

IAC Spring Production 2024 Information Packet

Table of Contents

Important Dates - pg. 2-3
Costumes - pg. 3-4
Practicing at Home - pg. 5
Performance Day - pg. 5-7
Covid Procedures - pg. 8
Keepsakes - pg. 8-10
Volunteers - pg. 11
Sponsorships & Ads - pg. 12
FAQ - pg. 12-13
Picture Day Schedules - pg. 14
Performance Day Schedules - pg. 14
Volunteer Forms - pg. 15

Dear Innovation Arts Connection Dance Guardians,

We are so excited for our 2024 Spring Production! This year will be our first big, normal recital! This year we will be producing 2 live performances and 1 big recorded dance production called “BFF”!

Each class will perform a routine with a friends theme and our lead role characters will act out a story about 2 best friends to tie all the routines together. All dance classes will learn one routine and receive one dance costume. West Chicago Park District dancers will have their dress rehearsal & performance on Thursday, June 6th at the ARC Center. Medinah/Bloomingtondale and Wood Dale Park District dancers will have their dress rehearsal on Friday, June 7th and performance on Saturday, June 8th (Lake Park High School East Campus). During these dress rehearsal/performance days each class will be assigned a 15-30 minute time slot for dress rehearsal and all dancers will be assigned a 30-90 minute time slot for the performance. Each class will have 10 minutes to practice on stage and record their routine with the videographer during dress rehearsal and all classes will perform in their park district show.

Performances will run 30-90 minutes (Wego-30 minutes, MPD/BPD/WDPD 75-90 minutes). Each dancer will receive 2 complimentary tickets for the live performance. Additional tickets can be purchased for \$8 online before 5/31/24 or at the show for \$10 cash only. Tickets can be purchased starting Wednesday, May 1st [here](#).

All dancers will receive a private Youtube link for viewing the entire recorded production free for one week. The link will be available from Friday, July 12 to Thursday, July 18, 2024. Digital Downloads of the show to keep will be available to purchase for \$29.99.

Please read the information in this packet very carefully and be sure to add all the dates and times to your family’s calendar. All schedules and details included are very important. Well-informed guardians can help the performance season run smoothly and be less stressful for everyone! All of this info will be on the Innovation Arts Connection Recital Portal as well: [2024 Recital Portal](#)

IMPORTANT DATES TO REMEMBER

- Production T-Shirts On Sale: March 14th
- Tickets On Sale: Wednesday, May 1st
- Picture Day (All districts): Saturday, May 4th
- Production Keepsakes On Sale: Monday, May 6th
- Ticket Orders Due: Monday, June 3rd
- WEGO Dress Rehearsal/Performance Day: Thursday, June 6th
- MPD/BPD/WDPD Dress Rehearsal: Friday, June 7th

- MPD/BPD/WDPD Performance Day: Saturday, June 8th
- Last Day to Order Yearbooks: Monday, June 17th
- Digital Download Orders Due: Wednesday, July 31st

CORRESPONDENCE

This time of year we send many email reminders and have many after class reminders. Most scheduled reminders will be sent on Monday mornings, but there may be some last minute reminders that go out at other times. We ask that you make sure both Ms. Lora's email lora@innovationartsconnection.com and Ms. Kinzy, our virtual assistant's email innovationartsconnection@gmail.com be saved to your contacts so that you don't miss anything. If you are not receiving emails we highly recommend you check your spam folder and see if our emails have been bouncing there. If you still cannot find them please contact us with a working email.

COSTUME INFORMATION

COSTUMES— Costumes will be distributed the first week of March. **If you have issues with your costume please contact Ms. Lora at lora@innovationartsconnection.com within 48 hours of receiving your costume. Exchanges/returns are not guaranteed.** Once costumes are in your possession it is your responsibility to take care of them. Dancers are responsible for all alterations on their costumes. Please store all costume pieces including tights in a safe place and do not wear them until Picture Day/Performance Day. We recommend that you write your name or initials in all costume pieces and keep them in a garment bag. You will receive a costume checklist to keep with your costume as well as a costume care form with more information on how to care for and protect your costume.

ACCESSORIES—All accessories will be included with your costume. They may include barrettes, hats, gloves, arm bands, etc. Please wear the assigned tights, socks and accessories on Picture Day and Performance Day. Accessories (including tights, socks) should only be worn on Picture Day/Performance Day.

HAIR—All classes must have their hair in a bun or ponytail or pulled back and out of the face (including bangs). Your dance teacher will direct you on specific hair styles if needed. All barrettes, hats and hair accessories are to be worn on the dancer's right side of their bun or ponytail.

MAKE-UP—Make-up is OPTIONAL! However, we do recommend light make-up due to the bright stage lights. Blush, lipstick and mascara are encouraged. Eye shadow, eyeliner and other applications are welcome. Sticking to neutral colors is ideal because it will compliment all costumes and lighting.

TIGHTS, SOCKS & UNDERGARMENTS—Color matching tights for costumes with leotards, shorts or leggings or black socks for pant costumes are required with your costume and will be provided with your costume. Please wear the assigned color matching tights or black socks. All undergarments (including nude leotards, bras, briefs) should be skin colored. Other undergarments, including underwear, colored bras and tank tops, ARE NOT ALLOWED!!! All bras must have nude or clear straps.

SHOES—Dancers should wear their appropriate dance shoes to Picture Day and the Performance Day. About a month prior to the performance check to make sure your dancers shoes are still in good condition and fit. If you need new shoes you can purchase them on our Nimbly shop:

<https://www.shopnimbly.com/innovationartsconnection> Please note due to chain supply issues there are many out of stock and back order items. Provide yourself with plenty of time to order new shoes. Here are the shoe requirements for each class:

Ballet: Pink or skin tone matching ballet shoes—laces tucked into shoe

Jazz & Hip Hop: Black slip on or lace jazz shoes

Tap: Black slip on or lace tap shoes

Company/Lead Roles/Solos: Confirm with your teacher

PICTURE DAY/DRESS REHEARSAL/PERFORMANCE DAY COSTUME

REMINDERS: Please arrive on Picture Day, Dress Rehearsal & Performance Day with hair and make-up done and costume on! There will not be time to do hair or make up before the event. The public bathrooms will be open, but we do not recommend changing into your costume in them. We will have the dance studio or a classroom open to serve as a dressing room, however, some of our classes are co-ed. The windows will be blocked off, but we do not recommend doing full changes in this room. Please clean up after yourself in the dressing room. We recommend that you store and bring your costume in a garment bag and label all costume pieces including shoes and accessories with your initials. Dancers with multiple costume changes are recommended to wear a nude leotard as a base for easy quick changes. Company members, Lead Roles and Soloists will have a private dressing room for quick changes.

PROHIBITED DURING PERFORMANCE DAY:

- Glitter
- Jewelry of any kind
- Nail Polish
- Temporary Tattoos or drawing on hands/bodies
- Exposed Undergarments (Underwear does not need to be worn with tights. Nude leotards, nude bras and nude briefs.)

-Tights with runs or holes

PRACTICING AT HOME

It is not required but encouraged for dancers to practice at home. Listening to their music, watching the choreography videos, and putting on a show for family members can be a great way to practice at home.

Choreography Videos & Music

All class choreography and cut production music will be posted in a video on the Band App during spring break. Follow your park district's Band App here:

[Wood Dale Park District](#)

[Medinah & Bloomingdale Park District](#)

[West Chicago Park District](#)

PERFORMANCE DAY

Each dance class will be assigned a specific 30-90 minute block of time to attend Dress Rehearsal/Performance Day.

WEGO Thursday, June 6 at ARC Center, 201 W. National St., West Chicago–Event Room: When you arrive you will check your dancer in with the class leader in the dance studio. You will head into the dressing room to drop off your child. Each class will have an adult Class Leader who will stay with them during the dress rehearsal block. Each class in the block will have 10 mins to practice in the performance space and record their routine with the videographer. Only dancers and dance educators will be allowed in the performance space during that time. At the end of the dress rehearsal block audience members will find their assigned seats and watch all classes perform in a 15-30 minute show. Dancers will sit on the floor with their class leader during the show. Dancers do not need a ticket for the show. After the show all guardians must sign their dancer out with the class leader.

MPD/BPD/WDPD Friday, June 7 DRESS REHEARSAL at Lake Park High

School–East Campus, 600 Medinah Rd., Roselle: When you arrive you will check your dancer in at the check in table and wait in the lobby until your class is called. An NHS volunteer will bring your dancers into the theater when it is their assigned rehearsal time. Each class in the block will have 10 mins to practice in the performance space and record their routine with the videographer. Only dancers and dance educators will be allowed in the performance space during that time. At the end of the rehearsal dancers will be escorted back to the lobby to reunite with their families. All guardians will be asked to sign their dancer out before leaving.

MPD/BPD/WDPD Saturday, June 8 PERFORMANCE at Lake Park High

School–East Campus, 600 Medinah Rd., Roselle: All dancers will be called at 1:30pm. When you arrive you will check your dancer in at the check in table. An NHS volunteer will bring your dancers into their assigned dressing room. Each class will have a class leader who will stay with them during the performance. Only dancers, dance educators, volunteers and class leaders will be allowed in the dress room and backstage. The audience will be allowed into the theater to find their seats starting at 1:45pm. The show will start promptly at 2:00pm. Dancers will stay in the backstage dress rooms during the entire performance and do not need a ticket for the show. The show will run 60-90 minutes. After the show we will ask that your family immediately move to the lobby area. One guardian will be allowed into the dress room area to collect their dancer. Guardians will be asked to sign their dancer out with the class leader before leaving.

Checking in

Please arrive in full costume, hair and make up **15 minutes prior** to your assigned call time. **We HIGHLY ENCOURAGE you to take your child to the restroom before checking in.** Depending on how early you are you may be asked to wait to check in until your block time. We will start rehearsals as soon as all dancers have arrived or at the call time. Make sure all audience members arrive 15 minutes prior to performance time. If they are late we cannot hold the show for them.

Dress Rehearsal

During the rehearsal time only dancers and dance educators will be allowed in the performance space. Too many adults makes dancers feel self-conscious and confused while rehearsing. Additionally, we need the performance space to be very quiet to capture proper sound for our videos. If you miss your time we will not be able to go back and perform for a second time. ***Please be sure to be on time, in full costume/hair/make-up and ready to go for your assigned time!***

During the Show

No pictures or videos are allowed during the performance. The lights and sounds of your devices can be distracting to the dancers and other audience members. We also want you to experience your dancer's performance live without worrying about snapping a perfect picture. If you would like a recording of your dancer's performance we encourage you to attend Family Observation during their last class or purchase a digital download of the performance.

Food and drink are not allowed in the performance space or in the dressing room. Water is the only allowed beverage.

After the Show

After the performance we ask that you save all pictures and socializing for the lobby so that building maintenance can clean up. Dance teachers may not be immediately free for pictures. We suggest you take pictures with your teacher during picture day or the last class of the session.

If you do get any pictures at our step & repeat photo opp we would love for you to share them on social media and tag us @innovationartsconnection.

Make sure your dancer has all their dance shoes, costume pieces, water bottle and recital goodie bag before leaving.

Please make sure to check your dancer in and at the end of the show please sign your dancer out. Anyone who doesn't sign out will be receiving a phone call from IAC staff to make sure your dancer is safe.

Tickets

Each dancer will receive 2 complimentary tickets to their performance completely FREE as a special treat from IAC. You will receive your 2 comp tickets digitally via email a week before the show. These tickets can be shown at the door for entry.

Other family members can purchase a ticket for \$8 starting on May 1st until May 31st. Tickets can be purchased the day of the show for \$10, cash only. Tickets can be purchased [here](#). They will receive their ticket(s) digitally in an email the week before the show. This ticket will need to be shown at the door for entry.

ALL TICKETS INCLUDING COMP TICKETS AND EXTRA TICKETS MUST BE PURCHASED ONLINE BY FRIDAY, May 31ST to receive the \$8 price! Tickets at the door will be available for \$10 cash only! All audience members must show their ticket on their phone to get in. Ticket holders will receive their tickets via their contact email by Wednesday, June 5th.

Before the Performance Day please complete the following:

- Label all of your dance costume pieces, shoes, accessories.
- Review the schedule and be prepared.
- Check to make sure you have all costume pieces including tights, mask, socks, shoes and accessories.

All Dress Rehearsal and Performance Schedules attached.

COVID-19 SAFETY PROCEDURES

We are taking extra precautions this year to ensure the safety of our dancers, staff and volunteers.

- Hand Sanitizer at check in table and for audience members
- Pre/Post show cleaning and sanitizing
- All props sanitized between dress rehearsal & show time
- Optional masks available for dancers and audience members

Thank you for helping to keep our community safe during this time!

KEEPSAKES

All items are a great keepsake to remember your dancer's 2022-2023 dance season.

Production T-Shirts & Swag

Souvenir Production T-shirts & other production swag will be available on our Bonfire page starting Thursday, March 14th. Please keep in mind all orders will take up to 2 weeks to deliver. You can order your Production T-shirts & Swag here: Link Coming Soon!

Production Digital Download

All dancers will receive a link to a private Youtube link for viewing the pre-recorded production. The link will be available between Sunday, July 14 and Sunday, July 21. If you would like a digital download you can purchase it for \$29.99 starting on Monday, May 6th here: www.innovationartsconnection.com/shop. Digital Downloads will be sent on Sunday, July 14. Once downloaded that will be your copy forever.

Dance Picture Day

All dancers will take a professional group photo with their class and have an opportunity to get an individual photo as well. Guardians can order souvenir photos directly from our NEW professional photographer, Capture Photography, www.capturephoto.net, info@capturephoto.net. Specific order links will be provided beginning of April.

MPD/BPD/WDPD Picture Day Saturday, May 4 at Connolly Recreation Center

See attached picture day schedule

[Book Deposit Here](#)

WEGO Picture Day Sunday, May 4 at The ARC Center

See attached picture day schedule

[Book Deposit Here](#)

You can book a deposit for your individual photos using the link above. Deposits are \$10 per class. This is only required for individual dancer photos. **Individual photos will not be taken without a paid booking.** You must book your slot in advance of picture day; bookings will close by May 1. All dancers will be in the group photo regardless of bookings. You will receive an email when your dancer's photos are ready, and can then choose what pictures and packages to purchase. The \$10 deposit will be applied to your photo purchase. Ordering will only be available for 2 weeks. A flier will be handed out in class with more detailed steps and instructions.

During this day you will want to make sure your dancer is looking their best! They will get their professional pictures taken by Capture Photography. Please arrive 15 minutes prior to your call time in full hair, make-up and costume ready for your picture. We are hoping to run ahead of schedule so that we can get out early. Being early to your call time ensures we can do this. After checking in you will head into the dance studio or assigned waiting area room. Only 1 guardian may be in the dance studio or activity room with their dance. Other children including siblings are not allowed. This will be a co-ed area. Dancers with multiple costume changes can use the bathrooms or locker rooms. We HIGHLY RECOMMEND guardians assist dancers with costume changes. Once all dancers have arrived an IAC volunteer will walk the dancers to the photography area to get a group photo and individual photo. Please note that guardians are not allowed in the photography area. Too many adults makes dancers feel self-conscious and confused and can make the photo process much more stressful and longer than it needs to be. Ms. Lora/Ms. Miranda will assist the photographer and be a familiar face. Guardians will be expected to stay in the dance studio or assigned waiting area while their dancer is photographed. After their photos an IAC volunteer will bring them back to their guardian. At that point dancers will either need to quickly change for their next dance or they are free to go home. Please make sure to sign dancers in and out.

Medinah Park District, Bloomingdale Park District, Wood Dale Park District, West Chicago Park District and Innovation Arts Connection employees are not responsible for your child during Dance Picture Day. Please stay with your child for the entirety of the Dance Picture Day. This rule includes all dancers including older dancers. Please make sure someone is supervising your dancer. If you miss your picture time we will not be able to include you in the group picture. Please be sure to be on time and present for your assigned time!

While in the dance studio or assigned activity room please clean up after yourself. After each group the IAC staff/volunteers will sanitize the photo area and dance studio/activity room.

At this time masks are optional. IAC will provide a matching mask for your dancer upon arrival on picture day for anyone who would like to wear a mask in their picture. A clean table with individual baskets will be provided for dancers who feel comfortable removing their mask during pictures. Baskets will be sanitized between each use.

It is important to have all dancers in their Group Picture. All group pictures will be featured in our Spring Production Yearbook. All dancers are welcome and encouraged to pose for the group shot even if you choose not to purchase professional pictures.

All Picture orders must be placed with the Capture Photography links above and must be done prior to picture day. Only students with a receipt will be photographed individually. There are no paper orders and no day of orders. Make sure to order prior to attending Picture Day. More info on order dates coming soon.

Production Yearbook

We are creating a professionally designed and printed in color dance yearbook to showcase our dancers. The yearbook will have all class group photos, head shots of lead roles, show order, class lists, memories from the 2023-2024 season and shout-outs and business ad space. Yearbooks will go on sale starting Monday, May 6th here: www.innovationartsconnection.com/shop.

If you would like to purchase a shout-out or business ad space please visit: <https://www.innovationartsconnection.com/sponsorships>. Business ads are due Friday, May 3rd. Shout-outs are due Friday, May 31st. All yearbooks can be picked up at the park district front office during business hours starting July 17th.

Dancer Yard Signs

Yard signs are a great way to show support for your dancer and our dance programs. Yard signs are customizable based on the dancer's name and the size of the sign and come with metal stakes. Yard signs can be purchased for \$19.99-\$35.99 here: www.innovationartsconnection.com/shop. Please note yard signs take 1-2 weeks to make. Once they are completed you can pick them up from the park district at a designated time.

PRODUCTION VOLUNTEERS

We need LOTS of help again this year! All dance family members are welcome to help.

Here are some of the tasks we need help with:

Before Performance Day

- Set building and decorating
- Collecting Props
- Selling Yearbook Ad space
- Photographer for Dress Rehearsals

Picture Day

- Set Up
- Check in table
- Sanitizing Crew
- Runner
- Clean up

Dress Rehearsal/Performance Day

- Set up
- Check in table
- Sanitizing Crew
- Runner
- Clean up
- Class Leaders
- Action Shot Photographer
- Snack/Flower sales
- Post show craft table

For more info on volunteer opportunities please visit [the Production Portal](#).

If you are interested in volunteering please email **Lora at** lora@innovationartsconnection.com.

YEARBOOK ADS

We are asking dance families to support us by purchasing or selling sponsorships to local businesses to go in our recital yearbook. This is a great opportunity to show support for your dancer, our small dance business, or promote your own business or services to a large audience across the Medinah, Bloomingdale, Wood Dale, and West Chicago areas! Sponsorships are available in 4 different tiers, with various advertisement perks. Money raised will support our set designs and props, production equipment, staffing all our shows, photography and videography.

If you are interested in purchasing or selling ad space/sponsorships please visit our website [here](#). The donation tiers range from \$25-\$300. We encourage dancers to sell Yearbook Ads to friends, family and local businesses. ***Dancers who sell 3 or more ads will be able to reserve their seats for the show before doors open to all audience members. Business ads are due by Friday, May 3rd and spotlights are due on Friday, May 31st.***

YEARBOOK DANCER SPOTLIGHTS

Parents/guardians and friends and family are invited to purchase a spotlight ad for your dancer in our Production Yearbook. This is a great way to shout out your dancer for their hard work this season! These spotlight ads can include photos of your dancer and congratulations and good luck wishes for their recital. Spotlights range from \$15-75. They will go on sale starting Monday, May 6th. More info and order link to come soon.

Q&A

- 1) **How much does the Spring Production Cost?** The only required cost is your tuition which was already paid! Additional fees are optional and include Professional pictures, Spring Production Digital Download, Spring Production yearbook, shout out or ad space, yard signs, Spring Production t-shirt/swag. Additional tickets beyond your two comp tickets
- 2) **How many routines will my dancer learn?** Dancers will learn 1 routine per class and receive 1 dance costume.
- 3) **What time is Performance Day?** The Performance Day schedules are above. All Medinah/Bloomington/Wood Dale dancers will be scheduled on Saturday, June 8th, and WEGO dancers will be scheduled on Thursday, June 6th.
- 4) **How can I view the show?** With your production fee each dancer received two free comp tickets to the live show. All other audience members can purchase a ticket for \$8 before 5/31/24 or \$10 cash at the door. Also, all dancers will receive a link to a private Youtube link for viewing the pre-recorded production. The link will be available between Sunday, July 14 and Sunday, July 21. Digital downloads will be available for purchase.
- 5) **How do I get my free comp tickets or purchase more tickets?** Visit the Production Portal and click on the appropriate link. It will direct you to a form to select which show you are attending and which dancer you are supporting. You will pay online for your additional tickets. Once processed you will receive an email from IAC with your ticket. You will show that ticket at the door to an IAC volunteer for entry. All tickets must be purchased online before the show.
- 6) **Are you selling DVDs?** No, but we will have a digital download of the show available for purchase.

- 7) **Can I share the Spring Production Youtube link?** Yes you can! It is a private link which means only people with the link will be able to view it. It will not be searchable. For the safety of our dancers we ask that you only share this with your trusted family and friends and do not post it publicly. You can watch for free from Sunday, July 14-Sunday, July 21. After that the link will become private, but you can purchase a digital download.
- 8) **What are the required commitments?** Attending your scheduled dance class, your scheduled picture day time and your scheduled dress rehearsal & performance session.
- 9) **Is it too late for new dancers to participate in the spring production?** Yes. Costumes have been ordered and we cannot guarantee any new dancers will be able to receive a costume. Routines are almost finished as well. Please join us for summer camps & fall classes!
- 10) **What shoes will my dancer need?** They will need appropriate dance shoes for their class. Ask your dance teacher for clarification.
- 11) **Will there be an ice cream social or post show event this year?** TBA
- 12) **How can I access the choreography or performance music so my dancer can practice?** You can visit your park district's Band App. All music and choreography videos will be loaded by spring break. Make sure to join your park district's Band app:
[Wood Dale Park District](#)
[Medinah & Bloomingdale Park District](#)
[West Chicago Park District](#)
- 13) **My dancer's costume doesn't fit/is damaged. Can I return it?** Costumes are a very tricky process. It is not easy to return costumes and this year it is not easy to get a new costume due to supply chain issues. This is why we had everyone approve the size suggestion. We can only return costumes that are too small (ie. costume cannot be pulled up, costume does not cover bottom or chest) or costumes that come damaged. We do not return costumes that are too big. If you have any issues with your costume you must contact Lora at lora@innovationartsconnection.com within 48 hours of receiving your costume. We will do the best we can to accommodate.
- 14) **How many people can I invite to the show?** As many as you want! Just please make sure to purchase a ticket before the show to reserve their spot. They will not be able to purchase tickets the day of the show.

PICTURE DAY SCHEDULE

Coming soon!

PERFORMANCE DAY SCHEDULE

Coming soon!

VOLUNTEER INFO/FORMS

Class Leaders

Class Leader Requirements:

- Must be 18 years or older
- Can be a dance mom, dad, grandma, aunt, etc.

Class Leader Responsibilities:

- Accompany assigned class during dress rehearsal and performance day
- Entertain dancers when not in backstage area
- Help with hair, tying shoes, bathroom breaks, etc.
- Make sure they get back to their guardian after the show
- Sit in audience with the class during the show when they are not performing
- Arrive early to class call time to check-in dancers as they arrive
- Attend a 30 minute Zoom meeting prior to show day

Class leaders will be able to reserve the seats for their family members prior to the rest of the audience and they don't need their own ticket to the performance!

***Level A & B classes will need 2 Class Leaders, Levels I-III will need 1.**

****Volunteers will be assigned as a leader for their own child's class.**

If interested, please fill out the online form [here](#). Any guardian interested in volunteering as a class leader must complete the form by Friday, May 17th.