



**Kinner & Co. Dance Studio, Inc.  
Recital Handbook 2022**

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Dear Parents and Students,

For 40 years, Kinner & Co. Dance Studio has provided students with an exciting performance experience through its annual recital. The recital—that annual staple of the dance school—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 that they anticipate 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 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 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 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 annual recital, the school, and other students and parents.

**Key contact information for Kinner & Co. Dance Studio:**

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217-685-1983

[www.kinnerandcodance.com](http://www.kinnerandcodance.com)  
[www.facebook.com/kinnerandcodance](https://www.facebook.com/kinnerandcodance)  
[www.instagram.com/kinnerandcodance](https://www.instagram.com/kinnerandcodance)

## **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all emails, handouts and other school information.

Important updates are emailed and often printed and handed out to our students at the conclusion of class. They are also posted on the Kinner & Co. Dance Studio website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact Abby at [missabby@kinnerandcodance.com](mailto:missabby@kinnerandcodance.com) or the Studio at 217 522-1200. We answer email on a daily basis, except on weekends.

### **Website: [www.kinnerandcodance.com](http://www.kinnerandcodance.com)**

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

### **Facebook Page: [www.facebook.com/kinnerandcodance](http://www.facebook.com/kinnerandcodance)**

Like the Kinner & Co. Dance Studio page on Facebook to receive updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to [missabby@kinnerandcodance.com](mailto:missabby@kinnerandcodance.com).

We would greatly appreciate a rating if you feel so inclined!

### **Instagram Page: <https://www.instagram.com/kinnerandcodance>**

Make sure to follow us on Instagram!

We will continue to follow local health department guidelines pertaining to COVID. All dates, performance times and order are subject to change to ensure a safe performance.

## PART I: THE COMMITMENT

### Important 2020 Recital Dates

Date	Activity	Where
April 1	Recital Fee Due (\$175)	At the studio
April 1	Program ad packets available	At the studio
April 1	Recital t-shirt orders available	At the studio
TBD	Recital Picture Week	At the studio
May 1	Recital t-shirt orders deadline	At the studio
May 1	Program ad deadline	At the studio
Tuesday, May 31	Ballet Rehearsal	At the studio
Wednesday, June 1	Technical Rehearsal, Night 1	At the studio
Thursday, June 2	Technical Rehearsal, Night 2	At the studio
Friday, June 3	Dress Rehearsal	At the studio
Saturday, June 4	Recital	Sangamon Auditorium

### Updates

As the season progresses, additional recital information or updates will be posted on the Kinner & Co. Dance Studio website. 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 and guardians to encourage them to rehearse their recital choreography on a regular basis. At various points throughout the choreography process (usually between March and May), we will invite parents to videotape choreography at the end of class to assist the students when practicing at home.

## PART 2: COSTUMES

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible.

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

### **Fees and Payment**

You will receive a costume bill and payment is always due before we break for Christmas and New Year.

Because the vast majority of costumes are made to order, we have to order the costumes over break in order to be assured we will have them by photo day. Please be aware that we are unable to order costumes that have not been paid for, because of this, those who do not pay by the deadline risk not having a costume in time.

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

### **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 Kinner & Co. Dance Studio office for recommended alteration shops.

### **Distribution**

Costumes will be distributed during a scheduled observation. As a group we will try on all costumes and accessories (except for tights). This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

### **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. Please do not wash costumes in your washing machine; dry clean them only (after the recital). Remove any tags that could hang out of the costume.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn during costume distribution.

**NOTE:** To ensure that there are no costume problems at recital, students should not wear costumes, accessories, or tights prior to the recital performance except as directed for dance photo session and dress rehearsal.

### **Costumes with fringe**

You will notice a string at the bottom of most fringe skirts, 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.

### **TIPS: COSTUME COMMON SENSE**

- Always have a second pair of tights available.
- Place costumes in a garment bag for travel.
- Carry hats in a hatbox or container to prevent them from damage.
- Hang and press costumes before each performance.
- Place your name in all costumes and shoes.

### **Quick costume changes**

During the recital, some students may have quick costume changes. A special team of staff and/or moms will assist these students, whose costumes and accessories will be placed in the backstage area.

### **Costume cover-ups**

Students must wear a cover-up when in costume but not performing. A bathrobe, zip-up or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled. Students may not wear costumes in the audience at any time during dress rehearsal or recital.

## PART 3: TIGHTS, SHOES, HAIR, AND MAKEUP

### **Tights**

To ensure that there are no discrepancies in color and style, tights are included in with your costume order. Students are required to order their extra tights through the studio.

NOTE: Having a second pair of tights on hand offers students and parents a great sense of security.

### **Shoes**

Be sure that all shoes are cleaned prior to the recital. You can clean leather ballet shoes with toothpaste and wipe tap and jazz shoes off with Windex.

If you purchase dance shoes just before the recital, please break them in (indoors) so that they are pliable and comfortable for the recital.

### **Hair and makeup**

All female students are required to wear makeup for the recital: lipstick, blush, eye shadow (not blue), and mascara. Team members are required to wear their dance team makeup.

Uniform hairstyles are required. All female students must wear their hair in a bun unless otherwise specified by their teacher.

Having a second pair of tights on hand offers students and parents a great sense of security.

## PART 4: BE PREPARED

### 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 the 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. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

### TIPS: OTHER HANDY EXTRAS

- Baby 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. And never give them chocolate bars!

**All food and drinks are to stay in designated areas ONLY. There is absolutely NO FOOD OR DRINK allowed in the auditorium.**

## PART 5: REHEARSALS & RECITAL

Participation in technical and dress rehearsals is *mandatory*.

Closer to the date, you will receive a detailed itinerary for your specific class on exact arrival times for rehearsals and recital.

### **Hair and makeup**

As a reminder, all female students are required to wear makeup for the recital: lipstick, blush, eye shadow (not blue), and mascara. Team members are required to wear their dance team makeup.

Uniform hairstyles are required. All female students must wear their hair in a bun unless otherwise specified by their teacher.

NOTE: Please check with your class mom prior to leaving your dancer back stage to ensure hair, makeup, tights, and costume are correct. To ensure students are safe and accounted for, there must be class volunteer to stay in the dressing room with the class.

### **Finale**

All students are required to participate in the finale bows, which will be rehearsed during the last month of classes. A run-through of the finale will take place at the dress rehearsal.

### **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. Plan to bring a sheet/blanket and activities to keep them entertained.

### **Audience etiquette**

Enthusiastic applause is encouraged!

There is absolutely NO FOOD OR DRINK in the Auditorium. If you bring food or drinks into the auditorium, you will be asked to leave.

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 performances. If you do leave the auditorium during the show you should only re-enter the auditorium in between dances.

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.

## PART 6: STUDENT DROP-OFF AND PICKUP

**NOTE:** Class moms and class volunteers are needed for each class. If we do not have adequate volunteers for each class, parents will be required to stay with their child at all times. Please see Part 11: Volunteer Information and let a teacher know if you are able to volunteer.

### **Dress Rehearsals**

Parents or guardians should bring the students to their assigned dressing area, where you will check in with the class mom and get them dressed in their costume. If a class has a designated volunteer who is supervising the dancers, you may go sit in the audience. Parents or guardians are asked to return to the dressing room to assist with costume changes for their child. Please make sure to take your child to the restroom upon arrival at the school and when changing their costumes. Studio staff and backstage helpers cannot be held responsible for making sure each child uses the restroom.

Students will be dismissed from rehearsal once they have completed all of their routines, including the finale. When a class has completed its last performance, parents can return to the dressing room to pick up their child and their belongings. The class mom will check them out as they are picked up in the dressing room.

**NOTE:** No males are allowed in the female dressing areas. If you do not have a female guardian that can assist your dancer, please contact your child's teacher so they can assign a staff member or class mom to your child.

### **Recital Performances**

Parents or guardians should bring the students to their assigned dressing area, where you will check in with the class mom and get them dressed in their costume. If a class has a designated volunteer who is supervising the dancers, you may go sit in the audience. Parents or guardians are asked to return to the dressing room to assist with costume changes for their child. Again, please remember, costume changes and bathroom breaks are not the responsibility of the class mom.

Students do not have to remain backstage for the entire performance, but must return to their dressing area **SEVEN dances before their dance** to line up. Students may watch from the audience, but may not be in costume. If you choose to watch, you should return to the dressing area **TEN dances before** so you can get them redressed.

**NOTE:** Again, no males are allowed in the dressing areas. If you do not have a female guardian that can assist your dancer, please contact your child's teacher so they can assign a staff member or class mom to your child.

## PART 7: RECITAL PHOTOS, VIDEOS, AND T-SHIRTS

### **Recital photos**

Class photos will be taken during regularly scheduled class time at the studio. Please plan to arrive dressed and ready to go. We ask that dancers arrive with hair and makeup already done. There is limited space, so it is helpful for dancers to arrive in their tights and the body of their costume as well. Dancers are not required to wear stage makeup, but should wear pretty makeup to define their features. Makeup should be applied at home and hair should be pulled back off the face. Please check with your child's teacher for any class hair requirements. We suggest putting sweatpants and a zip up shirt over the costume for transportation. Once you arrive you can put on skirts/pants for the photo. We will begin each class with their individual photos and then move to the group photo. If you are not planning to purchase photos, your child will not pose for an individual picture.

The schedule will be sent to all families ahead of picture day.

### **Photo purchase**

Photo order forms will be handed out during dance class, prior to picture day. It makes things much easier and faster at the photo studio if you have completed your forms prior to arrival at the studio. You need a form for each dance that you are purchasing a picture for.

### **Photo pick-up**

Photos will be distributed as soon as we receive them. We will notify you when distribution will occur. An adult must pick up pictures for their students. Pictures will not be given to young children.

### **Recital Performance Digital Download**

The Kinner & Co. Dance Studio works with a videographer to produce a professional recording of the entire recital. A digital download of the performance will be included in your Recital Fee.

### **Recital T-Shirt Purchase**

The Kinner & Co. Dance Studio commemorative recital T-shirt is made available for purchase by students, parents and other guests. The recital shirt must be preordered and forms will be handed out in April. All dancer's will receive their shirt as part of their Recital Fee.

## PART 8: RECITAL SEATING

You may invite as many guests to attend the recital as you would like. Seating is on a first-come, first-served basis.

If you or a guest requires specialty seating, please contact a staff member so we can reserve the most suitable area to meet your needs.

It is our goal to create a seating area for class moms and quick change moms so they can easily move from backstage to the auditorium to see their child's dances.

## PART 9: RECITAL POLICIES

No video or flash photography is allowed at the recital. You will be asked to take any cameras back to your vehicle.

### **Auditorium rules**

No food or drinks are allowed in the auditorium.

Please do not move about the auditorium during dances.

### **Backstage**

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including during intermission 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.

### **Props**

All props are the property of Kinner & Co. Dance Studio and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

## PART 10: AWARDS AND RECOGNITION

We recognize students who have dedicated their time to dance for 5, 10, and 15 years or more. A list of award recipients will be posted on the school's Facebook page.

Graduating seniors, staff, and volunteers will be recognized and introduced onstage during the recital.

## PART 11: VOLUNTEER INFORMATION

### **Recital volunteers**

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, who must abide by the policies set forth by Kinner & Co. Dance Studio. The recital weekend is a hectic experience and all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the 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.

**Class mothers** (or grandmothers) are needed for each class to check in students. They are also responsible for making sure that each child is in the proper costume (including make-up), has the proper accessories and shoes, is lined up at the appropriate time, and returns to the appointed dressing room after the performance. During their own children's performances, class moms leave the students at the stage door with their teacher and watch the dance from a designated area in the audience.

**Class volunteers** are needed for each class to supervise students while in the dressing area. Parents, grandparents and older siblings are great for this! These volunteers will ensure dancers remain safe and accounted for during the show while they are in the dressing area. During the class' performances, volunteers can watch the dance from a designated area in the audience and return to the dressing area after.

The number of volunteers needed for each class will be determined by the number of students (1 to 8 students = 1 volunteer; 9 to 15 students = 2 volunteers; 16 or more students = 3 volunteers).

Volunteers are not allowed to enter the stage area. Because there will be live microphones backstage, only stage hands, dance teachers and assistants are allowed in the wings.

## PART 12: RECITAL PROGRAM

Each year Kinner & Co. Dance Studio publishes an annual program for the recital. “Happy Ads” and commercial ads are available for purchase. All students have the opportunity to purchase and sell ads, but participation is not required. Examples from past programs are available downstairs at the dance studio.

There’s no better way to show how much you admire and appreciate their performance than with an ad in Kinner & Co.’s recital program.

### What does it cost to place an ad?

Sizes are based on a keepsake 8 1/2 x 11 size program. We design ads with student(s) and family in mind.

Full Page	Contact Kathy or Abby for design options	\$165
Half Page	Two or Three pictures with a 30-35 word message	\$105
Quarter Page	One picture with a 20 - 35 word message	\$75
Eighth Page	No picture, unless part of a business card, no more than 15 words	\$45
Happy Ads	A best wishes and good luck message with no more than 15 words.	\$10

### How do you place an ad?

Simply a staff member for Recital Ad Form, return the completed FORM with PAYMENT in a sealed envelope to a staff member. EMAIL wording and digital pictures to missabby@kinnerandcodance.com. (In lieu of digital pictures, hard copies can be scanned, however quality will not be as good as a digital photo.) There is no limit on how many ads can be placed.

### Incentives for selling ads!

- Sell 6 - 1/8 page ads at \$45 receive 1/4 page free
- Sell 3 - 1/4 page ads at \$75 receive 1/4 page free
- Sell 3 - 1/2 page ads at \$105 receive 1/2 page free
- Sell 2 - full page ads at \$165 receive a full page free

## 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 Kinner & Co. Dance Studio annual 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!