

2023 Recital Packet

Dear Students and Families,

Welcome to our 41st annual recital, "Museums in Motion." As you know, we are producing this year's show in May at the Regent Theatre in Arlington Center, the home of our two other studios and the theater where we produce our annual holiday show. Although we are disappointed we can't carry on our tradition of hosting the recital at LHS, we are excited by the possibilities the Regent offers. It has a state-of-the-art lighting and sound system and, with only 450 seats, provides an intimate setting in which to showcase every dancer who hits the stage. Each performance will be approximately 75 minutes with no intermission.

This packet of information serves as an important communication with parents. After reviewing this essential information, please call or email with questions for further assistance. A review of dress rehearsal procedures will be discussed during your child's costume distribution time (see below for more information). We appreciate the opportunity to share this special event with your child and family. Thank you for your cooperation as we finalize all the logistics for the recital weekend. Please keep an eye on your email (and spam/junk folder) for regular updates as we get closer!

Thank you!

Thelma and the The Dance Inn staff

PLEASE NOTE YOUR STUDENT'S PERFORMANCE:

Recital dates were announced previously. Please see the below chart to confirm which show/shows your child will be performing in. A larger chart is attached to this email.

			
Please find your dancers current class name and time under the show and rehearsals they will be in. Mark these dates and times on your calendar and we will be sharing additional information soon!			
Show Date: Saturday May 6th Show Time: 1:00 PM	Show Date: Saturday May 6th Show Time: 5:00 PM	Show Date: Sunday May 7th Show Time: 1:00 PM	Show Date: Sunday May 7th Show Time: 5:00 PM
First Stage Rehearsal: Sunday April 30th (see recital packet for rehearsal times) Preview Show Rehearsal: Monday May 1st 4:30 to 6:00 (Arrive at 4:15)	First Stage Rehearsal: Sunday April 30th (see recital packet for rehearsal times) Preview Show Rehearsal: Monday May 1st 6:30 to 8:00 (Arrive at 6:15)	First Stage Rehearsal: Sunday April 30th (see recital packet for rehearsal times) Preview Show Rehearsal: Wednesday May 3rd 4:30 to 6:00 (Arrive at 4:15)	First Stage Rehearsal: Sunday April 30th (see recital packet for rehearsal times) Preview Show Rehearsal: Wednesday May 3rd 6:30 to 8:00 (Arrive at 6:15)
3/4 Year Intro Thursday 3:15 to 4:15	4 Year Intro Saturday 10:00 to 11:00	3 Year Intro Saturday 9:00 to 9:45	Kindergarten Saturday 9:45 to 10:45
TJB I Wednesday 4:15 to 5:15	Kindergarten Friday 2:15 to 3:15	Kindergarten Tuesday 4:15 to 5:15	TJB I Monday 4:15 to 5:15
TJB II Wednesday 4:15 to 5:30	TJB IV B Friday 4:15 to 5:45	TJB I Friday 3:15 to 4:15	TJB II Monday 4:15 to 5:30
TJB III Wednesday 5:15 to 6:45	TJB II Saturday 11:00 to 12:15	TJB II Wednesday 5:30 to 6:45	Teen Jazz Wednesday 7:45 to 8:45
Adult Adv. Beg. Tap Mon 6:00 to 7:00/Frid 9:45 to 10:45	TJB I Saturday 9:00 to 10:00	TJB IV A Friday 4:15 to 5:45	TJB I for Gr 3-5 Thursday 5:30 to 6:30
Teen Contemp II/III Tues 7:30 to 8:30	Teen Tap 2 Wednesday 7:00 to 7:45	TJB II/III Thursday 4:15 to 5:30	Teen Tap I Thursday 6:30 to 7:15
Hip Hop V Wednesday 6:45 to 7:45	Hip Hop I Saturday 11:45 to 12:45	Adult Int. Tap Mon 7:00 to 8:00/Fri 10:45 to 11:45	Hip Hop I Friday 3:15 to 4:15
Youth Intensive 2	Adaptive III Tuesday 6:45 to 7:30	Hip Hop II Monday 4:15 to 5:15	Adaptive Virtual Saturday 11:00 to 11:45
	Hip Hop III Monday 5:15 to 6:15	Adaptive II Tuesday 6:00 to 6:45	Hip Hop IV+ Monday 7:15 to 8:15
	Adult Adv Tap Monday 8:00 to 9:00	Hip Hop IV Monday 6:15 to 7:15	Teen Contemp 1 Monday 7:15 to 8:15
	Youth Intensive 3	Teen Contemp II/III Monday 8:15 to 9:15	Youth Intensive 1

****Legacy Dance Company & Youth Intensive Production will perform in all 4 recreational shows plus the additional Friday night show**

At The Regent Theatre:

Performance: Friday, May 5th at 7:30 PM - OPENING NIGHT - Legacy Dance Company and Youth Intensive Dancers

Performance: Saturday May 6th at 1:00 PM - SHOW ONE

Dress Rehearsal: *see below for details*

Performance: Saturday May 6th at 5:00 PM - SHOW TWO

Dress Rehearsal: *see below for details*

Performance: Sunday May 7th at 1:00 PM - SHOW THREE

Dress Rehearsal: *see below for details*

Performance: Sunday May 7th at 5:00 PM - SHOW FOUR

Dress Rehearsal: *see below for details*

LOCATION

The Regent Theatre is located at 7 Medford St in Arlington. We recommend parking on the street or in the parking lot at the rear of Arlington Catholic across the street. Once you arrive at the theater you will be directed by our staff as to where to go.

DRESS REHEARSALS

NO REGULAR CLASSES WILL BE HELD MAY 1st - 6th. ALL STUDENTS WILL REHEARSE ON THE REGENT STAGE AT LEAST TWO TIMES.

All recreational students (preschool/Kindergarten, TJB classes, Hip Hop, Teen classes, Adaptive classes, adults) will be scheduled to rehearse in costumes on the Regent stage on **Sunday, April 30** (note schedule below). Please arrive 30 minutes before your scheduled time, in costume with hair & makeup already done. Mark Lawrence Photography will be set up in the lower studios for group and individual pictures.

Sunday, April 30 - Full Costume Rehearsal with costumes changed in the auditorium spaces. One parent/guardian must be present with all children for the duration of rehearsal. *these times may end up being pushed back slightly if we are not able to get into the space before 11am.

11:00 - 12:00 -	All preschool & Kindergarten classes.
12:00 - 1:30 -	All TJB I and TJB II classes
1:30 - 2:30 -	TJB I (grades 3-5), TJB II/III, TJB III, TJB IV
2:30 - 3:15 -	All HIP HOP classes
3:15 - 4:15 -	All Adaptive Classes
4:15 - 5:00 -	All TEEN classes(Tap, Jazz, Contemporary)
5:00 - 6:00 -	Adult Tap classes
5:00 - TBD	YI/Legacy (additional information is provided in the Legacy/YI packet)

PREVIEW SHOWS: Full dress rehearsals done in the order of the show using actual dressing rooms that will be used during the shows. These “preview shows” are an opportunity for families to invite up to 4 guests to see the show since we will be needing to limit ticket sales for the Recitals (more info below). Tickets to the preview shows may be requested thru the studio at your child’s costume day.

PLEASE ARRIVE AT LEAST 15-20 MINUTES EARLY. Preschoolers and Kindergarten may leave as soon as they finish rehearsing. All other students will remain to rehearse the FINALE. Trophies will be distributed at the end of each rehearsal.

Show One: Monday, May 1 - 4:30 - 6:00 (Arrive no later than 4:15)

Show Two: Monday, May 1 - 6:30 - 8:00 (Arrive no later than 6:15)

Show Three: Wednesday, May 3 - 4:30 - 6:00 (Arrive no later 4:15)

Show Four: Wednesday, May 3 - 6:30 - 8:00 (Arrive no later than 6:15)

IMPORTANT DATES

February

20 - 26 - School Vacation Week: Regular classes will not be held but specific classes will be held on a modified schedule which was sent home mid-January. The schedule will be sent again in the coming days. No classes on Friday or Saturday.

25 - ALL BALANCES ARE DUE. We will not release seats unless your account is paid in full. Thank you for your cooperation!

March

1st - Ticket reservation forms will begin to be processed for all LEGACY, YOUTH INTENSIVE and GRADUATING SENIOR families. They may be dropped off prior to this date. See below notes on ticket order drop off.

6th - Costume Distribution Begins (see separate attached schedule for your child's distribution day).

8th - RECREATIONAL (non-company students) families can drop off ticket reservation forms at the studio. Tickets will be processed in the order of the date they are received with March 8 being DAY ONE. They may be dropped off prior to this date.

28th - Reserved tickets can be paid for by calling or visiting the box office at the Regent Theatre 781-646-4849. Tickets can be received electronically or picked up at will call as desired. All ticket requests must be submitted to The Dance Inn until April 4th.

April

1st - Volunteer Forms are due. Forms are at the end of this packet and attached to this email.

4th - Tickets (if still available) open to the general public on the Regent Theatre website. (regenttheatre.com)

15th - 23rd - School Vacation Week. NO REGULAR CLASSES WILL BE HELD.

24th-29th - Regular Classes Are Held

30th - First Stage Rehearsal at The Regent Theatre (see rehearsal schedule above).

May

1st & 3rd - "Preview Show" dress rehearsals at The Regent Theatre (see rehearsal schedule above). NO REGULAR CLASSES HELD THIS WEEK.

5th - Legacy and Youth Intensive Opening Night performance (7:30 pm)

6th - SHOW #1 (1:00 PM) & SHOW #2 (5:00 PM)

7th - SHOW #3 (1:00 PM) & SHOW #4 (5:00 PM)

9th - 12th - Video Parties / Early Registration for Fall 2023-24

15th - Spring Session Begins

July & August - Summer Camps & Weekly Series

COSTUMES

Your child's costume will be distributed during a regular class day in March. A costume distribution schedule is attached to this email and will be sent again after February vacation week. Preview show GUEST tickets will be available at costume distribution day. Please request them ahead of time through the office.

TROPHIES

Students who have participated in 5, 10 or 15 recitals are celebrated with a trophy that is given at the Dress Rehearsals. If your child qualifies for this award, please contact the office ASAP. Graduating seniors are also acknowledged. Please have your dancer check in with Ally to confirm they are on our Senior List.

RECITAL TICKET INFORMATION

Due to the number of seats at the theater, we are forced to limit initial ticket reservations to "**4" per family** per show. In addition to these 4 tickets, families are invited to bring up to 4 guests to the PREVIEW SHOW. You may request these tickets through the studio for no additional cost.

Ticket requests will be processed in the studio, in the order in which they are received, starting March 13th. Once all students have reserved seats, ticket sales will be open to the public for those wanting additional seats. The ticket reservation form is included below.

1. All ticket orders must be **delivered by hand** to the Lexington office at 1403 Massachusetts Avenue, Lexington, MA 02420 during regular business hours. (1:00 PM to 9 PM). If outside of office hours, we recommend sliding your envelope under the office door. Any form sent via email will not be processed.
2. Please be sure your child's balances are paid PRIOR to delivering your form. All balances are due by 2/25. **Please do not send payments with ticket orders as we will not be able to process payments when we are pulling tickets.**
3. **Graduating seniors/Legacy/YI dancers should hand in their ticket requests by March 1st.**
4. Ticket orders received **on or before March 8th** will be placed in a DAY ONE box. Anyone needing handicap seats should turn in their form NO LATER than March 8th.
5. Ticket orders received on March 9th will be placed in a DAY TWO box; tickets received March 10th in a DAY THREE box, etc.
6. Envelopes will be pulled/processed randomly from each box beginning March 13th, starting with the Day One box (March 8).
7. It is the responsibility of the family to complete the ticket order form. ***Double-check that you are ordering for the correct show.***
8. Please submit a different form & envelope for each show you are ordering for.
9. Envelopes for each ticket form must include the following info: Dancer's Name, Parent Name, Class, Show You're Ordering For, & Phone Number. Forms not submitted in a correctly labeled envelope will not be accepted. There will be sample envelopes and spare labels on the bulletin board in our hallway.
10. Starting on March 28th you will be able to call or visit the Regent Theatre box office at 781-646-4849 or 7 Medford St. Arlington, MA to pay for your reserved tickets. An email reminder will be sent when this date comes closer.
11. Starting on April 4th, tickets will be available to the general public for each show on the Regent's website (regenttheatre.com) at which time you will be able to purchase additional tickets if they are available.

Frequently Asked Questions:

What can I do to sit with my friends? Hand-deliver all of your ticket order forms in the same envelope.

We need an aisle seat! Make a note in the space provided on the order form if an aisle seat is a necessity. It may mean you sit further back but, if a special seating arrangement is important to you, let us know. We will TRY to accommodate requests when possible but no guarantees can be made.

How do I pay for my tickets? Families will need to call or visit the Regent Theatre box office to pay for their reserved tickets after March 28th. At that time they will be able to decide whether they want to receive their tickets electronically or pick them up at the box office.

Will tickets be sold on the day of the show? Yes, if there are still seats available.

I have two children in one show, do I get to reserve more tickets? No, if your children are in the same show you will get to reserve 4 tickets. If your children are in different shows you will get to reserve 4 tickets to each show.

Where is the best place to sit? All the seats in the auditorium are good. There is a balcony for individuals who prefer to watch from above.

What about handicapped seating? Handicapped seating is available on the left audience side of the theatre in an area with movable seats. In addition, we will seat guests with visual disabilities in the front few rows. **In order to accommodate your requests, we MUST receive your ticket order by the first day. *HAND-DELIVER IT TO OUR STUDIO MANAGER AND INDICATE ON THE OUTSIDE OF THE ENVELOPE THAT YOU NEED A HANDICAPPED SEAT.***

Please note the following policies to avoid a delay in processing your ticket order -

- 1. All statement balances must be paid in full prior to reserving tickets.** Tickets cannot be reserved without full statement payment.
- 2. Each person admitted to the auditorium needs a ticket, regardless of age.** Please do not bring children under 3. Children ages 3 and above need their own ticket to enjoy the show. Preschool performers will remain in the dressing rooms where they will be entertained for the entirety of the show.
- 3. No refunds are available.** Please complete your order form carefully!

VOLUNTEER INFORMATION

Parent volunteers are essential to running our shows smoothly. Most parents choose to volunteer for a show their child is not performing in but you may choose any of the Saturday/Sunday shows to volunteer for. Please fill out the below form if you are willing and able to volunteer at one of the shows.

LIVE STREAMING

We are hopeful to be able to live stream each show so family and friends who are not able to attend in person can still watch from their homes and share in the joy of the recital. More information will be provided closer to the shows.

RECITAL 2023
Museums in Motion

TICKET RESERVATION FORM

NOW ACCEPTING TICKET RESERVATIONS - Day One now through March 8th

Please print clearly and check your order. Forms Must Be Turned In By Hand, Not Via Email.
Be sure you are ordering tickets for the correct show(s)!

Please fill out a different form for each show you are ordering for and put in separate envelopes. Please do not request more than 4 tickets per show.

Envelopes **MUST** have Dancer's Name, Parent Name, Class Name, Phone, and Which Show You Are Ordering For.

Ticket reservations can not be changed.

please note that all tuition and costume balances must be paid in full in order for your tickets to be pulled

Dancer's Name(s) _____ Child's Class _____

Parent/Guardian's Name _____ Cell Phone _____

Total # of Saturday 1:00 PM Tickets ____ # @ \$22 = \$ _____ Cost of Sat. 1:00 PM Tickets

Total # of Saturday 5:00 PM Tickets ____ # @ \$22 = \$ _____ Cost of Sat. 5:00 PM Tickets

Total # of Sunday 1:00 PM Tickets ____ # @ \$22 = \$ _____ Cost of Sun. 1:00 PM Tickets

Total # of Sunday 5:00 PM Tickets ____ # @ \$22 = \$ _____ Cost of Sun. 5:00 PM Tickets

Ticket payments will be processed by the Regent Theatre beginning March 28th. You must call and pay for the tickets at their box office, not with us. A processing fee will apply to all orders.

Please check here if you prefer BALCONY seats _____

Special Requests will be granted when possible: Aisle _____ *Handicapped _____ (Please note: Handicapped seating is reserved for people who are limited to the use of a wheelchair or walker and are not able to walk down the aisle in the auditorium.)

*Visually Impaired _____

***People with special requests for Handicapped or Visually Impaired seating should turn in their forms to the studio by March 8th. (office@thedanceinn.com or 781-863-5360),**

TOTAL # OF TICKETS: _____

Office Use Only: Date _____ Tickets Pulled _____ Total # of Tickets _____ Initials _____

Seat Numbers:

Saturday 1:00 _____

Saturday 5:00 _____

Sunday 1:00 _____

Sunday 5:00 _____



Recital Volunteer Form

Please return before April 1, 2023

(DIYI and Legacy parents should complete a separate volunteer form that will available on your blogs soon)

Name: _____ Daytime Phone: _____

Email: _____

Be part of the production team and get to know our wonderful dancers! Parent/Adult Volunteers are needed to assist our dancers in looking their best and making sure they are staying calm backstage. More volunteers than usual will be needed this year to help navigate the new space. Please indicate your willingness and ability to help by checking the boxes below. Volunteers will be contacted by Ally Michitson to confirm and finalize arrangements. Volunteers will need to arrive 60-90 minutes before show time and stay until all dancers in their group have been picked up.

I can help with: Dressing Room Attendant Usher

Preschool Chaperone

Dressing room attendants & preschool chaperones must stay in the dressing room throughout the performances.

Sat. May 6, 1:00pm Sat. May 6, 5:00pm

Sun. May 7, 1:00pm Sun. May 7, 5:00pm