



PRESENTS...



PRODUCTION HANDBOOK

For Dancers and Parents Recital 2025

Information and details about:

Costume Week: Friday, April 11 – Thursday, April 17

Photo Shoot: Saturday, April 19

Dress Rehearsals: Wednesday, April 30 and Thursday, May 1

Performances: Friday, May 2 and Saturday, May 3

Costume Week

WHEN: Friday, April 11 – Thursday, April 17

WHERE: Lions Recreation Center, during regular weekly classes

- Parents should attend this class with their child. If your child is absent during Costume Week, please contact your instructor to make arrangements to pick up your child's costume.
- During the Costume Week class, your child will try on her costume for a final fitting and take the costume home. Dancers will also receive detailed information about the photo shoot, dress rehearsals and performances. Please note that due to supply chain issues, there may be some classes who do NOT yet have costumes or headpieces to bring home this week.
- Dancers need to come to class prepared. Please wear pink tights and pink ballet slippers. If your dance requires black tights or shoes, please bring those as well.
- Dancers' hair should be in a bun or French braid. It does not need to be photo or performance quality (in other words, gel and hairspray are not necessary; bangs do not need to be slicked back for this class), but hair must be secured back neatly, ideally in the same style the dancer intends to wear her hair for performance. This is necessary so we can determine the best way to secure the headpiece in the dancer's hair.
- Dancers do NOT need to wear makeup to this class.
- Parents should bring: bobby pins, safety pins, and barrettes matching your dancer's hair color.
- When in the changing room, please store all personal items in or on top of the cubbies to provide the dancers room to change in and out of costumes.
- Please ensure your name appears inside of both shoes and all parts of your costumes, as costumes and accessories are NOT replaceable.

THANK YOU!

We'd like to thank our valued costume and headpiece volunteers for all of their hard work. We are so grateful for your time and dedication to our program and our dancers look beautiful because of you! A HUGE thank you goes out to:

Vikki Baron
Linda Berry
Allison Bulson
April Ahlers
Cathy Mackin
Nicole Porcher

Bev Richards
Annie Rosean
Ellie Rosean
Kathryn Rosean
Makayla Staszal-Terpstra
Elizabeth Wilson

TAKING YOUR COSTUME HOME

When you take your costume home, it becomes your responsibility. Please keep track of your costume and all of your accessories. Double-check that your name can be found inside your costume and all accessories, headpieces, chokers, and even your ballet shoes! Make sure you have all the parts of your costume after each event photo shoot, dress rehearsal, and between each performance.

If you lose a part of your costume, it is most likely irreplaceable. Let your instructor know if something goes missing, but realize that in most cases, we only have ONE accessory for each dancer.

CARING FOR YOUR COSTUME

When you get home, please take your costume out of the bag immediately and hang it up so you don't come to the photo shoot with wrinkles in your costume! Many times, wrinkles will fall out just by hanging the costume in the bathroom during a hot shower. DO NOT use an iron on your costume! Dancers with platter tutus should set them on the ground with the tutu lying flat.

After you wear your costume, hang it up again so it is ready to go for the next event! You should develop a plan for the care and storage of your accessories. For example, use a large safety pin to secure your costume arm bands or your headpiece to the hanger that your costume is stored on.

WHEN IN COSTUME

- Please do not eat or drink! Even water droplets can stain costumes and we do not have extras. If you must eat or drink, we recommend changing out of your costume entirely or covering yourself with a large button-down shirt.
- Please do not wear underpants! Bras or skin-colored leotards should be worn fully under the costume. We do not want to see extra straps poking out.
- Be careful with makeup when in costume! Don't allow droplets of foundation to fall on your costume or smudge lipstick on your tights when putting on your shoes!

SHOPPING RESOURCES FOR DANCE SUPPLIES

If you need new tights, ballet slippers, modestly leotards etc., here are a few reliable Websites to consider:

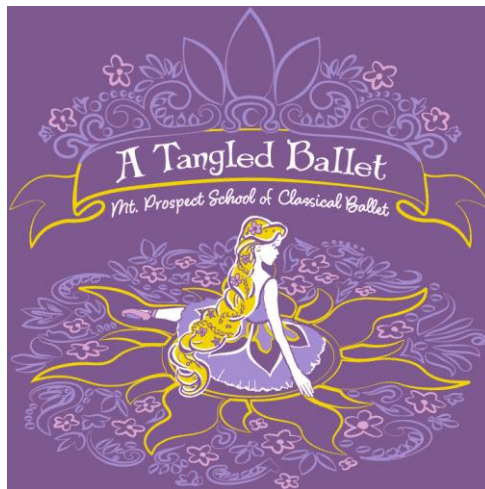
www.discountdance.com

www.allaboutdance.com

www.dancewearsolutions.com

If you prefer to shop at a retail store:

- Dance 'N Tees (1065 N. Salem, Schaumburg, 847.884.5924)
- Allegro Dance Boutique (104 S. Cook St, Barrington, IL 60010, 847.277.1009 or 2114 Central Street, Evanston 847.733.8460)



Dancer Appearance Expectations and Basic Costume Check List

To help our families prepare for our photo shoot, dress rehearsal and performances, we have created this handy checklist for you to review with your dancer. It is important to look like a dancer at these events!

THINGS TO BRING: A CHECKLIST

- ☐ Pink ballet slippers
 - Shoes should be leather or canvas – NO bedroom slippers, please
 - Drawstrings should be tied, tucked in and not too long
 - Shoes should be sewn and neat – no major discoloration, holes, tears or loose soles
 - Write your child's name on the INSIDE of her shoe where her foot goes (NOT on the sole of the shoe)
- ☐ Pink tights (2 pairs)
 - Please purchase tights with no more than 12 percent spandex/lycra (they are shiny and reflect stage lights)
 - All tights should cover the feet (no footless tights)
 - All tights should be seamless and no shaded thighs
- ☐ Recital costume
- ☐ Accessories (headpieces, arm bands, black ballet slippers, etc. - check with your instructor)
- ☐ Odds and ends:
 - Extra safety and bobby pins
 - Extra hair nets
 - Ziplock bag with lipstick and other makeup as needed for touch-ups

WHAT NOT TO WEAR

- No jewelry, including friendship bracelets, necklaces, watches, etc. Stud earrings are allowed, provided they are crystal, silver or gold only
- No tattoos, body glitter or fingernail polish other than clear
- And as always, no underpants. This can sometimes be different for the younger dancers, however, inevitably, the panty line drifts below the leotard line and the panties can be seen while the child is on stage and it looks very bad. Please prepare your dancer accordingly.

DANCERS' HAIR FOR DRESS REHEARSALS AND PERFORMANCE

All dancers must have their hair pulled back into a neat bun, with bangs slicked back for dress rehearsal and for performance. **Hair nets are a necessity** to ensure the bun remains secure and no wisps or sections of hair fall out while dancers perform. A French braid with the tail secured underneath the nape of the neck is also permissible. Ponytails and faux bun wraps will not be allowed. Dancers with very short hair should have hair slicked back off the face as much as possible. If you need tips on how to work with short hair, please talk to your instructor for suggestions.

MAKEUP FOR DRESS REHEARSALS AND PERFORMANCE

At dress rehearsal, please have your child wear her makeup EXACTLY as it will be done for the performance. The instructors will observe the dancers on stage under the lights at dress rehearsal and let the parent know if a child's makeup needs to be adjusted.

- For younger dancers, we recommend bright colored lipstick (in a shade of bright rose or red) and blush at a minimum. Stage lights are extremely bright and wash out a dancer's features if she is not wearing any makeup.
- For older dancers, we recommend full stage makeup, including base, eye shadow, eyeliner, mascara, blush and lipstick. Dancers may also wish to consider false eyelashes.

Photo Shoot

WHEN: Saturday, April 19

WHERE: RecPlex, Multi-Purpose Room (second floor)

- Complete the online photo sitting form: <https://form.jotform.com/250766396745168> by Friday, April 18 (however, all dancers will be photographed individually, regardless).
- The detailed photo shoot schedule was emailed to all families under separate cover (subject line: "A Tangled Ballet" Photo Shoot Schedule – Saturday 4/19 at RECPLEX). You can also find the photo shoot schedule posted online at <https://www.mppd.org/dance/>
- All dancers should attend the photo shoot. We appreciate having the entire class included in the group photo. If you are unable to attend or have any other potential schedule issues, please give your instructor a note as soon as possible so she can plan accordingly and so we don't hold up the photo shoot for a dancer who is not coming.
- **Parents are not allowed inside the photo shoot area.** Dancers will be posed by Mt. Prospect School of Classical Ballet faculty and photographers from Ron McKinney Photography, all of whom have many years of experience posing students for dance photography. We will work together to make sure the students look their best!
- Cameras and video cameras are not allowed inside the photo shoot.
- **Please arrive 15 minutes PRIOR to your scheduled time.** Shortly before the photo shoot time, we will gather all the dancers together to make sure everyone is prepared before entering the photo shoot studio. We try very hard to stick to our schedule, and we will move ahead with the photo shoot even if all dancers are not present.
- You may request a "sister" or "friend" photo. Please notify your instructor(s) when your first child checks in for her class photo.
- Before entering the photo studio, please check to make sure ballet slipper drawstrings are tucked in. Dancers wearing pointe shoes should make certain the ribbons are tied properly (with ends hidden and tucked securely under the knot).

MAKEUP FOR PHOTO SHOOT

- Dancers may wear age-appropriate makeup at the parent's and/or dancer's discretion.

HAIR FOR PHOTO SHOOT

- All dancers should wear a ballet bun or French braid. If you plan to wear a bun, **hair nets are a must** to prevent wispy hairs from emerging from the bun.
- We prefer bangs to be slicked back to prevent shadowing on the face. However, for photos ONLY you may wear your bangs down if you prefer.
- Please style your dancer's hair the same way for the photo shoot, dress rehearsal and performance, as headpieces can be affected by hairstyle (with the exception of bangs as noted above).

Dress Rehearsals

WHEN: Wednesday, April 30 and Thursday, May 1

**WHERE: Al Larson Prairie Center For The Arts
201 Schaumburg Court, Schaumburg**

**Attendance at Dress Rehearsal is MANDATORY
for all dancers who expect to perform in the recital.**

DRESS REHEARSAL SCHEDULING AND CALL TIMES

- The full dress rehearsal schedule will be emailed and posted online at www.mppd.org in mid-April.
- Each group will have a separate time to review their dance on stage with their classmates and then a full run-through of the scene the dance is in. All dancers are expected to participate in **BOTH**.
- Dancers in ONE dance will only be called for ONE day of dress rehearsal. Dancers in MORE THAN ONE dance may need to attend BOTH days of dress rehearsal.
- Dancers in First and Second Grade Intro to Ballet, Junior 1 and Junior 2 should arrive **at least 15 minutes prior** to the scheduled start of their group's rehearsal time.
- Dancers in Junior 3 and above should allow more time in advance of their scheduled rehearsal to properly warm up before going on stage. Your instructor will give you an exact call time during costume week.
- Our dress rehearsal schedule is extremely tight. We will move forward with scheduled rehearsals even if the group is missing dancers so please **BE READY ON TIME!** You do not want to miss your rehearsal and run-through.

AT THE THEATER

- Upon arrival at dress rehearsal, please visit the check-in table in the lobby outside the theater on the West side of the building.
 - Likewise, before leaving the theater, dancers should check out with a volunteer, particularly if they are scheduled for another rehearsal later that day.
 - Please remain in the theater near your classmates while waiting for your class rehearsal and the start of the scene run-through.
 - After the scene run-through is complete, the dancers will be dismissed by their instructor.
 - Dress rehearsal is an ideal time to capture candid photos and videos so you can enjoy the performance in the moment.
 - Food and drinks are NOT allowed in the theater. Please eat meals or snacks in the lobby. Dancers may not eat or drink in costume, as spills or stains may ruin the look of your costume. Bring a large button-down shirt to wear over your costume or take your costume off while you eat.
- Dancers should remain inside the theater or within the theater lobby at all times as other organizations may be holding rehearsals or meeting in other parts of the building during our dress rehearsals.

Dress Rehearsals / Continued

HAIR AND MAKEUP FOR DRESS REHEARSAL

By the start of your scheduled dress rehearsal time, all dancers **MUST**:

- Be in full costume, including headpiece and all costume accessories.
- Have HAIR AND MAKEUP done EXACTLY the way it will be worn on the day of the recital. Instructors need to make sure each dancer has enough makeup and that the headpieces and buns will remain secure while the students are performing.
 - For younger dancers, we recommend bright-colored lipstick (rose or red) and blush at a minimum. The stage lights are extremely bright and will wash out a dancer's features when she is on stage if she is not wearing makeup.
 - For older dancers, we recommend full stage makeup, including base, eye shadow, eyeliner, mascara, blush and lipstick.

Please prepare for dress rehearsal as if it WERE a performance. Our instructors must ensure the dancers' makeup and hair look good under stage lighting, the costumes and accessories all work, and it is a great opportunity for the families to practice hair and makeup in advance of performance day. Please take time to pack and prepare ahead of time, so that your child can have a great experience as she prepares for performance.

We realize that many families are traveling to the Prairie Center directly from school, work or other activities and thank you in advance for helping your dancer be well prepared for dress rehearsal.

RESPECT IN THE THEATER

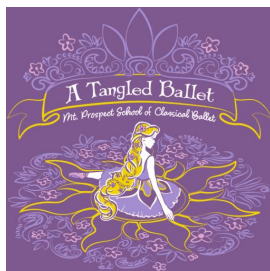
We are extremely fortunate to present our spring recital at a venue as wonderful and professional as the Al Larson Prairie Center for the Arts. We must stress to both dancers and parents the following important rules. These are the rules of the Prairie Center and we must abide by them:

- Please remember that the Prairie Center is a public facility on weekdays until 5 p.m. Please do not rehearse in public areas of the Prairie Center during public building hours. The instructors and stage managers can direct dancers to good places to rehearse backstage.
- Food IS allowed in the lobby or in the conference rooms where dancers stay the day of performances, however, dancers may not eat or drink in costume, as spills and stains can ruin the look of your costume. Please bring a large button-down shirt to wear over your costume or take off your costume while you eat.
- Water is allowed in changing rooms. Food is not, so dancers with costume changes will need to plan time to eat in the lobby between shows.
- Please be respectful to EVERYONE participating in our production including faculty, staff, stage managers, volunteers, parents, and theater staff. This is truly a team effort and we expect all of our dancers to represent our program favorably at all times.

- Dancers MAY NOT change into costume or apply makeup in the public restrooms outside of the theater area. If you need an area to change during dress rehearsals, please come to the backstage changing area off stage left and bring a handheld mirror for makeup touch-ups.

- ONLY DANCERS may come on the stage. Family members must stay in the auditorium.

- IMPORTANT ETIQUETTE FOR PERFORMERS: Dancers should NEVER TOUCH the cyc or the curtain!!



Performances

WHEN: Friday, May 2 – 7 p.m.
Saturday, May 3 – 11 a.m. and 2 p.m.

WHERE: Al Larson Prairie Center for the Arts
201 Schaumburg Court, Schaumburg

DANCER CALL TIMES:

Friday, May 2	<i>One Dance</i>	<i>Two or More Dances</i>
Performing at 7 p.m.	Arrive by 6:15 p.m.	Arrive by 5:45 p.m.

Saturday, May 3	<i>One Dance</i>	<i>Two or More Dances</i>
Performing at 11 a.m.	Arrive by 10:20 a.m.	Arrive by 9:45 a.m.
Performing at 2 p.m.	Arrive by 1:30 p.m.	N/A

IN CASE OF EMERGENCY

If a dancer is sick on the day of her performance, please call RecPlex at 847.640.1000. Ask the staff to contact Amy Hubert by cell phone immediately. Do NOT leave a message in voicemail at RecPlex.

DANCERS WITHOUT COSTUME CHANGES: THINGS TO BRING

- A beach towel to sit on
- A book or other non-messy activity
- A bottle of water and a non-messy snack (or meal if you are in more than one show)
- A large button-down shirt to cover your costume if you need to eat or drink
- A Ziplock bag with your name on it and your lipstick inside to touch up your makeup before you dance

DANCERS WITH COSTUME CHANGES: IMPORTANT REMINDERS

- Please bring your costumes in a laundry basket. Keep your space neat!
- Between performances, please check to make sure you have ALL of your costumes organized and ready to go for the next curtain, including all accessories, tights, and shoes, especially if you have a quick change.
- You may have water backstage; however, food is prohibited. You may eat in the lobby areas between shows.

AT THE THEATER

- Upon arrival at the theater on performance day, all dancers will check in at the table on the **East** side of the building. Dancers in one dance will be directed to a conference room space. Dancers in two or more dances will be directed to a changing room.
- Dancers in more than one show should not leave the building between performances.
- Dancers in Junior 3 and above are expected to warm up in advance of EACH show.
- Parents must leave the backstage area AT LEAST 15 MINUTES before curtain. Each class will have a parent volunteer to supervise the students while they are backstage, both before and after they dance.
- Parents may not leave the theater during the performance to pick up a child after she dances. This is extremely disruptive to other patrons. All dancers will return to the stage for a final curtain call upon the conclusion of the show and are expected to be present.

Performances /Continued

- After the final curtain call, dancers who perform in one show will be dismissed from the stage. Details about dismissal protocol will be discussed during costume week.
- Please be EXTREMELY quiet in the lobby and the areas immediately surrounding the auditorium while the performance is in progress. The audience can hear what is happening in the lobby and surrounding areas.

IMPORTANT NOTES FOR DANCERS WITH COSTUME CHANGES

- Please bring your costumes in a laundry basket. Keep your space neat!
- Between performances, please check to make sure you have ALL of your costumes organized and ready to go for the next curtain, including all accessories, tights, and shoes, especially if you have a quick change.
- You may have bottled water backstage, however food is prohibited. You may eat in the lobby areas between shows.

PERFORMANCE INFORMATION

- We expect the total running time of the performance to be approximately 100 minutes with a 10-minute intermission.
- We ask that patrons exit the theater as quickly as possible, as we have very little time between performances and have to tidy up the theater and reset the stage.
- Please exit the theater after the performance, even if you have a ticket for the next show. The house closes between performances so we can reset the theater.

Final Recital Reminders

OPEN TICKET SALES

- Open Ticket Sales will begin Wednesday, April 23 at 10 a.m. online at www.recitalticketing.com/24064
- Open Ticket Sales will close Thursday, May 1 at 9 a.m.
- There is no ticket maximum during Open Ticket Sales, and you do not need a Priority Seating Code
- Any remaining tickets will be sold for \$18 at the Al Larson Prairie Center Friday, May 2 and Saturday, May 3 starting 30 minutes before show time

VOLUNTEERS

We are looking for volunteers to help out with check-in at dress rehearsal and recital days, and especially backstage in the conference rooms with the dancers during the performances. All parent volunteers will need to complete Mt. Prospect Park District's "Volunteer Agreement" in advance of their volunteer time slot here:

https://docs.google.com/forms/d/e/1FAIpQLSdcW3pTzPiqu0X6v-aqnC2yG3bKOj_Ao-B1xkEG7pJxJBsbw/viewform?usp=sharing

Sign-up to volunteer here:

<https://www.signupgenius.com/go/60B0B4EADAF2EA5FC1-24451114-atangled#/>

If you have any issues signing up to volunteer via Sign Up Genius, please contact Amy Hubert at ahubert@mppd.org or at 847.640.1000 ext. 207. We thank all of our parents in advance for taking time out to volunteer and to make an important contribution to the success of our production.

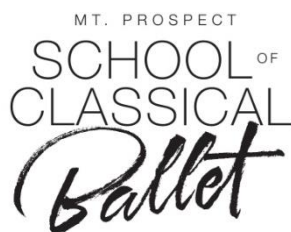
"A Tangled Ballet" T-SHIRTS & MT. PROSPECT SCHOOL OF CLASSICAL BALLET SWEATSHIRTS

The online store for the ballet t-shirts and sweatshirt orders is open!

- Shirts cost \$20 and are Royal Purple with four-color artwork. Size samples are available at the studio.
- Mt. Prospect School of Classical Ballet zip-front hoodie in the online store for \$40 as well.
- To order a recital t-shirt or an MPSCB sweatshirt, log on to: <https://www.storessimple.com/crpromotions/35556>
- The deadline to place your order is Sunday, April 13. All sales are FINAL – no refunds or exchanges
- Orders will be available for pick up at the Prairie Center during dress rehearsals April 30 and May 1
- Please contact Chris at 630.470.9059 / chris.riebs@cr-promotions.com with any t-shirt related questions

QUESTIONS & CONCERNS

If you have any questions or concerns related to the performances of *A Tangled Ballet*, please contact Amy Hubert at ahubert@mppd.org or 847.640.1000 ext. 207.



Directions to the
Al Larson Prairie Center for the Arts
201 Schaumburg Court, Schaumburg
847.895.3600

- Take Arlington Heights Road SOUTH to Higgins (72).
- Turn RIGHT on Higgins; go WEST on Higgins to Meacham.
- Turn LEFT on Meacham; go SOUTH to Schaumburg Road.
- Turn RIGHT on Schaumburg Road; go WEST on Schaumburg Road.
- You will pass Plum Grove Road and a garden center on the left.
- Turn LEFT just past the garden center into the Al Larson Prairie Center for the Arts drive. You will see a sign for the theater on the left.
- The theater is adjacent to the Schaumburg Municipal Building.

If you reach Roselle Road, you have gone too far.



Summer Ballet 2025

Even though it seems quite early, we want to remind all dancers about the importance of summer ballet! We encourage all dancers to participate in summer ballet because it is a great time to challenge yourself in the dance studio without the pressures of school and school-related activities. Additionally, the warmer weather is great for your muscles – we always see great progress in dancers who continue their studies during the summer months.

Summer ballet is a seven-week session, starting Monday, June 16. Because we know many of you have plans for travel, camps and more in the summer, we will be happy to work with you to arrange make-up classes when you are in town so that your dancer gets the full benefit of the seven weeks. Please register your dancer for the same level she is currently taking unless requested otherwise by your instructor. If you have any questions, would like to inquire about enrolling in additional classes or have any scheduling considerations, please contact Amy Hubert at 847.640.1000 ext. 207.

Summer ballet is extremely critical for dancers in the Intermediate levels and above as they prepare for pointe shoes and pointe work. Dancers who do not participate may not be ready for pointe shoes at the same time as their classmates.

Dancers in Intermediate 2 Ballet and above who wish to dance en pointe or are presently studying pointe work very seriously must continue to take technique and pointe class two or more times a week. If a dancer does not take ballet from May through mid-September, she will undo much of her progress made during the school year. Please be sure to join us!

SUMMER 2025 SPECIALTY & ENRICHMENT CLASSES

In addition to our weekly training classes, dancers should also check out our special summer programming including:

Dance Discovery Theater Camp (Preschool-Fourth Grade)

- Three different weeks, each with a super fun theme including *Snow White*, *Wicked* and *Spy Kids*

Shake It Off: Junior Dance Sampler Workshop (Completed Grades 3-5)

- Week of Monday, June 9-13 at Lions Recreation Center from 10 a.m.-12 noon
- Dancers with or without previous experience are welcome and will have a blast dancing to their favorite Taylor Swift songs in classes featuring a variety of dance styles including jazz, contemporary, hip hop and ballet!

Just to Get My Name In Lights: Summer Musical Theater Dance Workshop (Completed Grades 3-7)

- Week of June 9-13 at Lions Recreation Center from 1-3 p.m.
- This workshop will introduce participants theater jazz, tap, hip and more so they are ready for their next dance call!

Guest Artist Series (Junior 3 level dancers and above)

- Juliana Dragasic is a graduate of AMDA with a BFA in Dance and is a well-known Chicago-based choreographer and teacher will teach Intermediate & Advanced Contemporary on Friday, June 27 and Intermediate and Advanced Jazz on Friday, July 25.

Here's to a great performance!

