



# WEST CHESTER ACADEMY JUNE RECITAL 2024

## Dance Recital Info Packet - Saturday June 15, 2024 Mandatory Dance Rehearsal - Friday June 14, 2024

5 Shows: 9:30 a.m., 11:45 a.m., 2:00 p.m., 4:15 p.m., 6:15 p.m.

Lakota West Freshman Building, 5050 Tylersville Rd, West Chester, OH 45069

Please Refer to included **Dance Recital & Rehearsal Master Schedule** to know which recital(s) your child is in!

★All information can also be found on our website: [www.westchesteracademy.com](http://www.westchesteracademy.com)★

### 1: Important dates

Date	Activity	Where
As costumes arrive	Costume Distribution	West Chester Academy
April 20	Deadline for submitting all Dancer Ads and Business Ads	West Chester Academy (see <a href="#">Part 8</a> : June Recital Keepsake Book)
April 21	<ul style="list-style-type: none"> <li>• Emails sent to each WCA family with instructions for ordering tickets online.</li> <li>• Additional emails sent to families with students in more than one show with discount codes</li> </ul>	Your email inbox (see <a href="#">Part 7</a> : Tickets)
Sunday, April 28, 9 a.m.	June Recital 2024 Ticket sales begin	Online (See <a href="#">Part 7</a> : Tickets)
May 1-31	Priority registration for those currently registered in WCA dance classes begins for August 2024 classes	West Chester Academy
May 6-11	Picture Days- wear full costume, hair, and makeup! See <a href="#">Dance Photo Schedule 2024</a> for times.	West Chester Academy (see <a href="#">Part 3</a> : Photography)
May 18	<ul style="list-style-type: none"> <li>• Last day to order any needed tights, shoes, etc. for the recital. These items <b>will not</b> be available for purchase at West Chester Academy.</li> <li>• Last day to order flower bouquets or additional dance recital keepsake programs</li> </ul>	Negozio Website (see <a href="#">Part 2</a> : Costumes, tights, shoes, hair, and make up)  Dance Recital Ticketing Online
Friday, June 14, between 4:00-9:00 p.m.	<b>Mandatory</b> dress rehearsals for students in the <b>9:30am, 11:45am, 2pm, 4:15pm Shows and Darby's Dancers.</b> See included <b>Dance Recital &amp; Rehearsal Master Schedule</b> for specific time for each class or check our website	Lakota West Freshman Building 5050 Tylersville Rd., West Chester, OH 45069 (See <a href="#">Part 4</a> : Mandatory Dress Rehearsal)
Saturday, June 15: Show #1 Blue- 9:30 a.m. Show #2 Pink- 11:45 a.m. Show #3 Yellow- 2:00 p.m. Show #4 Purple- 4:15 p.m. Show #5 Green- 6:15 p.m.	<b>June Recitals</b> See included <b>Dance Recital &amp; Rehearsal Master Schedule</b> to see which classes are in which shows	Lakota West Freshman Building 5050 Tylersville Rd., West Chester, OH 45069  (see <a href="#">Parts 5 &amp; 6</a> )
★ June 17-July 27	<b>Dance classes continue through the summer, except for the Summer break weeks which are June 25 -July 7, and July 29-August 4.</b>	West Chester Academy

•**Updates:** Additional June Recital information or updates will be emailed and passed out as hard copy memos. Please make it your responsibility to stay apprised of this important information.

•**Home Practice:** Students are encouraged to practice their June Recital choreography at home.

•**Taking personal photos and videos:** The recitals will not be professionally recorded. Families are permitted to take their own photos and videos. Please be mindful to not block the view of other audience members when doing so.

•**Attendance:** Please be diligent to **attend every class** between now and the recital to be prepared and confident for the final show!

## 2: Costumes, tights, shoes, hair, and make up

### Costumes:

In the coming weeks, costumes will be given to each student to take home and keep for pictures and recital time. Please have your student try on their costume once it's received. We have tried to size up rather than down in the case of a child's measurements being between sizes. Often a little tuck here or there will be adequate to adjust the fit of a costume. If straps or armholes are too big, take them up at the shoulder. Always cut off any extra material, straps, or tags that might hang out.

Costumes are distributed as they arrive to the studio; usually in the months of March and April. Costumes come from a variety of manufacturers, so students/ siblings with multiple costumes may not receive all of their costumes at the same time. Washing or dry-cleaning the costumes before wearing is not needed, nor is it recommended. **After trying on the costume, put it back in its bag to stay clean and protected until needed for Picture Days, Dress Rehearsal, and Recital Day. Students should not wear their costumes before these events.** ☺ After the recital, costumes are the student's to keep. Only assigned accessories may be worn with costumes. No additional jewelry or under garments are to be worn, including during picture day, dress rehearsal, and performance. Keep all parts and pieces together so they don't get lost.

### Tights & Shoes:

The costumes include all accessories except tights and shoes. **All girls who wear tights as a part of their regular classroom attire are required to purchase a fresh pair of tights for pictures and the recital which should be ordered by May 18th at the latest.** You should wear the same dance shoes that you wear to class each week. To ensure that there are no discrepancies in color and style, all tights must be purchased from our Negozio website.



Scan Here to go to Negozio  
Password: WCA

### Hair & Makeup:

Stage lights are very bright and can wash out facial features. In order to see every dancer's sparkling eyes and smile, girls and boys wear makeup for the June Recital. Unless instructed otherwise by their teacher, **girls will follow a uniform low bun, center part hairstyle and gold shimmer eyeshadow, mascara, blush, and red lipstick. For the boys, neatly combed and styled hair and a little blush works well.**

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#### TIPS TO ENSURE YOUR COSTUME IS RECITAL READY

- ✓ Always have a second pair of tights available.
  - ✓ Place costumes in a garment bag for travel.
  - ✓ Hang costumes to avoid wrinkles.
  - ✓ Write your name in all costumes and shoes.
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## 3: Photography

A professional photographer will be at West Chester Academy **May 6-11** to photograph each class as well as individual students who so choose according to the Dance Photo Schedule 2024. Most of the scheduled times are on the same day and within or close to regular class times. Check your times carefully, as a few classes have a scheduled time EARLIER or LATER than their class time. **Please refer to the Dance Photo Schedule 2024.** Please arrive dressed in your costume, with hair and make up already done at home. There will be options for both digital downloads and prints. Please refer to the included **Photography Information** forms for package pricing and details. No cameras or camera capable devices are permitted in the photography areas. See **Part 8** for important information about utilizing your academy photo for Dancer Ads for this year's Keepsake Program.

★ ALL DANCERS are required to have their group photos taken and are welcome to have an individual photo taken with the studio photographer on Picture Days. Class photos will appear in the keepsake program. Individual pictures may be used for dancer ads provided they are purchased from the photographer. **Parents are asked to come into the building for their child's photo shoot to see and approve their child's photo.** You are NOT obligated to purchase any pictures from the photographer unless you choose to use them in your Dancer Ad. If you use them for a Dancer Ad, be sure to tell the photographer so he can forward the photo to WCA.

## 4: Mandatory dress rehearsal

The Dress Rehearsal allows the students to become familiar with the auditorium and feel comfortable with performing their choreography onstage. Lighting, music cues, entrances, exits, formations, and all other logistics are rehearsed so the students have the best recital experience possible. Students must arrive dressed in their costumes, complete with hair and make up. **Since the dress rehearsal is extremely important to the success of the recital, attendance is mandatory.** Students who do not attend dress rehearsal will be unable to perform on recital day.

• Dress rehearsal for this year's Dance Recital will be held on **Friday, June 14** at the **Lakota West Freshman Building**, between the hours of **4:00 and 9:00 p.m.** You can find your assigned rehearsal time on the **Dance Recital & Rehearsal Master Schedule.** Please check the schedule and plan to **arrive 20 minutes before your class's projected rehearsal time. From past experience, the rehearsals often run ahead of schedule. Do not be late, or you will miss your rehearsal.**

• ONE parent will drop off students at the student drop-off table just as they will on recital day, so everyone can become familiar with how this system works. Parents are then welcome to watch quietly from the auditorium and get a sneak peak of the big day! Students stay backstage until their last routine in their color block (Refer to Dance Recital & Rehearsal Master Schedule). As soon as students are finished rehearsing their routine(s), they are free to leave. However, it is always fun to stay for a while with your child and watch quietly from the auditorium so they can see other groups rehearse. **Please note: on recital day, students are required to stay in the backstage area for the entire show.**

## 5: Recital student drop-off and check-in procedure

Students should plan to arrive at the Lakota West Freshman Building 20 minutes prior to their Recital start time. One parent should bring their student to the student drop-off table, which is down the main hall, where they will be checked in and placed under the supervision of their teachers and/or backstage helpers for the length of the performance. Parents will be given a slip which will be used at the same table to pick up their students at the end of the show. All students must arrive in full costume (including dance shoes and tights), hair, and makeup. If your dancer is in multiple dances, please be sure she/he has the proper dance shoes and changes of costume or accessories needed once checked in. **Please label the inside of ALL costume pieces and shoes with the student's name.** **All students must stay backstage until the end of the show and will not be permitted to leave until the final performance has exited the stage.**

## 6: Backstage waiting area for students

There is a designated waiting area backstage for dancers during the recital. There will be parent helpers to chaperone the young dancers backstage and help them with shoe/costume changes, getting on and off stage, etc. Parent helpers will bring some quiet activities to entertain the students before and after they go on stage for their performances. For the safety of the children and to ensure minimal congestion, **parents are not permitted back stage** until pick up at the completion of the recital.

## 7: Tickets

Everyone will need a ticket to see the performance except the parent helpers and the dancers. Please make sure that everyone in your party has a copy of their ticket available to be scanned at the auditorium entrance. No one will be admitted without a ticket except for the dancers and the backstage parent helpers. All tickets must be purchased online at <https://23407.recitalticketing.com/>. **All tickets are reserved seating.** Row A is on the ground floor. Each row after row A is a 6" step up for those who are concerned about steps. Please note: Ballet Etoiles Coppélia tickets will be on sale at the same time as the June Recital, so make sure you select the "Sweet 16" recital and the correct recital time.

Ticket prices are \$22.00 for age 10 and up, \$12.00 for age 9 and under, and free for age 2 and under, provided they will be sitting on a ticketed adult's lap and will not be occupying a seat of their own. Seats in the first 5 rows of the center section have a \$10.00 surcharge. Please note that the ticketing company will assess a nominal \$2.40 service charge on every ticket.

Please remember that shows sell out very quickly, so purchase all tickets for your friends and family as soon as possible. Tickets may be purchased through June 13 or as long as they are available. If tickets are not sold out, any remaining will be for sale at the door for an additional cost.

**How it works:** On April 21, everyone will receive an email from WCA with instructions for ordering tickets and a link to the site. If you do not receive your email on April 21, please contact us, as we may have an incorrect email address for you.

**Multiple Shows:** Families with students or siblings in multiple shows will receive a separate email on April 21 from Dance Recital Ticketing with a **discount coupon code for 50% off** up to 4 tickets in total for any additional shows. This code is good for a **ONE TIME USE ONLY**. Be sure to choose all of your tickets first, then apply the discount coupon code. See instructions below.

**ALL TICKETS WILL BE DIGITAL. Tickets come in an email from "Dance Recital Ticketing" and not from West Chester Academy. Be sure to bring your ticket on your mobile device on Recital Day as there is no admission without a ticket.**

### **Online Ticket Step-by-Step Instructions:**

- 1 On April 28, click the link in the email you receive from West Chester Academy on April 21.
- 2 Select the Show Time from the list of our shows. (See Dance Recital & Rehearsal Master Schedule)
- 3 Select seats for the show time(s) your dancers are in.
- 4 Click "Add tix for another show", if applicable, to add tickets for additional shows. Coupons for multiple shows must be used in a single transaction. Click on "Continue with Checkout" under your cart on the right.
- 5 From the drop down box, select "Adult" or "Child" for each ticket. Click "Continue with Checkout" at the bottom of the screen.
- 6 If needed, click on "Change/Add Tix" under your cart to edit the tickets in your cart.
- 7 Add flower bouquets and additional keepsake programs to your order.
- 8 Enter your contact information on the checkout screen.
- 9 IF your child/sibling is in multiple shows, enter the 4-digit discount coupon code (case sensitive) in the box labeled COUPON/PROMO CODE you received in your email. This code is good for 50% off up to 4 tickets in total for the additional shows your child is in.
- 10 Enter the remaining details to process your order.
- 11 Review information and edit if necessary.
- 12 Click "Accept these Terms" in red box to accept the No Refund policy.
- 13 Click "Continue to Confirmation Page."
- 14 Carefully review your tickets, cart, balance, and contact info before clicking "Complete Purchase."

## 8: June recital keepsake program

Our annual **Recital Keepsake Program** includes photos of WCA students, events, staff, candid shots of students throughout the year, Dancer Ads from family and friends, and Business Ads. There is also an autograph page for WCA classmates and teachers to sign. These beautiful books make a memorable keepsake! **Each dance family receives 1 free keepsake program which will be available to pick up when dropping your dancer off back stage on recital day.** Additional keepsake programs will be available for purchase at the door on recital day until sold out.

**Each family is encouraged to support their dancer by buying Dancer Ads and by selling Business Ads.** Dancer Ads may include a picture, words of wisdom, best wishes, or congratulations. Ask your family, friends, grandparents, aunts, uncles, and local businesses to sponsor an ad for your dancer. Students may purchase more than one ad. Everyone has the opportunity to place ads, however no one is required to do so.

If purchasing your individual picture from our photographers, simply let the photographer know that you would like to use your individual photo for your Dancer Ad. Parents must be in the building during their child's photo shoot to communicate to the photographer which photo they would like to purchase and/or use for the keepsake program. The photographer will then take care of providing your photo to WCA.

You can also earn **free Dancer Ads** in the keepsake program by selling just a few business ads.

<b>Ads Sold:</b>	<b>Will Receive:</b>
Sell \$500 in Business Ads	- Free 1/4 page Dancer Ad in the Keepsake Program
Sell \$600 in Business Ads	- Free 1/2 page Dancer Ad in the Keepsake Program
Sell \$800 in Business Ads	- Free 1/2 page Dancer Ad in the Keepsake Program

Please order your Dancer Ads via the included 2024 Dancer Ad Form and use the included Business Ad Form for any business ads sold, using a separate form for each unique ad. Additional copies of 2024 Dance Ad Forms and Business Ad Forms are available at the front desk.

The deadline for submitting all ads is **April 20**.

## 9: Recital flower bouquet/Additional keepsake programs

Each WCA dance family will receive one complimentary keepsake program. For your convenience, we will be selling flower bouquets and additional keepsake programs through our ticketing website by pre-order. **Flower and keepsake program orders must be placed by May 18.** Presale keepsake programs and flower bouquets will be distributed at a vendor table in the front lobby of the recital venue. Extra flower bouquets and keepsake programs will be available for purchase at the door for an additional cost until supply runs out.

## 10: The recital is for everyone!

We appreciate your compliance with the guidelines in this packet and hope that the West Chester Academy June Recital, Sweet 16, 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 and educational experience through performance for all of our students. The more informed everyone is, the smoother the recital will run! It's going to be a great show!!





# SAMPLES of 1/4 page, 1/2 page, and full page Dancer Ads

1/4 page: 3-3/4" x 4-3/4"

1/2 page: 7-1/2" x 4-3/4"

**Kendra Smith**  
You did it little dancer! You've come so far!  
Be proud and smile... You are a star!  
Love - Mom, Dad, Ryan, Amiyah and Chris

**Kallie Theiss**  
Congratulations on your 1st recital.  
Love, Mom, Dad & Kaden

**Ava Wachter**  
We love you, Aval Love, Mom, Dad,  
Kylie, Karlyn & Tanner

**Hayley Willis**  
We love you Hayley! You're a Rockstar! Love,  
Mom, Dad, Parker, Mason & Beckett

**Elaina Sopko**

**Jake Sopko**  
We are so proud of you two!  
Love, Mom and Dad

**Kaitlyn Kramer**

We love you and are so proud of you!  
Love, Mom & Tim, Dad &  
Dameron, Kylie, Ava & Tanner

Full page: 7-1/2" x 10"

**Bella Crawley**

"If you do your best each and every day, good things are sure to come your way" -Princess Tiana, Princess and the Frog. We love you Bella!  
Love, Mommy, Daddy, and Lily



WEST CHESTER ACADEMY  
JUNE RECITAL 2024

# West Chester Academy BUSINESS AD FORM FOR RECITAL KEEPSAKE PROGRAM

2024

Thank you for participating in the fabulous Recital Keepsake Program for the West Chester Academy June Recitals, to be held at Lakota West Freshman on Saturday, June 15, 2024. Our Keepsake Program will be seen by thousands of local residents and businesses! Since it serves as a Memory Keepsake Book for the dancers, it will be kept for years, probably forever, by our families. Our audience can refer to the Keepsake Program for a business they remember seeing!

Please fill out the form below and return it to WCA with the appropriate payment (check, Visa, MC, or Discover) by April 20, 2024. Your artwork is also due by April 20, 2024. Let us know if you need help laying out your ad.

West Chester Academy is about inspiring students to reach their highest potential. We believe the arts give young students a sense of responsibility, self-esteem, confidence, and more. We believe it's about more than just great dancing; it's about life skills and growing as a person. Your support will help us continue to provide top-notch programming in our community! Thank you for your support!

Name of Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Ad sold by (Dancer's Name) \_\_\_\_\_

My ad choice is:

- Quarter Page Ad = \$125 (3.75" x 4.75")
- Half Page Ad = \$250 (7.5" x 4.75")
- Full Page Ad = \$400 (7.5" x 10")
- Inside Front or Back Cover if available - add \$50



- Make Checks payable to West Chester Academy or call 513-829-2345 to pay by credit card.
- Please send this form and payment to: West Chester Academy, 8107 Market Place Drive, West Chester, OH 45069 by April 20, 2024.
- Please email artwork to: [info@westchesteracademy.com](mailto:info@westchesteracademy.com) by April 20, 2024. Ad artwork may be submitted as TIFF, EPS, or PDF files.



WEST CHESTER ACADEMY  
JUNE RECITAL 2024

# Recital Keepsake Program Summary Sheet

## Compile Dancer Ads and Business Ads

All Business Ads, Dancer Ads, and Ad Fees are due by **April 20**. Payment must be included with the ads, or they cannot be included in the Keepsake Program. Please check with the businesses to make sure they submit their ads on time.

When handing in ads, please turn in:

- Completed Summary Sheet
- All Dancer Ad Forms
- All Business Ad Forms (or make sure the businesses have sent them in)
- Payment in full for all ads (or make sure the businesses have sent it in)

<b>Business Ads</b>			
Size	Quantity	Price	Total
Quarter Page Ad		\$125	
Half Page Ad		\$250	
Full Page Ad		\$400	
Inside Front or Back Cover		Add \$50	
Total Amount Business Ads			

<b>Dancer Ads</b>			
Ad size	Quantity	Price	Total
Happy Gram			\$20
Quarter Page Ad			\$50
Half Page Ad			\$75
Full Page Ad			\$145
Quarter Page Ad free w/ \$500 business ads sold			\$0
Half Page Ad free w/\$600 business ads sold			\$0
Full Page Ad free w/800 business ads sold			\$0
Total Amount Dancer Ads			

Total Amount Enclosed .....

\$

Student's Name \_\_\_\_\_

Class \_\_\_\_\_

