answered in advance. We want this to be a stress free and enjoyable experience for the parents and students so let us know how we can help. We look forward to our 2nd Annual Christmas Showcase!

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