



IMPORTANT!

PARENT'S LETTER RECITAL 2019

Your student: _____ is performing on Mon, June 3 and/or Tues, June 4

NOTE: To see all of your student's dance numbers, family and friends should attend: _____

Attention Parents,

One of the major obstacles in running a dance school is communication with the parents. Letters are sent home with the students, but many times they never make it into the parent's hand or once into the parent's hand, they may or may not be read.

Please read all of the rehearsal and recital information carefully!

Information concerning recital rules, dressing room procedures, videos, pictures, etc., should be passed on to family, friends and neighbors who will be attending the show. In order to have a professional show that runs smoothly, please follow these simple rules, keep in mind rules are made for a reason, even if that reason is not obvious. The Bible makes it clear that there should be order and respect in our endeavors. Abiding by the rules also speaks volumes to your children.

There are many volunteers who work hard to make this a safe and wonderful experience for all the children participating. Please treat them courteously as they are only doing their job as instructed.

PLEASE REMEMBER:

SAFETY is a concern,

COURTESY is a concern,

PROFESSIONALISM is a concern, AND

CHILDREN'S ENJOYMENT is a concern!

We thank you in advance for your help in making this year a great experience for all involved. We hope that you will enjoy our Recital 2019 performance

"IF...THEN"

Monday June 3rd & Tuesday June 4th – 6:30 pm @ UNF Lazzara Performance Hall

"If God is for us, then who can be against us" – Romans 8:31b

Thank You and God Bless!

Ms Stacey

St. John's Village 585 SR 13 N, Suite 103 Jacksonville, FL 32259 (904) 287-6331

www.switzerlanddanceschool.com

What you need to know BEFORE THE SHOW:

Please plan ahead so you will be prepared for RECITAL DAY!

TIGHT ORDERS:

Please see the attached “WHAT YOU WILL NEED FOR RECITAL LIST” to determine if you have the correct tights, shoes, undergarments and accessories needed for recital.

SDS will be taking orders for tights and costume accessories from March 25th until April 6th.

Order forms and pricing will be in the studio lobby. Samples for sizing will also be available. If your child’s tights are still in good condition you will not need to order. It is good, however, to always have an extra pair on hand.

We strongly suggest you order early from us to insure you get the right color and brand of tights. Many stores do not carry the children's size in this tight and will put you on an order list or send you across town. Then when they do arrive they may be wrong. We hope to help you by taking your order at the studio and delivering your correct order at your child's class time.

Also, if you have to buy new tap shoes before the show, please purchase **Capezio or Bloch shoes only (see your “What You Will Need For Recital” list for shoe colors)**. This will help preserve our dance floor.

COSTUMES:

Costumes will be sent home the week before the performance. Costumes will not be available to go home until all financial matters, including tuition, late fees, etc. are clear.

ABSOLUTELY NO EARRINGS OR JEWELRY allowed for the performance. If you are planning to get your ears pierced, please wait until after the show.

ACCESSORIES:

COSTUME accessories (hairpieces, gloves, hats, etc) will not go home with students, but will be the responsibility of the class mom. Unless otherwise instructed, students may keep costume accessories AFTER the show is completed.

CLASS MOMS

Each class needs 1-2 class mom volunteers to help the students dress at rehearsal and recital and to make sure students are ready to perform. Having only a few volunteer helpers cuts down on confusion and too many people in the dressing rooms. Class moms are vital to the success of our performance! Class moms WILL NOT miss their child’s performance the night of the show. PLEASE look for class mom signup sheets in the lobby in May, your help will be such a blessing to us!!

FINANCIAL MATTERS:

All tuition fees (including partial June fee)* and outstanding balances must be paid before the performance date of JUNE 3rd in order for your child to participate. **All payments made after May 25th must be made in cash.** *Note on partial June fee: SDS yearly prices are calculated ahead and divided into a 9.5-month season based on the number of classes (less official holidays) that are offered during Sept thru recital season (not actual “months”)

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TICKETS:

COMPLIMENTARY TICKETS ARE REQUIRED FOR ENTRANCE TO THE SHOW

You may have as many tickets as you want. Please invite as many family and friends as possible to be blessed by our show. Tickets will be available at the studio a few weeks before recital. Please no excess seat saving.

Note: VIP seating can be purchased for \$20 a ticket, proceeds go to SDS mission opportunities

PROFESSIONAL PHOTOS:

For your convenience professional photographers from Clix Portrait Studios will be available during rehearsal at UNF. Those families that pre-register and pay a \$20 deposit in advance will have individual pictures taken following their class photo. Class photos will be taken of all students immediately following their classes' rehearsal on stage. Please see attached pre-registration form and letter from Clix Portrait Studios, deadline for pre-registration and deposit is May 10th!

PROFESSIONAL RECORDING SERVICES:

We are pleased to partner with Gotham Arts this year to record our shows. An order form with pricing information is attached. They are offering a price reduction for preorders placed by **6/4/2019!** The fee for orders received after this date will go up by \$15. Please note this is a new videographer this year and they have promised that the finished videos will be made available within 3 weeks of our events.

PERSONAL CAMERAS/VIDEOS:

Personal videos and pictures are allowed at **DRESS REHEARSAL ONLY!!!!** You may **NOT** take personal pictures OR videos DURING the actual performance. Videos and flash cameras are a hindrance to the audience and our dancers. Please do not distract the students from their one opportunity to perform what they have been preparing for months OR prevent other audience members from being able to clearly see their dance student by holding recording devices up and blocking their view. We would appreciate parents informing all friends and relatives who will attend the show of this policy as well.

STAGE DOOR SERVICES:

A volunteer will be available to fix your child's HAIR on the day of the show for a **nominal \$8 fee**. Sign up forms for **HAIR service** and other items such as **TROPHIES and FLOWERS** offered by SDS (Stage Door Services) will be forthcoming. Watch for more information and ordering deadlines. Proceeds from Stage Door Services benefit our Dance Company missions, outreach and training opportunities.

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DRESS REHEARSAL 2019
GENERAL INFORMATION
UNIVERSITY OF NORTH FLORIDA
LAZZARA PERFORMANCE HALL

ARRIVE FOR REHEARSAL ON TIME (see below) - WE WILL START PROMPTLY IN REHEARSAL ORDER.

EVERY CHILD MUST ATTEND REHEARSAL so that the show can be correctly staged with lights and proper positions.

BRING COSTUMES ON HANGERS IN BAGS, DO NOT wear costumes to rehearsal.

CHILD'S NAME should be on all shoes, tights, costume and accessories.

HAIR AND MAKEUP should be already fixed before dress rehearsal, unless you have signed up for a hair appointment through Stage Door Services, in which case you will be assigned a hair appointment time.

PICTURES & VIDEO TAPES taken by family and friends are allowed at dress rehearsal ONLY!!

NO VIDEO CAMERAS OR FLASH CAMERAS will be allowed at the recital show.

NO FOOD OR DRINKS are allowed in dressing rooms or auditorium. Dancers may eat snacks or dinner in hallway backstage. Following UNF's requirement will enable us to use this facility in the future. Non-messy or non-staining drinks and food are encouraged.

CLASS MOTHERS will be assigned to help dress and monitor your child during rehearsal and recital.

PARENTS MAY ATTEND DRESS REHEARSAL, but you will enjoy the show much more if you wait until the performance.

DISMISSAL: Rehearsal will be finished no later than **4:30pm**, possibly earlier. Younger students may be finished and released earlier. For those leaving, **YOU MUST RETURN BY 5:30 PM FOR CALL TIME!**

STUDENTS PERFORMING IN MONDAY, JUNE 3rd OR BOTH SHOWS and Dance COMPANY

ARRIVAL TIME: 6:30 AM - all DANCE COMPANY MEMBERS

9:30 AM - all other STUDENTS PERFORMING in MONDAY OR BOTH SHOWS

(report to dressing area and dress in first costume, proceed to auditorium)

We will begin rehearsal at 10:00 am!

STUDENTS PERFORMING ON TUESDAY, JUNE 4TH SHOW ONLY And Dance COMPANY

ARRIVAL TIME: 1:00 PM - all DANCE COMPANY MEMBERS

1:00 PM - all other STUDENTS PERFORMING

We will begin rehearsal at 1:30 pm!

****NOTE: If you performed Monday and are also performing Tuesday night as well, you are to report at 5:30 pm!!**

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DRESS REHEARSAL 2019
PROCEDURES AND INSTRUCTIONS
UNIVERSITY OF NORTH FLORIDA
LAZZARA PERFORMANCE HALL
MONDAY, JUNE 3RD & TUESDAY, JUNE 4TH

PROCEDURE FOR DRESS REHEARSAL:

1. Arrive on time, not early, as doors don't open until your assigned arrival time
2. Go immediately to your assigned dressing area, labeled with your dance name. There will be signs to direct you. Dress immediately for your first dance number. Class mothers will have dress rehearsal order.
3. Proceed to the auditorium where we will have; prayer, announcements and then begin rehearsal.
4. All students must be back stage and ready to dance at least 5 numbers before they are called. We must stay on a very strict time schedule. **DO NOT** expect someone to find you or wait on you. It would be very regrettable if you missed your only chance to practice on the stage
5. **AFTER** the students practice their number, class moms will escort them to the picture taking area where **CLASS** and individual **PICTURES** will be taken. As soon as pictures are completed, students should return to the dressing room to change for their next rehearsal number. Students who are only in one number are free to leave after pictures, as long as they return by the **5:30** call time.
6. **GRANDE FINALE**- rehearsal for the grand finale will be from 12-12:30 pm on Monday and 1:30 -2:00 on Tuesday. The grand finale will be a chance for students to take a bow at the end of the show, it is **NOT** a requirement. However, **IF** you intend to be in the finale, please make sure you are there to rehearse with everyone, even if your dance number has already been rehearsed. If you do not wish to be in the grande finale, please do not rehearse it.
7. **NO FOOD** or Drinks are allowed in dressing rooms or auditorium. This is a University of North Florida requirement. Please keep food and drinks in the hallway backstage so that we may continue to use this facility. You may eat snacks or dinner in hallway back stage. Dancers are encouraged to bring non-messy or non-staining drinks and food.
8. **DISMISSAL:** You may leave after all your dances have been rehearsed; however, **MAKE SURE** you return for call time by **5:30 SHARP!!!** Please consider traffic and the amount of time you have before driving home and back to UNF. The St. John's Town Center is very close and has plenty of places to find food before call time.



RECITAL PERFORMANCE 2019

UNIVERSITY OF NORTH FLORIDA

LAZZARA PERFORMANCE HALL

MONDAY, JUNE 3RD & TUESDAY 4TH at 6:30 PM

- SHOW WILL START AT 6:30 pm, AUDITORIUM DOORS WILL OPEN AT 6:00 pm
- BRING COSTUMES ON HANGERS IN BAGS, DO NOT wear costumes to the performance or go outside of the back-stage area in costume as this is very unprofessional. NO UNDERWEAR UNDER COSTUMES!!!
- STUDENT'S STAGE MAKEUP AND HAIR MUST BE DONE before they are left with the class mothers in dressing rooms and remember ABSOLUTELY NO EARRINGS OR JEWELRY OF ANY KIND!
- HAIR should be in double French braids, with the ends tucked under unless otherwise instructed.
- CLASS MOTHERS will be assigned to help dress and monitor your child during recital.
- ONLY CLASS MOTHERS AND RECITAL VOLUNTEERS will be allowed to stay in the dressing area. They can be identified by the lanyard they are wearing.
- We ask that ONLY MOMS DELIVER THE DANCERS INSIDE TO A CLASS MOTHER AND THEN EXIT TO REDUCE CONFUSION. Please respect the dancers' modesty. Many of the dancers are embarrassed if adults they don't know are just walking around in the dressing rooms. The children will be monitored at all times by responsible adults. Please, no males in the dressing areas.
- NO VIDEO CAMERAS OR FLASH CAMERAS will be allowed at the recital show. Please inform all family, friends and neighbors who will be attending the shows. UNF will be enforcing this policy. **June 4th** is the deadline for ordering professional DVD's of the recital shows.
- NO FOOD OR Drinks are allowed in dressing rooms or auditorium. Dancers may eat snacks or dinner in hallway backstage. Following UNF's requirement will enable us to use this facility in the future. Non- messy or non-staining drinks and food are encouraged.
- STUDENTS are required to stay in their dressing room backstage before and after their performance. We must limit entering and exiting the auditorium during the performances as a courtesy to the audience and other dancers. There will be a live video feed to the holding area for students to watch the show.

We are looking forward to a beautiful show again this year. If these simple rules are followed, I am sure things will run in as professional a manner as possible. Remember that this show is a great accomplishment for your child. If you have any questions, please feel free to contact me.

Thank you and be blessed,
Ms Stacey & SDS staff



Hello parents!

We here at CLIX Portrait Studios are very excited to be the photographer for The Switzerland Dance School this year!

We are a local, family owned and operated portrait studio. We have been open in Jacksonville since 2008 and take great pride in providing families with memories with care and superior quality without hassle.

This year there is a deposit of \$20 to sign up for pictures. The money will be due to Tina payable to Clix Portrait Studios by Friday, May 24th. The deposit will go towards your purchase.

We will post the photos online after the event for you to view. Once we have the photos posted we will email you with instructions on how to access the photos. You are able to purchase online, however the prices are higher, there is less product available, and you won't be able to apply the deposit. We strongly encourage you to call us directly and we can take your orders over the phone or set up a time to come to our studio. If we don't receive your order within the set time frame you will have once the images are posted, we will choose and mail you an 8x10 photo that will be covered by your deposit.

Thank you! We look forward to being your photographer for The Switzerland Dance School again!

If at any time you have any questions, please feel free to contact us at 904-221-6840 or clixjacksonville@gmail.com.



Questions? Call 221-6840 or clixjacksonville@gmail.com

Dance Studio Portraits

PACKAGE A	PACKAGE B	PACKAGE C	PACKAGE D
1 8x10 4 5x7 4 3x5 8 Wallets	1 8x10 2 5x7 4 3x5 8 Wallets	3 5x7 2 3x5 8 Wallets	1 5x7 2 3x5 8 Wallets
2 Poses	2 Poses	1 Pose	1 Pose
\$59	\$49	\$39	\$29
SAVE \$18 VALUE Package AA	SAVE \$18 VALUE Package BB	SAVE \$12 VALUE Package CC	SAVE \$12 VALUE Package DD
PLUS 3 images on CD Addit'l image on CD \$10 each	PLUS 2 images on CD Addit'l image on CD \$10 Each	PLUS 1 image on CD Addit'l image on CD \$10 Each	PLUS 1 image on CD Addit'l image on CD \$10 Each
\$84	\$74	\$59	\$49

Magnets - E (2)- 3.5x5	Coffee Mug - F Travel Mug - G Sports Bottle - H	Dog Tags - I Key Chain - J Bag Tag - K	Mouse Pad - L	Group Photo
\$10.00	F-\$21.00 G&H-\$29.00	\$10.00 each	\$19.00	5x7-\$7.00 8x10-\$10.00

Individual Portrait Sheets - M	Sports Bag - N	3 Image Collage - O
<p>11x14 \$39 M-1 8x10 M-2 2 - 5x7 M-3 4 - 3.5x5 M-4 8 Wallets M-5</p> <p>\$15.00 per sheet</p>	<p>\$24.00</p>	<p>8x10 - \$25.00 11x14 - \$45.00</p>

Images on CD HIGH RESOLUTION IMAGE(S) ON CD WITH FULL COPYRIGHT RELEASE

P1 Single image	P2 3 images	P3 5 images	P4 10 images
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Special - purchase 10 image CD and get prints for just \$4.00 per sheet! No limit!	\$29	\$49	\$69	\$99
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Individual and buddy photos only, no group images on cd



Dancer Name _____

Parent Name _____

Phone Number _____

Email Address _____

Mailing Address _____

City/State _____ Zip _____

Date dancer will be photographed and how many costumes _____

Names of Dance(s) _____

If at any time you have any questions, please feel free to contact us at 904-221-6840 or clixjacksonville@gmail.com.

Please attach your \$20 deposit (Make checks payable to Clix Portrait Studios) and turn into Tina at Switzerland Dance School by Friday, May 24th.

Switzerland
School of Dance

2019 Recital

UNF Fine Arts Center
2019

GOTHAM ARTS HD VIDEO ORDER FORM

**COMPLETE THIS FORM AND RETURN IT TO THE STUDIO
OR TO GOTHAM ARTS HD BY FAX OR AT THE SHOW**

Personal video cameras are not allowed at the performance.

1 >>> PLEASE PRINT CLEARLY
DANCER'S NAME: _____
PARENT'S NAME: _____
PHONE: (_____) _____ - _____ E-MAIL: _____

2 CASH CHECK # _____ CC > CREDIT CARD PAYMENTS PROVIDE BILLING ADDRESS BELOW ↓
BILLING ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
AMEX/VISA/MC/DISCOVER _____ - _____ - _____ - EXP ____ / ____ CW ____
PRINT NAME ON CARD _____ SIGNATURE _____

FOR OFFICE USE • 19SWISS

> CASH IN _____ > CHECK IN _____ > CC IN _____ DATE ____ / ____ / ____ VIA _____ TN _____

3 2019 Recital *Discounts for multiple videos are for **different shows** only.
DVD > \$35 for 1 Show • \$30/each for 2 Different Shows
Blu-Ray or Digital Download > \$45 for 1 Show • \$35/each for 2 Different Shows

CHOOSE YOUR SHOW	DVD	BLU-RAY	DIGITAL	QUANTITY	AMOUNT \$
Mon, June 3 @ 6:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tues, June 4 @ 6:30PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

4 **ORDERS WILL BE DELIVERED TO ADDRESS LISTED ABOVE**
PLEASE PROVIDE SHIPPING ADDRESS ON REVERSE IF DIFFERENT THAN BILLING ADDRESS →
ALL ORDERS placed after 6/4/19 must add \$15 (includes shipping) > Late Fee > +\$15.00
TOTAL \$ _____

↓ **TEAR OFF FOR YOUR RECORDS** ↓

DVD / BRD	QTY	SHOWS ORDERED

Pay Meth: _____ # _____ SD: ____ / ____ / ____ IN: _____
Last Name of Person Ordering: _____

- > We accept cash, check, VISA, MasterCard, American Express and Discover.
- > If you are paying by credit card, you may FAX this form to: (623) 376-7579
- > If you are paying by check, please make checks payable to: **Gotham Arts HD**
- > Orders can be mailed to the address below.

GOTHAM ARTS HD
Professional Video Services in High Definition™
19SWISS

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