

# 2023 Recital Handbook



## Recital Dates

**Tuesday, May 9<sup>th</sup> at 6:00 PM**  
**Wednesday, May 10<sup>th</sup> at 6:00 PM**

## Location

**Kansas City Music Hall**  
**301 West 13<sup>th</sup> Street**  
**Kansas City, Missouri 64105**

## IT'S RECITAL TIME!!

For our 19<sup>th</sup> Annual Studio 320 Recital we will celebrate our amazing & hard-working dancers with 2 huge shows at the Music Hall in downtown Kansas City! It's such a special occasion for our kids and teachers - and a fun and memorable experience for all 320 family, friends & fans!

Studio 320 recitals are BIG events, with professional sound, lighting, and incredible talent! From our "Tiny Twos" to our Seniors (we have 8 graduates this year!) you will see dancing that will melt your heart and blow your mind!

We've created this handbook in an effort to clarify details and lay out a plan of attack for the coming weeks. We still have a lot to accomplish before we take the stage!

## Philosophy, Policies & Procedures

Recital is a rite of passage for our devoted students! It provides them the opportunity to showcase the results of a year's hard work, dedication & progress, in a professional and exciting environment. A big part of dance training is learning through stage performance. These opportunities not only help prepare students desiring a further career in dance, but they also contribute to children's success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The in-class rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of teamwork!

## Staying Informed

We work hard to make your "320 Experience" organized and fun. Keeping you informed is one of our primary goals. **Please read all parent emails, website and Facebook updates to stay informed!** If you have any questions regarding the information distributed, we encourage you to contact us!

Amy & Laurie are at the front desk every evening (Mon-Thurs) from 4:45-8:30 PM. You can email them ([FrontOffice@320dance.com](mailto:FrontOffice@320dance.com)) or call the studio (816) 903-2623 at any time.

We make frequent updates to our 320 Instagram & Facebook pages, and our website will include a RECITAL tab for updates and easy-to-access info. [www.320dance.com](http://www.320dance.com)



## THE COMMITMENT

By allowing your child to participate in the Studio 320 Recital, you commit yourself and/or your child to the following dates & events.

- February 28** Recital Costume Balances charged via ePay. All costumes \$80 plus tax.
- March 6-9** **Costume Distribution Week**  
**Parents attend the last 15 minutes** of your Recital class to receive costume & details.  
All accounts must be paid in full to receive costumes.
- April 13** Last day to turn in Recital T-Shirt Orders
- April 18** **Tuesday: Recital Tickets Go On Sale**  
**Tickets will be available for purchase starting at 5:00 PM** at Studio 320's front desk. Tickets must be purchased in person, not by phone. You may send a friend or family member to purchase your tickets if needed. There is no limit on tickets. There will not be the option to purchase ticket at the door on recital nights. Tickets are \$15 each. Performers do NOT need a ticket. All parents/family/siblings DO need a ticket.
- April 22** **Recital Picture Day** (See attached schedule)  
**Imagine Dance** will be back at Studio 320 taking class and individual pictures this season! You will be able to order picture packages this day – and they even create amazing 320 Yearbooks if interested!
- April 22** Last day to turn in "Backstage Mom" Volunteer forms at the 320 Front Desk
- April 24-27** **In-Class Dress Rehearsal!**  
**Send your dancer to class wearing costume.** Parents should attend last 15 minutes of class to receive additional info and to video your routine for at-home practice. (Please bring additional costumes in a GARMENT BAG if you have multiple classes in one night.) Do not wear competition costumes to classes this week, only recital costumes!
- May 1-4** Final week of regular classes! **Mandatory attendance** for all recital performers!
- May 9** **Recital Day #1 at Kansas City's Music Hall 6:00 PM**
- May 10** **Recital Day #2 at Kansas City's Music Hall 6:00 PM**
- May 15** Summer Classes, Camps & Intensives posted! Online Registration goes LIVE!

## Recital Picture Day - Saturday, April 22<sup>nd</sup>

Time	Class Name		Time	Teacher	Song Name	Feet
9:00am	Tiny Twos	W	4:45	Madelyn/ Gina	<i>Teddy Bear</i>	Ballet
9:15am	Musical Theater 1st-3rd	T	6:45	Madelyn	<i>Hairspray</i>	Tan Jazz
9:30am	Mini PreCo Jazz			Jenn	<i>Under the Sea</i>	Tan Jazz
9:45am	K-1 Dance Combo	W	5:00	Tara	<i>Get Your Sparkle On</i>	Tan Jazz
10:00am	Petite PreCo Jazz			Tracey	<i>Felt Cute</i>	Tan Jazz
10:15am	K-1 Dance Combo	W	6:30	Gina	<i>Mom</i>	Tan Jazz
10:30am	Preschool	T	5:15	Jenn	<i>When I'm Older</i>	Tan Tap
10:45am	Mini PreCo Lyrical			Jenn	<i>When Your Feet Don't Touch the Ground</i>	None
11:00am	Petite PreCo Lyrical			Tracey	<i>Grow</i>	Tan Jazz
11:15am	Preschool	W	5:15	Madelyn/ Gina	<i>I See the Light</i>	Ballet
11:30am	Mini PreCo Recital			Jenn	<i>BEE</i>	Black Converse
11:45am	K-1 Perf Team	W	6:00	Gina	<i>One Kiss</i>	Tan Jazz
12:00pm	Pre-K	W	5:00	Jenn	<i>Princess</i>	Ballet
12:15pm	Petite PreCo Recital			Tracey	<i>Beauty and The Beast</i>	1/2 Soles
12:30pm	Pre-K	T	6:00	Jenn	<i>Almost There</i>	Ballet
12:45pm	2-3 Dance Combo	T	5:00	Tara	<i>Boogie Shoes</i>	Tan Tap
1:00pm	Junior PreCo Jazz			Tracey	<i>Hey Hi Hello</i>	Tan Jazz
1:15pm	Teen PreCo Jazz			Lindsay	<i>I Can Get Used To This</i>	Black Jazz
1:30pm	Hip Hop 3rd-5th	Th	5:45	Zen	<i>Zen Mix</i>	Black Converse
1:45pm	Hip Hop K-2nd	Th	6:30pm	Jenn	<i>24K Magic</i>	Black Converse
2:00pm	4-5 Perf Team	T	7:30	Tracey	<i>Pirates</i>	Black Jazz
2:15pm	Pre-K	Th	5:00	Madelyn/ Gina	<i>Diva in Training Wheels</i>	Tan Tap
2:30pm	Junior PreCo Lyrical			Tracey	<i>Burn Bright</i>	1/2 Soles
2:45pm	2-3 Perf Team	T	6:00	Tara	<i>Raise the Roof</i>	Black Jazz
3:00pm	Teen PreCo Lyrical			Lindsay	<i>Forever Young</i>	1/2 Soles
3:15pm	4-5 Dance Combo	T	6:30	Tracey	<i>Church</i>	Tan Jazz
3:30pm	Junior PreCo Recital			Tracey	<i>Hit the Road Jack</i>	Black Jazz
3:45pm	Hip Hop K-2nd	Th	5:45	Tracey	<i>Baby</i>	Black Converse
4:00pm	Ballet & Lyrical 6+	T	6:30	Lindsay	<i>Somewhere Only We Know</i>	1/2 Soles

## **PICTURE DAY IMPORTANT NOTES!**

**ARRIVE 15 MINUTES BEFORE** your scheduled class picture time. We will not be able to wait for late arrivals. If you miss your group picture, you may still get your individual picture taken!

### **ARRIVE PHOTO READY**

Walk into the studio wearing your first costume, with hair, makeup, accessories, tights and shoes! There will be dressing rooms set up for those who have multiple costume changes.

### **PHOTO & YEARBOOK PACKAGES**

Order forms will be available upon arrival through our Photo/Video vendor, **IMAGINE DANCE**. Filling out the paper order form on Picture Day saves you 15% off from online ordering process. However, online ordering is available for those who prefer.

### **RECITAL VIDEOS – NEW!!!**

With expensive Recital DVD's becoming obsolete, we have decided to join the Imagine Dance Partnership Program this year. Every family participating in the 2023 Recital will receive a DIGITAL RECITAL VIDEO to download, post, share with grandparents, etc. Each participating family account will be charged \$25 on April 22<sup>nd</sup>. This will save us nearly 60% off the old-school DVDs offered in the past. Videos include both nights' routines, including Opening Productions, Senior Tributes, and all Recital and Competition routines!

## **MORE RECITAL PREP DETAILS!**

### **320 Recital Webpage**

Use the **RECITAL** link on our website for the most current info and updates! [www.320dance.com](http://www.320dance.com)  
Our goal is to make the recital an organized, exciting, and stress-free experience for everyone involved.

### **Payments & Refunds**

Recital costume orders can take 12 weeks or more for delivery. Costume manufacturers do not accept cancellations or offer refunds; therefore, Studio 320 does not offer refunds on costume deposits or payments.

### **Costume Cost**

All recital costumes are \$80 + retail sales tax. Tights and socks are included in the price of the costume if needed. Costumes will not be distributed until accounts are paid in full. No refunds will be made if a parent or guardian withdraws a child from class after costumes have been ordered and prior to the recital. (If you lose or damage your costume or accessories, you will be responsible for cost and rush fees for the studio to ship replacements, if possible.)

### **Alterations**

Alterations are sometimes needed after the costumes have been distributed and are the responsibility of the student's parent or guardian. Often you can do minor adjustments of straps with a couple safety-pins. If you have questions or need advice, please see the front desk.

## Distribution

As stated, costumes will be distributed during the last 15 minutes of your child's regularly scheduled class(es) during the month of March. Please have 1 parent in attendance as you will receive specific instructions on shoes, tights, and more. Costumes will not be sent home with students unless a parent/guardian is present. If you are not available on these assigned distribution dates, you may pick up your child's costume at the front desk. Please try on your costume as soon as you bring it home. This allows you to take inventory of all pieces and accessories and determine whether alterations are needed. Doing this in the weeks prior to recital minimizes stress at performance time.

## Costume Care

Please label all costumes, shoes, accessories, and tights with your child's name. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag labeled with your child's name. Hang and steam all costumes prior to performance. Do not wash costumes in your washing machine. Remove any tags that could hang out of the costume. If costume straps do not have snaps or are not attached, please sew or pin them prior to Recital day. Never criss-cross the straps in back unless specified by the teacher. Many costumes come with headpieces, gloves or hats. These will be handed out, and the teacher will determine how the headpieces will be worn. If your costume is "scratchy" due to sequins, you may add a strip of tape or felt to the inside. *(Pro Tip: try "Nexcare" first aid tape made by 3M, found near the bandaids. It sticks right to the inside of your costume and helps reduce irritation to the skin.)*

## Steaming & Tutus

Please steam wrinkled costumes and tutus before the Recital. Hang tutus upside down in your garment bag to keep fluffy!

## Quick Costume Changes

During the recital, some students may have quick costume changes. **Moms MUST come backstage to help your dancer during quick changes.** A special area and instructions will be given to you upon arrival at the show.

## Tights, Shoes, Hair & Makeup

To ensure that there are no discrepancies in color and style (noticeable on stage/video/pictures) students are required to have the same brand. **Tights should be purchased through the 320 office only!!!** Other brands, pantyhose, etc. are NOT permitted. No tights should be dirty or have ANY holes, tears, or runs in them for pictures or performance. Our backstage staff will have extra tights on hand at recital – see us if you have any problems.

## Shoes

Each class/routine will require a specific color/style of dance shoes. Shoes should be purchased through **Dance Designs** in Liberty, MO. A special handout will be emailed to your class with exact shoes/tights/costume pieces/hair/makeup for your convenience. See the office with any questions or issues.



## Undergarments

Underwear is not to be worn with leotards/costumes. (Your tights act as your underwear.) If you absolutely must wear underwear, they should be skin tone and should not show. Our older dancers may wear any necessary undergarments that are not noticeable in costume. Bras should be skin tone in color and have clear straps or be backless/strapless. "Sticky bras" can be found at Target, Walmart, Amazon, etc. and typically work for almost all costume styles. **See your teacher or the front desk for suggestions or questions – we can find a solution for ANY costume problem!**

## Makeup

All female students are required to wear stage makeup for the recital: foundation, powder, bronzer, lipstick in a "true red" shade, blush, dark brown eye shadow (in crease) with ivory shadow on brow bone and lid. Black eyeliner (top eyelid) and black mascara (top and bottom lashes.) Fake lashes are optional. Lightly enhance eyebrows with shadow or pencil. We want all your dancer's features and expressions to be seen on video and under stage lighting!

**Here is a helpful MAKEUP TUTORIAL that Miss Erin made for our competition teams:**

**MAKEUP Part 1:** <https://youtu.be/alF9bDhUa4E>

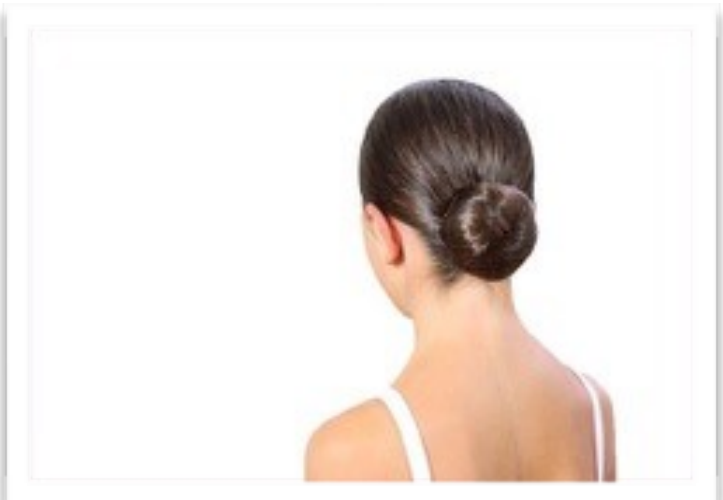
**MAKEUP Part 2:** <https://youtu.be/1lcvez57aqq>

**BOYS:** We do not require boys to wear stage makeup.

**PRESCHOOLERS:** Please use your own discretion with Preschool age dancers, as application can be tricky and skin can be sensitive. Many preschool moms choose to do some eye shadow, blush and lipstick - and some even attempt a little mascara for willing dancers! 😊 You just want some definition under the stage lights.

### **ABSOLUTELY NO...**

Colorful nail polish, fake tattoos, watches or jewelry, hair or body glitter, accessories, etc. allowed on the Recital stage. Real tattoos should be covered with stage/tattoo makeup. Acrylic/gel nails should be French manicure or natural in color. For safety reasons, no extra-long or sharp/pointed nails are allowed on stage. Small stud earrings are OK if you just got your ears pierced.



## Hair for KINDERGARTEN & UP

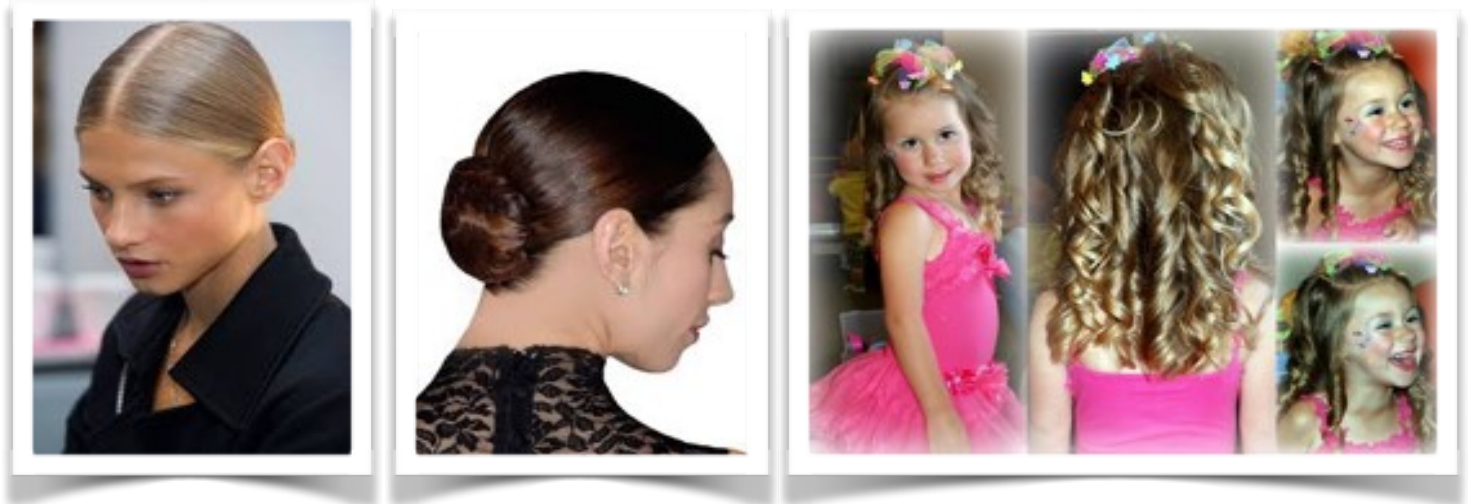
Uniform hairstyles are required for the stage. Girls must wear their hair SLICKED into a LOW BUN, with a MIDDLE PART. A hairnet is MANDATORY. Donuts/bun-makers are optional. Lots of hair pins and gel/hairspray required. You'll need to touch-up hair (and makeup) at each costume change during the recital.

If your hair is very short or textured, please choose a style that works best for your class & hair accessory. See Tara or Office for ideas or questions.

**Boys** should wear hair styled with product that works best for you.

Here is Miss Erin's **HAIR TUTORIAL** for classic competition and recital buns:

[https://youtu.be/YqpU\\_DN2nG8](https://youtu.be/YqpU_DN2nG8)



## Hair for PRESCHOOL (Tiny 2, Preschool, Pre-K Classes)

Preschool performers may wear hair in ANY style that works best for your hair type and that compliments your costume's hair accessory. Curled, sides pulled up, ponytail, piggies, braids, etc. Make sure it's out of her face and set with hairspray/product. **Boys** should wear hair styled with product that works best for you.

## Planning & Preparation

Gather all costumes, accessories, shoes, hairnets & makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories and refer to it. Triple check everything before you leave for the theater!



## Snacks

Please send your dancer with a DISPOSABLE WATER BOTTLE (absolutely NO juice, soda, flavored water) LABELED WITH THEIR NAME! If you must bring a snack, it needs to be clean & safe. No peanut products – and nothing chocolaty, cheesy, or messy that can ruin faces/makeup/costumes before performing.

## Dressing Room Etiquette

Students must respect other students' space and property in the dressing rooms. Volunteers will be supervising the dressing rooms and helping Moms & Dancers with quick-changes & bathroom breaks. Games and activities will be provided. Please leave toys and devices with parents.

## Backstage

For security purposes, guests and friends are not permitted backstage or in the dressing rooms during the recital, including before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Those who wish to greet performers after the show, or to present flowers and do photos, may do so in the lobby area. Photo op areas will be set up just for you!

**Dance Moms will be able to enter the dressing rooms during the show to assist their child with costume changes.**

## Audience Etiquette

- Enthusiastic applause is encouraged!
- Tickets are required for all children age 4+ or who are sitting in a seat (student performers do NOT need a ticket)
- Children should not bring devices with sounds and/or lights that could be a distraction for other audience members.
- Audience members should remain seated during all performances. Allowing children to run around or disrupt the performance is unfair to other parents/audience members.
- If you do leave the auditorium during the show, please do so between routines. You will only be allowed back into the auditorium between routines.
- No eating, drinking, or smoking is allowed in the theatre.
- During the recital, when the dancers are not onstage, they must remain in the dressing rooms with their Volunteer Class Moms.

## IMPORTANT!

**PHOTO/VIDEO POLICY - No video or flash photography is permitted during the recital. Our videographer (Imagine Dance) will provide professional recital videos to all families!**

## **Student Drop-Off and Pick-Up Procedures**

The Music Hall is a very large facility which requires us to have a very specific backstage plan. An email will be sent detailing student drop off and pick up procedures. This will be a secure process to ensure the safety of our dancers. As always, only parents with a “VIP” badge will be permitted to pick-up children backstage. VIP badges will be issued to you at check in before the show.

**Tuesday, May 9<sup>th</sup> 6:00 PM Recital - Dancers should check-in between 5:25-5:45 PM**

**Wednesday, May 10<sup>th</sup> 6:00 PM Recital - Dancers should check-in between 5:25-5:45 PM**

Tiny Two, Preschool & Pre-K dancers should be picked up backstage after they finish dancing. They can join parents in the audience to watch the remaining show – or are free to leave the facility.

All other students are **REQUIRED** to remain backstage until curtain call, when dancers will return to the stage for a final bow. (Preschool parents can bring their dancer backstage before curtain call if their little one would like to join in the final bow!)

***WE LOVE OUR BACKSTAGE VOLUNTEERS!***

***PLEASE SIGN UP TO HELP IF YOU CAN!***

***See attached sign-up form.***



## ROUTINE LINEUPS

STUDIO 320 CANNOT GUARANTEE that any student participating in more than one class will perform all of their routines in the same show, although we have been working hard to minimize multiple shows to the best of our ability.

STUDIO 320 CANNOT GUARANTEE that siblings will be performing all in the same show.

As always, we have been as thoughtful as possible when setting recital line-ups to take into consideration multiple classes, siblings, costume changes, etc. Our ultimate goal is to create an entertaining, well-rounded show featuring a variety of ages, levels, and routine styles. Each Recital night is completely different & will highlight talented performers of all ages, from newbies to advanced levels.

## When Do I Perform?

### TUESDAY, MAY 9TH SHOW:

Song	Class	Teacher	Shoes
When I'm Older	Preschool Combo Tues 5:15pm	Jenn	Tan Tap
Almost There	PreK Combo Tues 6:00pm	Jenn	Ballet
Diva in Training Wheels	PreK Combo Thurs 5:00pm	Madelyn/Gina	Tan Tap
Baby	Hip Hop K-2nd Thurs 5:45pm	Tracey	Black High Converse
Zen Mix	Hip Hop 3rd-5th Thurs 5:45pm	Zen	Black High Converse
Church	Dance Combo 4th-5th Tues 6:30pm	Tracey	Tan Jazz
Pirates	Performance Team 4th-5th Tues 7:30pm	Tracey	Black Jazz
I Could Get Used to This	PreCompany Teen Jazz	Lindsay	Black Jazz
Forever Young	PreCompany Teen Lyrical	Lindsay	1/2 Soles
Somewhere Only We Knew	Ballet / Lyrical 6th+ Tues 6:30pm	Lindsay	1/2 Soles
Felt Cute	PreCompany Petite Jazz	Tracey	Tan Jazz
Beauty and the Beast	PreCompany Petite Lyrical	Tracey	1/2 Soles
Grow	PreCompany Petite Recital	Tracey	Tan Jazz
Get Your Sparkle On	Dance Combo K-1st Wed 5:00pm	Tara	Tan Jazz
One Kiss	Performance Team K-1st Wed 6:00pm	Gina	Tan Jazz
Mom	Dance Combo k-1st Wed 6:30pm	Gina	Tan Jazz

## WEDNESDAY, MAY 10TH SHOW:

Song	Class	Teacher	
Teddy Bear	Tiny Twos Wed 4:45pm	Madelyn/ Gina	Ballet
I See The Light	Preschool Combo Wed 5:15pm	Madelyn/ Gina	Ballet
Princess	PreK Combo Wed 5:00pm	Jenn	Ballet
Boogie Shoes	Dance Combo 2nd-3rd Tues 5:00pm	Tara	Tan Tap
Raise The Roof	Performance Team 2nd-3rd Tues 6:00pm	Tara	Black Jazz
Hairspray	Musical Theater 1st-3rd Tues 6:45pm	Madelyn	Tan Jazz
24K Magic	Hip Hop K-2nd Thurs 6:30pm	Jenn	Black High Converse
When Your Feet Don't Touch The Ground	PreCompany Mini Lyrical	Jenn	Bare Foot
Under the Sea	PreCompany Mini Jazz	Jenn	Tan Jazz
BEE	PreCompany Mini Recital	Jenn	Black High Converse
Hit the Road Jack	PreCompany Junior Recital	Tracey	Black Jazz
Hey Hi Hello	PreCompany Junior Jazz	Tracey	Black Jazz
Burn Bright	Precompany Junior Lyrical	Tracey	1/2 Soles

All dance shoes are available or purchase at Dance Design  
1201 West College St. Suite 400 Liberty, MO 64068



# Volunteers Needed!

Studio 320 relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for all. The children truly benefit from this volunteer effort, so we hope that you will become an enthusiastic member of our 320 Backstage Crew!

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Volunteer Name

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Volunteer Cell

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Student Name

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Volunteer Email

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Relationship to Student

I would like to be a **CLASS MOM** for the following class:

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I can help at the:    \_\_\_ May 9 (TUESDAY) Show            \_\_\_ May 10 (WEDNESDAY) Show

T-Shirts are provided for all Recital Volunteers. Please mark your size below:

\_\_\_ AS    \_\_\_ AM    \_\_\_ AL    \_\_\_ 1XL    \_\_\_ 2XL

If you have any questions about volunteering:

Call the front office at 816-903-2623

Stop by during business hours, Monday-Thursday between 4:45-8:30 PM

Email [FrontOffice@320dance.com](mailto:FrontOffice@320dance.com)



# RECITAL 2023 T-SHIRT ORDER

Each year a new t-shirt is designed for our students and parents, with all dancer names listed on the back! ***This year's theme is "ELVIS!"***

**UNISEX T-SHIRTS \$20**

**Orders due to front desk by April 14<sup>TH</sup>**

Student Name

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Parent Email

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\_\_\_\_ CXS \_\_\_\_ CS \_\_\_\_ CM \_\_\_\_ CL

\_\_\_\_ AS \_\_\_\_ AM \_\_\_\_ AL \_\_\_\_ AXL \_\_\_\_ 2XL \_\_\_\_ 3XL

Payment:

\_\_\_\_ CASH

\_\_\_\_ CREDIT CARD

\_\_\_\_ CHECK

\_\_\_\_ OTHER