

# A Touch of Class Performing Arts

37th Annual Recital

*Our Recital theme is.....*

Oh!  
the Places  
You'll Go!™



# Important Dates:

Our annual production will be held at the Southeastern Louisiana University's Pottle Music Building Theatre. The production will be presented on Saturday, May 18<sup>th</sup> at 11:00am and 5:00pm. We will also present our Solo Showcase with our ATOC Company and HBC Youth Ensemble Members at 10:00am & 4:00pm before each recital.

Friday, May 17<sup>th</sup> – Dress Rehearsal  
@ Pottle Theatre



# Important Dates:

- **Thursday, March 7<sup>th</sup> – Online Recital T-shirt Form for dancers are due**
- **Thursday, March 7<sup>th</sup> – Parent Volunteer T-shirt order forms are due.**
- **Thursday, March 14<sup>th</sup> – Recital Fee Due \$185 One Child or \$225 Family**
- **Friday, March 22<sup>nd</sup> – Recital Celebration Party 6:00pm**
- **March 23<sup>rd</sup> – 24<sup>th</sup> – Recital Pictures will be taken at the studio and featured in our recital program book**
- **Monday, April 1<sup>st</sup> – Last day to pre-register for 2024-2025 dance season**
- **Wednesday, May 1<sup>st</sup> – Tuition is due! All accounts MUST have a zero balance to participate in the production. No exceptions.**
- **Saturday, May 4<sup>th</sup> – Recital Tickets will go on sale ONLINE!**
- **Saturday, May 4<sup>th</sup> – Mandatory Volunteer Meeting @ 9:00am at A Touch of Class.**
- **TBA – Acro Showcase**





## Program and Ad Information:

- Each student is **REQUIRED** to have at least one picture in the program and will receive one free program. Additional programs may be purchased at the recital.
- All ads and program photo forms are due online no later than Wednesday, February 21st @ 6:00pm. **NO** ads can be submitted after the due date and time. **NO EXCEPTIONS**

- Every child participating in the recital is **required** to have at least **1 picture** in the program.
- If ads are not submitted with payment by February 21st your account will be charged \$120.00 (for 1 picture).
- Pictures will be taken at the studio by a professional photographer. Pictures will be taken in child's recital costumes. ATOC will select the pictures for the program
- The cost of the picture is for one child only. For each additional child in the picture please add \$20.00.

## Picture Pricing:

- These fees are due no later than February 21st @ 6:00pm
- 1 Picture: \$ 95.00     **If received after February 21: \$120.00**
- 2 Pictures: \$185.00     **If received after February 21: \$210.00**
- Full Page: \$360.00     **If received after February 21: \$380.00**

- Pictures of your dancers may be added to ads (*1/4 Page - Full Page Only*) for \$20.00 per picture.
- **Remember ad sales defer the cost of your child's pictures in the program. This is how it works: Add up the total amount of ad sales and subtract this from your program picture fee. Example, if you sell a 1/2-page ad and shout out, your total would be \$205.00. You now have \$205.00 of credit to use toward your program picture fee. With this credit you will receive 2 pictures in the program.**
- Each ad must be turned in online with the proper form online. No exceptions. ATOC cannot ensure ads will be in the program if not turned in properly by the deadline. Ads will not be accepted after February 21st @ 6:00pm. No exceptions.
- **Sell \$550 and receive 2 additional recital tickets and an invitation to our Recital Celebration and Cover Girl Reveal Party.**

## Ad Pricing:

- • **Full Page: \$310.00**
- • **1/2 Page: \$170.00**
- • **1/4 Page: \$100.00**
- • **1/8 Page: \$60.00 (Business Card Only)**
- • **1/8 Page: \$60.00 (Message Only)**
- • **Shout Out: \$35.00 Message Only 25 words**
- **\*\*All ads must be turned in digitally by using the online form.**





## Ad Sales Scholarship Program

### • 1 Year Scholarship

- (September – May only \*does not include August or June Tuition)
- Up to \$50.00 per month
- Selling \$1500 or more in ads
- Will also receive 2 full pages of pictures in the program.
- 4 Additional Free Tickets( \$15 Ticket) to Recital

### • 6 Month Scholarship (September - February)

- Up to \$50.00 per month
- Selling \$1200 or more in ads
- Will also receive 2 full pages of pictures in the program.
- 2 Additional Free Tickets (\$15 Ticket) to Recital

### • 3 Month Scholarship (September - November)

- Up to \$50.00 per month
- Selling \$800 or more in ads
- Will also receive 1 full page picture in the program.
- 2 Additional Free Tickets (\$15 Ticket) to Recital

\*\*\*NOTE\*\*\* Scholarships are for Tuition Only! Registration, Recital Fees, Costume Fees, Competition Fees or any other charges are not included. Scholarships for 1 person only and **cannot** be split or transferred.



## ATOC Ad Court:

- ATOC will honor the Top 10 ad sellers at the 7th Recital Celebration Party on March 22nd @ 6:00pm and in the recital. • Top 10 Ad Winners must sell at **least \$800** in ads to qualify.
- The Top 10 Ad Winners will be featured as A Touch of Class 2024 Ad Court.
- **Our Top 10 Winners will have a chance to get their tickets to our 2024 Recital, the day before tickets go on sale to the rest of the studio.**
- **During the Recital, the court will be featured in our opening routine and will be presented with flowers on stage.**

## Our Back Cover Girl or Boy:

- ATOC will honor the Top 10 ad sellers at the 7th Recital Celebration Party on March 22nd @ 6:00pm and in the recital. • Top 10 Ad Winners must sell at **least \$800** in ads to qualify.
- The Top 10 Ad Winners will be featured as A Touch of Class 2024 Ad Court.
- **Our Top 10 Winners will have a chance to get their tickets to our 2024 Recital, the day before tickets go on sale to the rest of the studio.**
- **During the Recital, the court will be featured in our opening routine and will be presented with flowers on stage.**



# Recital Ticket Information

## TICKETS SALES

- Tickets will be sold online until the day of the show. If there are any tickets available, they will be sold at the show for \$25.
- A link to the website will be emailed to everyone to purchase tickets.
- Compatible with iPad, iPhone, and Android devices.
- Tickets will be reserved seating. A map of the theatre will be available, and buyers will click on seats to add them. This way, you can visually see the seats in the theatre.



## EARLY BIRD SPECIAL SALE

- **Saturday, May 4<sup>th</sup> @ 10:00am**
- Accounts must have a zero balance in order to purchase tickets at this time. Coupon Codes will not be issued to anyone with a balance. Coupon codes will not be issued or generated after May 4<sup>th</sup>.
- Unlimited Tickets can be purchased at this time.
- ***Each family will receive a coupon code for \$15 off 2 tickets. You will select your seats, along with the other seats you need, during the online sales. There will be a field to add the coupon code to your cart and it will decrease your sales \$30.00.***
- ***Early Bird Special –***
  - Front Orchestra Seating \$20.00
  - Back Orchestra Seating & Balcony \$15.00





## PUBLIC SALE

- **Monday, May 6<sup>th</sup>**
- Unlimited Tickets can be purchased at this time.
- **Tickets will be Regular Price Online**
  - **Front Orchestra Seating \$25**
  - **Back Orchestra Seating & Balcony \$20**

## ADDITIONAL INFORMATION

- Children young enough to sit in your lap do not need a ticket.
- Handicap/Wheelchair seats are available; please email the studio if you need one of these tickets to be reserved in your child's name. There are only 4 per show.
- Pottle Theatre does not have an elevator. Stairs only to reach the balcony. Please make sure you purchase orchestra seats for anyone that cannot walk upstairs.
- We suggest that you watch one show and volunteer for the other.
- You may pay for tickets with Visa/Mastercard/Discover/American Express

# Recital Volunteer Information:

ATOC relies on the assistance of the many dedicated volunteers to provide a high-quality performance experience for your children. It is a delight and lots of fun to volunteer. There is a different kind of show behind the scenes! It is fun and rewarding to volunteer your time and efforts to the backstage team. Without your help the show would not go on! Below is a list of volunteer descriptions that we need. We will send a sign-up genius link for you to sign up. Some duties will require a volunteer T-shirt. Please make sure you order your volunteer shirt by the deadline March 7<sup>th</sup>.

- Before the Show:
- **Help Organize Flower Bouquets**
- We will need 2-3 people to help arrange flower bouquets that are sold thru pre-sale and ready for pickup at the recital.
- **Lobby Decorating**
- We will need volunteer help decorating the theatre lobby to be ready for the recital shows on Saturday.
- **Delivery of Props**
- Help loading trailer of dance props, delivering to theatre, and unloading at the theater on Friday, May 17<sup>th</sup> before Dress Rehearsal.

- At The Show:
- **Ushers**
- Take tickets, escort ticket holders to their correct seat, monitor the theatre during the show. Great way to volunteer and still see the show.
- **Sign In and Out Monitors**
- Sit near the dressing rooms and make sure all dancers are signed in and out as they arrive and leave the day of the show. **Volunteer Shirt is required.**
- **Dressing Room Monitors**
- Oversee and monitor the Dressing Rooms, will work with the Stage Runners making sure the dancers are lined up and ready in the order of the show. **Volunteer Shirt is required.**
- **Dressing Room Mom**
- Ensure the children in their group are safe and accounted for when not onstage. Check for proper attire.
- **Recital T-shirt is Required.**
- **Recital Flowers Table**
- Help organize and hand out flower gifts that were purchased thru pre-sales.
- **Pack Up & Clean Up**
- Help pack up and clean up theater/lobby/dressing rooms after show is



## DRESS REHEARSAL @ POTTLE MUSIC BUILDING – FRIDAY, MAY 17<sup>TH</sup>

Every Student is required to be at Dress Rehearsal for the following reasons:

- The Dress Rehearsal allows the students to become familiar with the theatre surroundings and feel comfortable with their performance, costume(s), and being on stage.
- It is the only time to see the dancers in full costume prior to the performance to correct any possible adjustments.
- It is the only chance to correct mistakes and catch any staging problems. If last minute corrections are made and the student isn't there, they will not be aware of the changes and are likely to make mistake on stage.
- Lighting, music cues, set changes, and all other logistics for an organized and professional performance are going to be rehearsed so that the students make the best impression possible.
- To cut down confusion, noise, and general disorganization we insist that only parents come to the dress rehearsal.

**DRESS REHEARSAL IS CLOSED** – No one is allowed to view dress rehearsal from the audience. We will run an organized and timely dress rehearsal. Your help with the process will guarantee a professional production. A detailed dress rehearsal schedule will be emailed to you closer to showtime. ***Please arrive at least 30 minutes early to sign in.***



## PREPLANNING

Gather accessories, costumes, shoes, and makeup in advance so you'll know if something is missing or isn't right. ***Your child's name should be on everything you bring in the theatre – costumes, props, shoes, hats, etc. Also bring extra hair gel, hair nets, bobby pins, ponytails (same color as hair) and hair spray.*** A checklist of your child's routines, listing their costume, tights, shoes, and any other accessories will be provided. You will also need to refer to the list to make sure you have all your supplies before going to the theatre.

Other handy extras include:

- Baby Wipes/Shout Wipes (to fix makeup mistakes or wash hands)
- Safety Pins (for emergency costume repairs)
- Pain Reliever of your choice
- Band-Aids (make sure they are the invisible kind)

## GRAND FINALE

There will be a grand finale at the end of each show that each class will participate in. Recital T-shirts, black shorts and bare feet will be their attire for the finale. Your Recital T-shirt is covered in Recital Fee. Please fill out the Online Recital T-shirt form for the correct size to be ordered for your child. Without a submission, a staff member will select a size for your child. NO exchanges or refunds will be accepted

## BACKSTAGE

All performers must stay in dressing room during the entire show. Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the show. There are a lot of back stage activities in a limited space, and dressing rooms are a private area. Only family members with volunteer T-shirts are allowed backstage and in the dressing room during shows. Please remind your family and guest to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas. Absolutely NO MEN are allowed in the dressing room areas.



## **THEATRE RULES**

Listed below are a few very important guidelines that we need everyone to pay close attention to. Not all rules listed are ours; some of them are the videographers and theatre. Please make sure family and friends are aware of these rules as well.

1. **VIDEO RECORDING - There is to be NO Video Recording at the Dress Rehearsal or at the Recital.**  
Our recital is being professionally taped! (No Video Cameras Allowed) A complimentary digital copy will be emailed to you following the show.
2. **PICTURES - Flash photography is not allowed during the recital performance.**
3. **FOOD AND DRINK - Please do not take food or drink of any kind into the theatre!** Southeastern Louisiana University does not allow any food or drink in their facility. Therefore, if food, drinks, or garbage is found in the theatre after the performances, then we will not be allowed to use the theatre again.
4. **NO ALCOHOL is allowed in the theatre. This is a Southeastern Campus Rule.**
5. **NO BALLOONS ARE ALLOWED IN THE BUILDING.** Southeastern Louisiana University does not allow helium-filled balloons in Pottle Theatre, including the lobby, theatre and dressing rooms.



# The Day of Recital

- Everyone should arrive 45 minutes early.
- One Parent and students should go straight to the dressing room; all other guest should remain in the lobby. Room assignments will be posted backstage. Parents should sign in their child on the alphabetize list. They will also be required to sign out your child when finished. No one is allowed to walk from stage down into theatre. PLEASE walk back to the lobby and then find your seat. Please stay in your seat until Intermission.

## Dressing Room Etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing room than on the stage or in the theatre, so please do your best to keep them organized and clean. No food or drinks are allowed in the dressing rooms. No Alcohol is allowed in the dressing area or anywhere else in the Theatre.

- ABSOLUTELY NO JEWELRY IS TO BE WORN ON STAGE! NO EXCEPTIONS!
- No underwear is to be worn under costumes.
- Each headpiece should have at least 10 bobby pins!
- Ensure shoes are double tied, ballet strings tucked, and ribbons secure.
- Please do not ever bring gum or candy with you. Never chew gum while dancing or in costume.
- No food or drinks while in costume. Please remember the children are putting in a lot of hours and should eat healthy. Lay off of soft drinks and junk food. You may pack healthy snacks and water.
- Dancers will remain in the dressing rooms with their dressing room mom during dress rehearsal and show when they are not on stage.

