



PRE- PLANNING GUIDE

For InSpira Families & Dancers

RECITAL 2022-2023

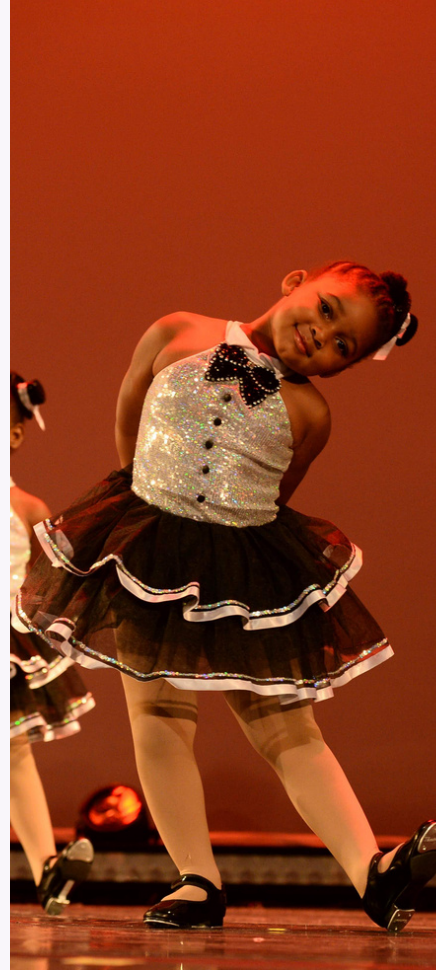
"New Beginnings"



Pre- Planning

Backstage Rules

- NO family members or friends permitted backstage, in the dressing rooms (during rehearsals, recital, intermission)
- Family members and friends should greet dancers in the lobby area after the performance
- Students are required to remain in designated dressing rooms
- Ensure students are covered with a t-shirt or other shirt when going to the restroom while in costume
- All students are required to remain in their designated dressing rooms for the duration of the show
- NO student is allowed to sit in the audience to view the show or walk through the venue in costumes



Dressing Room Etiquette

- Dancers will be assigned a designated dressing room (Pg16 for *Backstage Check-in Process*)
- Bring all costumes and accessories to the designated dressing room
- Students must respect other students' space and property in the dressing rooms
- Students must respect the property of UCPAC

Eating/Drinking in Dressing Rooms

- Students are allowed to eat light snacks and light, clear drinks
- Eat heavy meal in route to UCPAC to prevent accidents in changing area and on costumes
- Due to allergies, we insist that no food sharing take place without parent/guardian consent
- Do not bring peanuts as several children are allergic
- Everything must be cleaned up in dressing room

Hair, Makeup, & Jewelry

**Please go to Page 8 for Hair, Makeup, & Jewelry.
It is the same guidelines as Picture Day**



Important reminder: No jewelry is allowed for picture day or recital day performances. This includes earrings, bracelets, necklaces, anklets, and similar accessories.

Exceptions can be made, but they must be communicated and approved in advance.

Please feel free to send an email to the InSpira Team if you have any special requests.

Thank you for your cooperation!

Pre-Planning

- Gather all costumes, accessories, shoes and makeup in advance
- Make a checklist of your child's routines (list costumes, tights, shoes, accessories)
- Bring extra tights, hair gel, hairnets, bobby pins and hairspray
- Other handy items include: baby/shout wipes, baby powder, safety pins, needle & thread
- Special medications or inhalers
- Please label your dancer's shoes and costumes with her/his name on the inside of the shoe and costume.

Ensure you have all supplies before going to UCPAC

Finale Dress Code

For Our Female Dancers: An All-White Dress (Not Cream Or Off-White Please No Colored Embellishments)

- **Black Dress Shoes For The Females Are Required**

For Our Male Dancers: White Dress Shirt & Black Pants

- **Black Shoes For The Males Are Required**

For Finale Performance

RECITAL DAY CHECKLIST

✓	Item
	Costumes:
	Makeup/ Makeup Bag
	Shoes
	Recital Tights
	Accessories: Hair Ties, Hair Gel, Hairnets, Bobby Pins, Hairspray, Baby/Shout Wipes, Baby Powder, safety pins, Needle & Thread
	Face Mask
	Light Snack(s): Apples, Pretzels, Carrots, Water, Juice, etc (PLEASE LABEL & NO NUTS)
	Finale White Dress
	Finale Black Dress Shoes

REHEARSAL GUIDELINES



Kiana Smith

Stage Manager

Assistance from:

InSpira Alumni, Designated InSpira Volunteers, & Backstage Mom's

- Designated class parents will support the stage manager during each performance
- There will be an orientation session for all volunteers
- Policies set forth by InSpira must be followed
- Identification badges will be distributed to all volunteers
- Please do not bring guests while volunteering

Class Parents

- Class parents will be backstage for the duration of the show and do not need to purchase a ticket for that show.
- Separate communication will be sent to the class parents

Recital Check-in & Check Out Process

Before arriving to the show you will receive a Backstage Pass QR Code by email.

Dancers Check-In/ Drop off time is at 12:30 PM. When you arrive you will:

1. Approach the Check-In Line with QR Code in Hand.
 - a. Each Dancer will have their own individual QR Codes
 - b. For safety reasons we only permit one parent/guardian to be backstage during intermission to assist with clothing, etc. This is for our **Little InSpiration Dancers ONLY (Bracelets will be provided for the designated parent.**
 - c. For our EXP Dancers that are in multiple classes, please help your dancer by putting their costumes in the order that they will perform in.
2. After Scanning, you will be provided with your dancer's Dressing Room which is coordinated by color.
 - a. Follow the arrows placed around the building to find your correct room or ask an InSpira Helper.
3. After finding your dancer's room this will be where you drop them off and sign them out (at the end of the show) from the Backstage Mom/ Volunteer(s) in that room.

**QUESTIONS?
CONTACT US.**

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Website:

www.inspiraarts.com/recital-2023

