

Belle's Enchanted Castle

Pre-Ballet Recital Handbook

PREPARATION FOR PERFORMANCE SHOPPING LIST

All dancers will need the following items for the upcoming photo shoot (May 9) and dress rehearsals (May 18, 21 & 22) and performance (Saturday, May 23). We encourage you to shop ahead of time!

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
 - 2114 Central Street, Evanston 847.733.8460

THINGS TO BRNG: A CHECKLIST

- Pink ballet slippers
 - Shoes should be leather or canvas – NO bedroom slippers, please
 - Please write your child's name on the INSIDE of her ballet slippers where the foot goes (NOT on outside or the sole of the of the shoe)
- Pink tights (2 pairs)
 - All tights should have no more than 12 percent spandex or lycra (they are too shiny and reflect the light on stage). Also, please no tights with shaded thighs
 - All tights should cover the feet (no footless tights)
 - All tights should be seamless

VARIOUS ITEMS

The following items can be purchased at Walgreens, Osco, Target, Wal-Mart, etc.

- Hair net (to match the color of the dancer's hair)
- Hair gel (Dep is recommended)
- Bobby pins (to match the color of the dancer's hair)
- Safety pins
- Age-appropriate makeup, including lipstick and blush at a *minimum* for all dancers**

Ballet Bun 101

For photos, dress rehearsal and performance, the ballerina's hair should be worn in a bun with the bangs and wispy hairs slicked back. For performance in particular, it is important the hair looks smooth and neat, so use lots of gel and hairspray to prevent wisps of hair from getting loose.

Your instructor will give you a quick demonstration on how to style a ballet bun, but in the meantime, here are a few tips to help if styling a bun is new to you:

- Work with the hair while it is wet.
- Generously apply hair gel to the hair from the roots on down to the ends.
- Brush hair into a ponytail in the middle of the back of the dancer's head; secure with a ponytail holder.
- Twist the hair in the ponytail up and around the ponytail holder into the shape of a bun. Use a few bobby pins at this point to help secure the bun, especially if your dancer has long, thick hair.
- Cover the resulting bun with a hair net. You may want to work with the hair net first to double it over or even triple or quadruple it over so it fits securely over the bun.
- Secure the hair net and bun with bobby pins. We recommend making "Xs" with the pins at the top, bottom and right and left sides to start out. Use additional pins as needed.

Of course, some dancers' hair may not work well in a ballet bun. In that case, we request that the dancer have her hair styled in a manner such that it looks neat and will not move into her eyes and face as she dances. It is very distracting to the dancer and the audience will notice a dancer fussing with her hair rather than dancing. If your dancer's hair isn't long enough for a bun, an alternative would be to smooth the hair back into a low ponytail or pull the sides back into a half-ponytail.

Makeup for Photos

For photos, dancers may wear a small amount of makeup at the parent's discretion. We recommend a little bit of lipstick and blush (berry tones work best) but makeup can be subtle for photos.

Makeup for Dress Rehearsal and Recital Day

Stage lights are very bright and can make the dancers look pale, so all Pre-Ballet dancers should wear makeup for dress rehearsal and on recital day. Again, we recommend lipstick and blush at a minimum (berry tone works best), and possibly light eye makeup in neutral colors (brown in the crease, pink, ivory or coral as a highlight). Apply generously!

Belle's Enchanted Castle!

Recital Information

"Belle's Enchanted Castle!" Ticket Information

WHEN: Tuesday, May 5-Monday, May 18

NOTE: No tickets will be sold on Tuesday, May 19-Friday, May 22.

TICKET PRICES: \$9 in advance, \$11 at the door. No ticket limit and no rush to purchase tickets.

All seats are general admission!

REGISTER UNDER: Class code: **52371**

"Dance Recital: 'Belle's Enchanted Castle!' May 23, 2026 – Pre-Ballet"

HOW TO BOOK YOUR TICKET ORDER:

- You may register for your tickets online via MPPD's WebStore or by calling 847.640.1000 and asking for front desk assistance.
- You can purchase as many seats as needed under one person's name.
- If you register for tickets through WebStore:
 - o In the "search" field, enter class code **52371**
 - o Then click on the headline that comes up "Dance Recital: 'Belle's Enchanted Castle!' May 23, 2026 – Pre-Ballet"
 - o Then you can click on your name to add one ticket. Continue to click on your name to add as many seats as you need for your group. For example, if I needed six tickets, I would choose to register under "Amy Hubert" and add one seat under my name to my cart six times.
- If you register by phone or in person at one of our facilities, inform the front desk staff you would like to purchase tickets for the Pre-Ballet recital (and be prepared with class code 52371).
- If you need more tickets after placing your initial order, just log back in / call back and purchase more seats.
- "Belle's Enchanted Castle!" Ticket Pre-Sale will end Monday, May 18.
- **No tickets will be sold on Tuesday, May 19-Friday, May 22.**
- Tickets ordered during the Pre-Sale window will be available for pick up when you come to dress rehearsal at Forest View Auditorium starting on Thursday, May 21. You will receive an envelope with the number of tickets you registered for under class code 52371.

Other details:

- Children dancing in the performance and parents who volunteer backstage to stay with the dancers do NOT need to purchase tickets
- All patrons over the age of 2 must have a ticket due to fire codes
- On Saturday, May 23, remaining tickets will be available for \$11 at Forest View starting 30 minutes prior to curtain.

Parent Volunteers

We are looking for parent volunteers to help back stage. All parent volunteers will need to complete Mt. Prospect Park District's "Volunteer Agreement," in advance of their volunteer time slot. You can sign up here to volunteer: If you are interested in volunteering back stage, sign up via the "Belle's Enchanted Castle!" Sign-Up Genius Web page linked below:

<https://www.signupgenius.com/go/60B0B4EADAF2EA5FC1-63154610-belles/>

Please note that all parent volunteers will need to complete Mt. Prospect Park District's "Volunteer Agreement," in advance of their volunteer time slot. Here is a link to the form: <https://forms.gle/r8s3Nz8bRygrrKxk6>

If you have any issues or questions, please contact Amy Hubert at ahubert@mppd.org. We really appreciate all parent volunteer help! At dress rehearsal, when your dancer's group is called, please come to the stage. We will show you and the dancers the space they will be in before they dance and how we will line them up before they perform and move to the stage. Parents who volunteer backstage do NOT need to purchase a ticket and will be able to come watch the class dance backstage from the wings!

Saturday, May 9 • Photo Shoot at RecPlex

Please have your dancer attend the shoot even if you are not purchasing pictures so all dancers can be in the group photo.

- **BEFORE THE PHOTO SHOOT:** Complete the online form: <https://pci.jotform.com/form/261095608636160> by Friday, May 8 (however, all dancers will be photographed individually, regardless).
- **Please arrive 15 minutes PRIOR to your scheduled time.** Shortly before the photo shoot time, we will gather all the dancers together in the foyer 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.
- For the photo shoot, all dancers need to wear their costume, any accessories, footed pink tights and pink ballet slippers.
- We respectfully ask that parents remain in the waiting area while instructors coordinate the shoot with staff from Ron McKinney Photography, a photographer that specializes in dance photos. We will work to make sure the students look their best from head to toe when they are photographed.
- For photos, dancers should wear their hair in a bun with a hair net. Dancers may wear a small amount of makeup at the parent's discretion. You may wish to apply more makeup after the photo for dress rehearsal (see below).
- Cameras and video cameras are not allowed inside the photo shoot.
- In the coming days, you will receive the May 9 photo shoot schedule and a document titled "RMK Photography – What to Expect" via email. Please be sure to review both carefully and reach out to Amy or info@ronmckinneyphoto.com with questions.
- You may request a "sister" or "friend" photo. Please let your instructor(s) know at the studio and also mention that you'd like to take a sister photo when your dancers check in for the photo shoot.
- Before entering the photo studio, please check to make sure ballet slipper drawstrings are tucked in.

Monday, May 18 • Thursday, May 21 • Friday, May 22

Dress Rehearsals at Forest View Educational Center, 2121 S. Goebbert Road

- Parents are welcome to remain in the theater during dress rehearsal. This is a good time to shoot candid pictures and videos.
- During dress rehearsal, instructors will show dancers and parent volunteers where they will be waiting backstage, where they will stand on stage and how to enter and exit. The dancers will run through the dance with the music a few times and the entire class will be dismissed together.
- Stage lights are very bright and can make the dancers look pale, so we encourage all dancers to wear makeup for dress rehearsal and on recital day. We recommend lipstick and blush at a minimum (berry tones works best), and possibly light eye makeup in neutral colors (brown in the crease, pink, ivory or coral as a highlight). Apply generously!

Please remember that dress rehearsal is extremely critical to the young dancer's comfort level on performance day – we cannot stress this enough. If you have an unavoidable conflict, please inform your instructor as soon as possible.

Saturday, May 23

“Belle’s Enchanted Castle!” Recital at Forest View Educational Center

Important Times for Pre-Ballet Recital

Parent volunteers should arrive by 10:40 a.m.

All dancers should arrive at 11 a.m. and the performance begins at 11:30 a.m.

When you arrive at the Forest View auditorium, you will see signs directing you to the dancer checkpoint. Dancers will be escorted to the backstage area where the class’s parent volunteers and dance leaders will be waiting for the children. While the dancers are waiting, we will have crayons and some coloring pages to keep them busy until it is their turn to dance.

We kindly ask that if your dancer is comfortable separating at the checkpoint that you do so to minimize the number of people backstage. However, if your child is having difficulty, one family member may go backstage to help settle her in.

Things to Bring to the Theater with Your Dancer

On recital day, in addition to your child’s costume and ballet slippers, we recommend packing:

- A beach towel to sit on to give her a sense of personal space
- A book or other non-messy activity (we will bring crayons and coloring pages)
- A bottle of water (preferably non-spill)
- A Ziplock bag with your child’s name on it with her lipstick inside in case she needs a touch up before going on stage
- Bobby pins (to match the color of the dancer’s hair)
- Safety pins

Post-Performance Dancer Dismissal

At the end of each show, the dancers will return to the stage for a photo opportunity with the entire cast. We will dismiss the dancers from the stage by class. We would like to ask that each family send ONE family member to the front of the theater to pick up their dancer. Then, you can return to the staging room with your dancer to gather up her items before leaving the theater.

We thank you in advance for your patience and cooperation as you wait for your turn to greet your dancer. We are very concerned with each child’s safety and this process will ensure each child is connected with a parent safely and efficiently. Parent volunteers, dance leaders and instructors will stay on stage with each class to ensure that things move as quickly and as smoothly as possible

Emergency Phone Number

If a dancer is ill and/or you should need to reach us on recital day, please call 847.640.1000 and ask the front desk staff to contact Amy Hubert by cell phone with your name and phone number and tell them that it is an emergency. Please do not leave a voicemail. We will call you back as soon as possible. Hopefully everyone will be healthy, but in the event that a dancer is too sick to perform, we really appreciate knowing in advance so we can prepare her classmates.

Flowers Available at Forest View

It is a tradition in the theater to present flowers to the dancers after a successful performance. For your convenience, floral arrangements will be provided for purchase on recital day so families can purchase flowers at the theater.

Summer Pre-Ballet Classes and Preschool/Kindergarten Summer Dance Camps!

We encourage all dancers to participate in summer term Pre-Ballet classes! Classes start Monday, June 15 and runs for 7 weeks and all of our teachers will be back teaching our lovely Pre-Ballet dancers. Keep in mind that you can make up any missed classes for summer vacations or activities anytime during summer term! And be sure to check our Dance Discovery Theater Camps for dancers in Preschool-Fourth Grades. We have three different weeks, each with a super fun theme including *Tangled*, *Wicked* and *K-Pop Demon Hunters!*

*Here’s to a wonderful performance and we hope to see you at the studio for Summer Ballet!
If you have any questions, please ask Mrs. Vikki, Miss Kayla, or call Amy Hubert at 847.640.1000 ext. 207!*