

# Recital Instructions

Several diagrams of the Theatre for reference are provided on the last page.

## **THEATRE ADDRESS:**

- Nashua Center for the Arts, 201 Main Street, Nashua, NH 03060

## **EMERGENCY CONTACT NUMBER:**

- Rebecca Hart, Business Manager      Cell: 603-320-3978 (call or text)

**At Nashua Center for the Arts there is a NO outside food or beverage policy, which is strictly enforced by their staff. They will have concession stands open before the show and during the show.**

## **WHAT TO BRING: ALL PERSONAL BELONGINGS SHOULD BE LABELED.**

- **WATER BOTTLE ONLY:** Dancers please bring a water bottle.
- Dancers are welcome to bring a coloring/activity book and crayons (**NO** Markers), towel or small blanket to define personal space.
- **COSTUMES:**
  - Make a checklist of your dances and costume requirements (tights, headpieces, hairstyles, etc.)
  - You are responsible for all of your costumes; we are not responsible for any lost or forgotten items.
  - **Recital T-Shirt** if you are in the “*Dance with Someone Special*” dance.
  - **Tap & Ballet Combo Classes:** Dancers need to arrive in their **BALLET** costume. These classes will perform ballet first and then come off stage into the hallway where KBDS staff and Parent Volunteers will assist with changing of the shoes, skirts, and headpieces. They will then line up at the backstage door to await their turn to perform their Tap dance. (There are 3 dances in between.)  
**Please make sure their garment bag is labeled.**

## **ARRIVAL: All Dancers need to arrive wearing their costume, with hair and makeup done.**

- Dancers need to Arrive **45 MINUTES** prior to your Showtime, Parent Volunteers **1 HOUR**

## **ENTRANCES:**

- **DANCERS and ONE Parent with their TICKET:** There will be a check-in sign at the *West Pearl Street* entrance of the building. Dancers and **ONLY ONE** parent/guardian will be allowed to enter at the *West Pearl Street* entrance of the building to check-in and have **their ticket scanned**. *If you try to enter at the Main Street entrance you will kindly be asked to walk around.*
- **DANCE COMPANY Dancers and ONE Parent:** You need to enter the building by way of the loading dock. A KBDS staff/volunteer will be at the door to let you in. Dancers assigned to the 3rd floor dressing rooms will need to go up the stairs even if carrying their Dream duffels. **The elevator will be for handicapped/disabled patrons ONLY.**
- **GUESTS:** Please tell your guests to enter through the **Main Street Entrance** to have their tickets scanned. *If they try to enter with your dancer at the West Pearl Street entrance they will kindly be asked to walk around.*

## **CHECK-IN:**

- Upon entering the building, **ONE parent/guardian** will have their **TICKET SCANNED** and then you and your dancer will proceed to the check-in station where you will provide your dancer’s name and will receive a **BLUE/TEAL** wristband which is required to enter the 3rd floor Terrace Level Area and retrieve your dancer at the end of the recital.
  - Parents of dancers with multiple costumes will receive a **PINK** wristband allowing them access to the 3rd floor Terrace Level Area to assist their dancer into their next costume. **This does not include the Tap/Ballet combo class costume changes.**
  - **Teen/Adult Dancers** are not required to have a Parent/guardian check them in.
- After check-in, proceed up the stairs to the 3rd floor Terrace Level Area and locate your dancer’s designated area and class parent helper. There will be signs hung on the wall with pictures of their costume and a rug on the floor defining their class area.
- All Dancers will receive one clear drawstring bag with their name on it. (*Two for dancers in the Someone Special dance*) Parents, once the class parent has checked in your dancer, we ask that you please help them into their jazz or ballet shoes. Then please place their outside shoes in the clear labeled bag along with any other labeled belongings.
- 15 minutes before SHOWTIME we will ask the Parents/guardians to kindly head to your seats in the auditorium.
  - Young dancers should use the bathroom before the Parent/guardian leaves the 3rd floor Terrace Area.

### **DANCERS with MULTIPLE COSTUMES:**

- Only the **parent/guardian** with a **PINK** wristband indicating your child has more than one dance in the show will be allowed access to the 3rd floor Terrace Level Area to assist their dancer into their next costume.
- Dancers are ONLY allowed to change in the designated enclosed changing areas that we will have set up for you.
- Dancers should NOT be changing in the restrooms.

### **SOMEONE SPECIAL DANCE**

- At the end of intermission, the Dad's, Grandparent and Brother participating in the ***"Dance with Someone Special"*** will meet a KBDS staff/volunteer on the first floor at the door leading to the backstage area. This door is located to the right of the elevator. The dancers will already be backstage waiting for you.

### **SAFETY DURING THE SHOW:**

- **No one** is allowed backstage or on the 3rd floor Terrace Level Area during the show or during intermission. The student's safety, comfort and happiness are our primary concerns.
- All **Dancers** will remain in the 3rd Floor Terrace Level Area with the class Parent Helpers, Volunteers, and KBDS Staff for the entire show.
- The dancers can watch the recital on the Flat screen TV Monitors provided.
- **Volunteers, Class Parent Helpers, and Dancers will NOT be allowed in the audience at this venue.**
- **Teen/Adult Dancers:** Please be familiar with show order, a poster of the program will be posted outside the stage door, in the hallways, dressing rooms, and 3rd floor Terrace Level Area.

### **DURING INTERMISSION:**

- **No one** is allowed backstage or on the 3rd floor Terrace Level Area during intermission.
- **Volunteers, Class Parent Helpers and KBDS Staff** will be keeping the dancers entertained.

### **BEFORE the GRANDE FINALE:**

- All dancers will have their belongings packed up and downstairs with them prior to the finale. The class parent or class assistant will have the labeled clear bags loaded in the basket to be carried down and will be handed back when leaving.

### **GRANDE FINALE:**

- Dancers will Line up in the hallway to the theatre. Three numbers before the end of the show.
- **Teen/Adult Dancers:** You will be skipping onto the stage. Once there the younger students will walk across the stage, stop in the middle, bow, back up, and everyone will dance on stage till the last class has been announced.

### **AFTER THE GRAND FINALE:**

- At the end of the show we will be dismissing the dancers by class from the stage.
- **Teen/Adult Dancers:** Very IMPORTANT!!! After the Curtain closes you will **STAY** on stage until all the younger kids leave.
- We are then asking that parents please stay in the auditorium until you hear your child's class dismissed.
- When Miss Becca announces your child's class to be dismissed, **ONE parent/guardian per dancer(s)** with a wristband will meet their dancer at the **BACKSTAGE** door. This is the door next to the elevator by the West Pearl Street Entrance.
- The dancers will be released one at a time with their belongings only to a parent wearing the provided wristband.
- Please ask your other family members and guests to leave out the front Main Street entrance where you and your dancer can meet them outside.
- For this to be efficient, we need everyone to not congregate in this back lobby, so please let your guests know and again wait inside the theatre until your child's class is dismissed.

### **AFTER THE SHOW:**

- Everyone must exit the theatre in a timely fashion so that the theatre staff can clean before the next show. There is a lovely brick alley outside the West Pearl Street exit if you would like to walk back around to take pictures with family.

**Several diagrams of the Theatre for reference are provided below.**

