



## Important Costume Information 2017!

Hello Parents!

Please read each bullet point carefully so that you have a good understanding of the costume process.

1. Once your dancer receives a costume, they will try on the costume in the studio with their class. If the costume has been sent home, the teacher, Meg and/or Jess, has approved the sizing. Once your dancer brings home the costume, please have them try it on in front of you so that you can approve the sizing as well. Please note that costumes do not always come 'stage ready' and in some cases, your costume may need hemming or strap attachments so that you can create the best fit for your dancer. Your local tailor should be able to alter your costume for you.
2. In the unlikely event that you have a major costume sizing issue, you must report it to the front desk within 48 hours of receiving the costume. Please repack the costume exactly as you received it in the original bag and bring it back in to the studio ASAP so that we may try to resolve the issue. There are no guarantees that we will be able to get a replacement costume in time for the show but we will do our very best to accommodate you.
3. After the costumes have been received, the teacher will make all final decisions regarding how to wear the costume including hemming, which way the straps should be attached, and how any accessories should be worn. **Make sure that you are aware of ALL of the costume details in ample time prior to your PHOTO DAY (May 20<sup>th</sup> & May 21<sup>st</sup>) so that you do not have to make any last minute alterations or purchases.**
4. Make sure to check the costume books for the required hair, tights and shoes. NEW tights and CLEAN shoes in decent condition must be worn for Photo Day, Dress Rehearsal, and the Performance. Please note that ALL students must have their own shoes and cannot use the Studio's borrow box. It is important that these conditions are met so that the groups will be unified.
5. Costumes should be treated with care prior to the Performance and should NOT be worn for any reason other than at Photo Day, Dress Rehearsals, Annual Performances and/or for alterations. DO NOT WASH OR IRON YOUR COSTUMES! Dancers should never eat or drink ANYTHING while wearing the costumes. Please store costumes in a safe place and make sure they remain untouched until after June 17<sup>th</sup>. Tutus should be turned upside down and hung by the crotch so that the netting is relieved of any wrinkles and bumps. All costume accessories should be sealed in plastic bags and attached to the hanger of your costume so that they are not lost. If one dancer loses an accessory, none of the dancers in that class can wear that accessory.
6. If you have any additional questions or concerns, please do not hesitate to contact us at the front desk!

Kind regards,

Academy of Dance Westlake Village



## **Make-Up & Hair Instructions**

The purpose of wearing make-up on stage is to allow the audience to see your dancers' beautiful smiling faces! The stage will be lit from multiple angles so if you do not apply the proper (yet age-appropriate) amount of make-up, the lights will wash out their facial features.

**ALL dancers are required to wear make-up.** If you have any questions or concerns, please do not hesitate to contact us at the front desk and we will be happy to help you!

### **Make-Up**

**Foundation:** A light layer of liquid foundation matching your dancer's skin tone should be applied evenly and blended on the skin followed by a layer of powder foundation to eliminate shine.

**Eyes:** Apply a light cream or tan colored eye shadow on the lid, dark brown eye shadow in the crease, and very light eye shadow under the brow line to contour eyes. Define the eyes with black eyeliner directly above the eyelashes and mascara (fake eyelashes are recommended but optional).

If your dancer has lighter eyebrows, you may want to darken the brow slightly for definition.

**Lips:** Red lipstick. Make sure to moisturize lips with chap-stick while applying the rest of your make-up, then wipe off the chap-stick before applying the lipstick (this is to avoid cracked, uneven lip color).

**Blush:** Pink blush applied generously to the cheekbones.

*For brand and color recommendations please ask the front desk.*

### **Accessories**

Dancers are not permitted to wear ANY jewelry on stage. The only exceptions that will be made will be for those with newly pierced ears. Please make sure your dancer does not accidentally walk on stage with hair elastics around their wrists either. Please make sure to have your dancer TAKE OFF ALL NAIL POLISH from their fingers AND toes (for those dancing in foot-undeez or barefoot).

### **Hair**

Please check the costume book located in the lobby for specific hair instructions for each of your classes.

**High Ponytail:** Brush out your dancer's hair so that it is smooth and tangle-free. Spray your dancer's head with a little bit of water and use a fine-tooth comb to pull the hair smoothly together. The base of the ponytail should be one inch above the crown of the head. Secure the hair with TWO tightly wrapped thick hair elastics matching your dancer's hair color. There should be no bumps or loose hairs and the ponytail should not move if lightly tugged. Spray your dancer's head (the ENTIRE head except for the hair coming out of the ponytail) with a generous amount of extra-hold hairspray and use a fine-tooth comb to gently comb down any loose hairs or frizz. If your dancer has bangs, the bangs should be brushed back into the ponytail and held securely by hairspray/gel and bobby pins.

**High Bun:** All buns should be neat, tight, and secure. Brush out your dancer's hair so that it is smooth and tangle-free. Spray your dancer's head with a little bit of water and use a fine-tooth comb to pull the hair smoothly together. The base of the ponytail should be one inch above the crown of the head. Secure the ponytail with a tightly wrapped thick hair elastic matching your dancer's hair color. Either twist or braid the ponytail and slowly wrap the hair around the base of the ponytail securing the hair with bobby-pins as you go (a good guideline is one bobby-pin per inch as you wrap). Please note: if your dancer has very extra thick hair, separate the ponytail into two twists or braids and wrap them around one at a time. Once all of the hair is wrapped in a tight ball around the base of the ponytail, wrap a hairnet (matching your dancer's hair color) several times around the bun. Secure the hairnet with several more bobby-pins. A proper bun should not move or collapse if you squeeze it with your hand and try to shake it lightly. After the bun is complete, spray your dancer's head with a generous amount of extra-hold hairspray and use the fine-tooth comb to gently comb down any loose hairs or frizz.



## **PHOTO DAY REMINDERS!**

Our Photo Days are on **Saturday, May 20<sup>th</sup> & Sunday, May 21<sup>st</sup>** and will take place here at the studio! We are so excited to announce that the wonderful Take Creative team will be coming to take our studio's photos this year! The Photo Day Schedules will be posted in our studio lobby and on our website's Performance Page at least two weeks prior to photo days. Once the schedule is posted, we ask that one parent or guardian comes into the studio lobby to highlight their dancer's name to show that you have seen the schedule and are aware of their photo times. Each class has its own photo session so please make sure to check all of your dancer's classes. Please note: our Ballet & Tap combo classes have TWO separate photo sessions (one for Ballet, one for Tap).

ALL dancers are required to participate on Photo Day. You are not required to purchase photos; however, it is important that all dancers are present for their group photos. Our Photographer will have computers set up in our lobby for on the spot purchasing. This year we are excited to announce that we will have prints available for purchase as well as digital versions of photos!!!

**Please note that there will be NO regular classes on Saturday, May 20<sup>th</sup> due to Photo Day.**

Please arrive **100% ready AT LEAST 10-15 minutes EARLY**. We will be sticking to a very tight schedule and we cannot hold any class photos for lateness. We have given each class 5-20 minutes depending on the number of dancers in the class. The photographer will be taking both group and individual shots of each dancer for each class.

**Please note that it is required for all dancers to have stage make-up and hair for Photo Days, Dress Rehearsal AND the Annual Performance.** We have this policy in place to ensure that ALL dancers can be seen clearly from the audience, in group photos and on the recital videos. We promise that we speak from experience when we say that the stage & photography lights can significantly wash out dancer's faces and we want to make sure that no matter where you are in the audience that you can see your dancer clearly!

Make sure to review the costume book and double check that you have ALL of your costume pieces, tights, hair accessories, socks, shoes, etc. for each class. Dancers should have all of their alterations and hemming done PRIOR to Photo Day. Consider Photo Day like a practice for the show!

**Make-up:** wear full stage makeup with red lipstick. Please see the attached Make Up and Hair Instructions for further details. No nail polish or jewelry should be worn.

**Hair:** Please look at the costume book to check the hair instructions for each of your classes. Every dancer will have their hair in EITHER a High Bun or a High Pony Tail unless your dancer has short, cropped hair. Make sure your hair is tight and secured with no loose hairs, bangs or frizz. Again, consider Photo Day like a practice for the show so hairspray and/or gel must be used!

**Tights:** Please check the costume book located in our lobby for the required tights. All tight manufacturers use different dyes meaning that one company's "caramel" colored tight may look brown while another company's may have orange tones. Please make sure that your dancer has new or freshly cleaned CAPEZIO tights so that all of our dancers are uniform in their appearance on stage (no holes or snags in tights).

**Shoes:** Dancers should have new or freshly cleaned dance shoes with no holes or tears. Please note that shoes from our studio borrow box may **NOT** be used for Photo Day, Dress Rehearsal and/or the Annual Performance.

DO NOT ALLOW YOUR DANCER TO EAT OR DRINK ANYTHING WHILE WEARING A COSTUME. If your dancer has multiple photo sessions and a break in between photos, please make sure they have a change of clothes to wear during the break so that the costumes do not get damaged.



## Personal Program Messages!

**Show your dancer how proud you are of them!**

Wish your hard working dancer "Good Luck", "Congratulations", or just tell them just how much you love them with a personal message in our Annual Performance Program! Your personal ads will be printed in our high-gloss, vibrant finish, professional quality programs that will serve as a wonderful keepsake for you and your dancer for years to come!

\$40 per personal message – up to **25 words.**

\$5 to include a photo of your dancer – please send a jpeg format photo to [academyofdancewestlake@gmail.com](mailto:academyofdancewestlake@gmail.com)

Please neatly print your message and information below and return this form to the front desk! **DEADLINE – MONDAY MAY 22<sup>nd</sup>, 2017**

Dancer's Name: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Message Signature: \_\_\_\_\_

Will you be emailing us a photo to include in your message? YES NO

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card

Credit Card #: \_\_\_\_\_ Ex: \_\_\_\_\_ Code: \_\_\_\_\_

Charge Credit Card on File: \_\_\_\_\_

Enclosed Amount: \$ \_\_\_\_\_

Please return this form with payment to Academy of Dance Westlake Village

5700 Corsa Ave. Suite #106 Westlake Village, CA 91362



**Ads must be  
submitted by  
MAY 22<sup>nd</sup>, 2017**

**Annual Performance Advertisement Form**  
**Academy of Dance Westlake Village**

Hello Neighbors!

On Friday, June 16<sup>th</sup> and Saturday, June 17<sup>th</sup>, Academy of Dance Westlake Village will hold its Annual Performances at the Agoura High School PAEC. Over a thousand local residents will be attending to support our dancers and we are welcoming local businesses to participate by placing an advertisement in the program. At our performance, special mention will be made about the generous support of our local businesses. Please help make this program a success and promote your business! Ad prices and sizes are as follows:

<b><u>QTY</u></b>		<b><u>PRICE</u></b>
_____	Business Card 2" X 3.5"	\$35
_____	¼ Page	\$75
_____	½ Page	\$90
_____	Full Page	\$175

All advertisements are in full color. Ad sizes are approximate based on the program page size and format. Please email completed ad to [academyofdancewestlake@gmail.com](mailto:academyofdancewestlake@gmail.com).

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Contact Name: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check      \_\_\_\_\_ Cash      \_\_\_\_\_ Credit

*If you would like to pay by credit card, please call the studio to make your payment over the phone  
If you would like to pay by check, please make the check out to Academy of Dance Westlake Village.*

**Thank You For Your Support!**

5700 Corsa Avenue, Suite 106, Westlake Village, CA 91362  
Tel. 818.889.1515      Fax 818.889.1555

[www.academyofdancewestlake.com](http://www.academyofdancewestlake.com)



## Annual Performance 2017 "All Access Recital" Package!

We are so excited to announce that we will have the incredible Take Creative team filming and photographing our Annual Performances this year! We have an exciting new opportunity for those wanting to cherish the memories of their dancer's performances throughout the shows!

This year we will be offering an "All Access Recital" Package for families to purchase. As a part of this package, you will receive **UNLIMITED** access to **ALL** HD videos **AND** photos taken during our Annual Performances. That's right, Take Creative will also be taking LIVE ACTION photographs of each piece during the Annual Performances!!! Photos and Videos will be delivered via a digital link straight to your inbox! Dances are recorded individually so parents can download photos and videos of their dancer's specific dances or all of the pieces from the Annual Performances. The "All Access" Link will be available for you to download digital copies of all photos & videos approximately a week after our Annual Performances and prints will be available for purchase at an additional cost through Take Creative's online lab!!!

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**ALL ACCESS RECITAL PACKAGE 2017 - \$45.00**  
**Early Bird Discount - \$40.00 if purchased before June 1st!**

Dancer's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**This is the email address we will use to forward the "All Access Link"**

Payment Method:    Check\_\_\_\_\_    Cash\_\_\_\_\_    Credit Card \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Ex: \_\_\_\_\_ Code: \_\_\_\_\_

Charge Credit Card on File: \_\_\_\_\_

Enclosed Amount: \$ \_\_\_\_\_

Please return this form with payment to Academy of Dance Westlake Village  
5700 Corsa Ave. Suite #106 Westlake Village, CA 91362