



Westlake School for the Performing Arts
200 Northgate Ave, Daly City CA 94015
650-757-1244 wspal@sbcglobal.net wspadance.com

RECITAL & STAGE REHEARSAL HANDBOOK

Dear Parents and Guardians,

Your child has worked very hard for this recital. It is but fitting to present them in the grandest way for their hard work.

The recital is a perfect opportunity to teach them the rules of behavior expected in the theater.

Please read this handbook carefully. It has suggestions and a list of limitations that will help everyone have a wonderful, stress free, and educational experience.

We ask that you be courteous to the faculty, staff, room parents and volunteers who are all working together to make the event run smoothly.

Thank you in advance and see you at the theater!

Malu Rivera-Peoples, School Director

EARLY PREPARATIONS

1. Please look over your schedule carefully. It is very important to be on time. If you have any questions regarding the schedule, ask the office ASAP.
2. Prepare days before the recital. Gather all costumes, accessories, shoes and makeup several days in advance so you'll know if something isn't right.
3. Make a checklist of your child's routines, listing their costumes, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

TIPS ON STAGE MAKE-UP

Do: Bring out the child's features on stage by emphasizing the eyes, cheeks, and lips.

Don't: Alter the child's face to look older.

- Start with a clean, dry face
- Apply moisturizer and allow to dry
- Select a slightly darker foundation shade than your child's normal skin tone. This will help with the stage light wash-out. Use loose powder if you wish.
- Use a bronzer for emphasizing the cheeks and the natural contour of the face.
- Apply eyeliner- young performers are usually very sensitive to eyeliners and will tear easily. Use a soft brush or a smudger to darken the eye line if possible.
- Apply eye shadow- To bring out the eyes, apply shadow from the inner corner of the lid, up and across the entire lid to just above the crease. A nice medium shade of burgundy, bluish grey or light brown would emphasize the eyes.

- Blend a touch of highlighter upwards from shadow on the lid, toward the arch of the brow, extending out a bit – but no further than the outer tip of the brow.
- Apply lip liner and lipstick- Do liner first- Starting at the center of the upper lid, draw a line to each outer corner, and follow the edge of the natural lip line.
- Fill in color all over lips. A lip brush gives the most precision in applying lipstick.

TECHNICAL DRESS REHEARSAL (Students come in costume)

The dress rehearsal allows the students to become familiar with the stage and feel comfortable in their costumes, staging, entrances and exits. 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.

1. **Participation in the dress rehearsal is mandatory.**
2. Please arrive 30 minutes prior to your rehearsal time in costume and make up.
3. All students are required to stay for the finale rehearsal.
4. **Only one parent or guardian can accompany your performer to the dress rehearsal. Siblings who are not part of the show will not be allowed to enter! Additional attendees at the dress rehearsal will be subject to the full cost of a recital ticket.**
5. Please make appropriate arrangements ahead of time for babysitting and/or work schedule adjustments so you can bring your child to the technical dress rehearsal without fail.

VIDEO TAPING AND PHOTOGRAPHY

1. Dress Rehearsals - You are allowed to videotape or take pictures without flash **during the technical dress rehearsals.**
2. Actual Performance- **Video recording or photographing with any device (smart phones and go pros included) is not allowed.** Ushers will ask you to bring your camera back to your car or put away your phone. We will have shows professionally videotaped and available for purchase. Order forms are available in the office and at the theater lobby.

DAY OF SHOW & BACKSTAGE

During the show, all the performers must stay in the waiting area backstage before they go on.

1. **DROP OFF** - Drop your child off at the allocated "DROP-OFF" area ONE HOUR before the performance starts. Performers age 3 to 6 will be allowed an escort (parent) to the waiting area. Once the child is with the class and feeling secure, the escort should leave. **Pick Up** – the 3-6 year olds will be brought up to the lobby for you to pick up. The older children can be picked up downstairs, but you will need to walk around. No one will be allowed in the “PICK UP” area for the little ones without a pass.
2. Make sure the child is wearing the appropriate performance shoes, costume and a cover-up over her costume in case it is chilly. (A WSPA jersey is a perfect cover-up – don’t forget to order now with your child's name printed in the front.)
3. All Class Moms are required to stay with the performers backstage at all times. You will not be allowed to watch in the audience.
4. For the safety of everyone, backstage area is off limits to family members and friends. **ONLY** Class Moms (with an official **Backstage Badge**), teachers, and dancers are allowed backstage.

RECITAL TICKET POLICY

IMPORTANT REMINDER: All studio accounts (tuition, costumes, etc) must be paid in full before any family can purchase or receive recital tickets.

**Tickets go on sale Monday, May 8th @ 4:00pm in the WSPA Office
for Recital Shows 1 through 5 (\$20)**

We expect all shows to sell out; in order to make sure that every parent will be able to purchase tickets, we are limiting each family to **three tickets** for the first week of ticket sales (May 8-13). Starting Monday, May 15, you may purchase additional tickets.

*Tickets for the **Sunday, June 11 Gala** will be available for purchase online at www.aimbayarea.org

YOUR REHEARSAL AND SHOW SCHEDULE IS POSTED IN THE OFFICE AND ON OUR WEBSITE.

www.wspadance.com

**KNOW YOUR SCHEDULE!!
BE ON TIME!!**

If you have other questions, call or email us!

WSPA1@sbcglobal.net

(650) 757-1244 office (650) 452-0004 office cell phone

THEATER

Skyline College Theater
2200 College Drive
San Bruno, CA

AUDITORIUM RULES

- 1. Food and drinks are not allowed in the auditorium or backstage areas.**
2. We ask that you stay in your seats for the entire act. If you need to excuse yourself, please do so in between numbers.
3. You will not be able to take your seat if you arrive late. The ushers will seat the latecomers at an appropriate time between dances.
4. There will be a 5 minute pause/stretch for each recital show. The shows will run approximately 1.5 hours.
5. Our House Manager and ushers work very hard to put a system in place that works; we ask that everyone be courteous and follow their instructions. Please relay this information to all of your guests.
6. **Video recording or photographing from any device (smart phones and go pros included) is not allowed.** Ushers will ask you to bring your camera back to your car and/or put away your phone.

WHILE IN THE LOBBY, DON'T FORGET:

1. To pick up your yearbook and the pictures you ordered.
2. You also have an option to order a DVD of your child's show and purchase flowers for your performer.

If you forget to pick up your yearbook or pictures at the show, they will be available in the office during our Summer Program, July 10-July 28

THERE WILL BE FOOD CONCESSIONS AVAILABLE IN THE LOBBY. FOOD AND DRINKS WILL NOT BE ALLOWED IN THE THEATER.

Note: All tables and stands will be closed after the last show of the day. Keep the loitering in the lobby at a minimum.

SEE YOU AT THE THEATER!