

HEARTBEAT DANCE ACADEMY PROUDLY PRESENTS

# STEP IN TIME ONCE UPON A TIME

HBDA 2023 SHOW

## General Information

**HB**DANCE



**Last week of in-studio classes! Monday 6/12 - Saturday 6/17**

This is the last week of class before the show. **Please make every effort possible to attend class**, as this week will mostly be devoted to show prep. It is also important to be present for weeks leading up to the show.

## What is our Show?

Each June, we have a year-end recital to showcase the skills and choreography that dancers have learned throughout the year. Holding this end of the year performance gives our dancers the opportunity to share their love of dance with friends and family by showing what they've accomplished with their hard work and dedication.

Dance is a performance art and the experience and confidence that dancers gain from performing on stage is invaluable. It is a truly exciting and rewarding experience for both dancers and families!

## Show Dates

Our show week is scheduled **June 20-24, 2023** and is composed of a series of four dress rehearsals and six shows. Dancers are scheduled for at least one dress rehearsal and 1-2 shows.

Attendance in Dress Rehearsal and all Shows that a class is scheduled in is required to participate. If unable to attend the designated Dress Rehearsal, please contact our office for alternate on stage rehearsal.

**\*Please see the Show Schedule** for your dancer's scheduled days and times.

## Who participates?

All classes participate except Dance Discovery, Conditioning and Pre-Pointe. Participation is optional, dancers who choose not to participate may still attend classes as usual.

## Location

Both the Shows and Dress Rehearsals will take place at the **Carlmont High School Performing Arts Center**. 1400 Alameda de las Pulgas, Belmont, CA 94002

HBDA 2023 SHOW

# Participation + Costumes



## Opt out by Thursday, 2/2

Please email [hbdoffice@gmail.com](mailto:hbdoffice@gmail.com) before February 2nd to opt-out of the Recital for one or all of your classes. Recital Fees will be auto-charged on February 2nd.

## PARTICIPATION REQUIREMENTS



### Attend classes

#### January through June

Too many missed classes may result in not performing in the show.



### Attend Dress Rehearsal and ALL Shows you are scheduled in

See the Show Schedule for specific days/ times.



### Pay the Recital Fee

\$100 auto-charged on 2/2

Recital Fee includes one costume, tights, props or accessories AND a digital download of the show. Additional costumes (for any other classes that your dancer takes and would like to perform on stage) are \$75 each.

**Recital fees are non-refundable.**

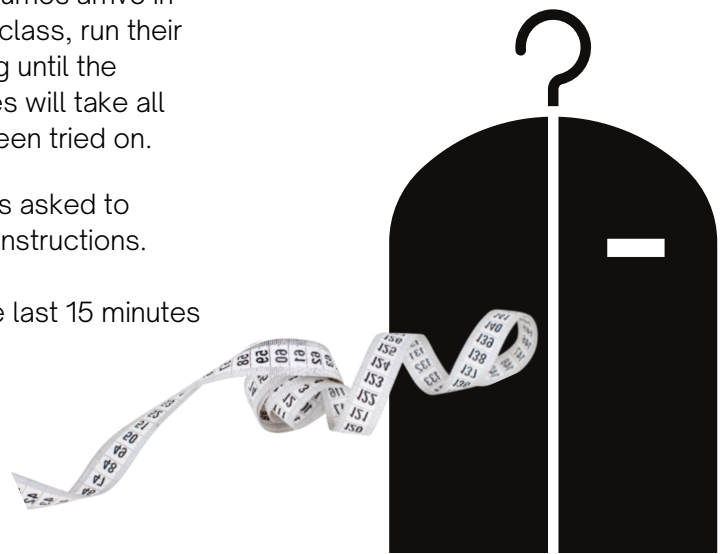
## COSTUMES

Starting in January, our Studio Director will visit each class to measure every dancer for costume sizing. Dancers will also begin to learn show choreography and see pictures of their costumes in classes.

Costume try-on days will be determined as costumes arrive in the spring time. Dancers will try on costumes in class, run their routine and will take them home for safe keeping until the performance. Dancers who have multiple classes will take all their costumes home once all costumes have been tried on.

For dancers under age 10, a parent or guardian is asked to attend the last 15 minutes of class for costume instructions.

**Opt-Out Dancers** are recommended to miss the last 15 minutes of class on Costume Day.



# HBDA 2023 SHOW

## Show Schedule

Each class is scheduled in at least one Dress Rehearsal and one to two Shows.

This grid schedule lists which rehearsals and shows your dancer's class is scheduled to perform in.

\*Be sure you know the correct class name! (check the parent portal or class schedule if you are unsure)

### REHEARSAL DAYS/ TIMES

\*Dress Rehearsal is MANDATORY\*

**Dress Rehearsal A:**  
Tuesday 6/20 5:00-7:00pm

**Dress Rehearsal B:**  
Tuesday 6/20 7:00-9:00pm

**Dress Rehearsal C:**  
Wednesday 6/21 4:00-6:00pm

**Dress Rehearsal D:**  
Wednesday 6/21 6:30-10:00pm

### SHOW DAYS/ TIMES

\*Dancers must participate in ALL shows they are scheduled for\*

**Show 1: Thursday 6/22**  
7:00-9:00pm (6:00 Call Time)

**Show 2: Friday 6/23**  
5:00-6:30pm (4:00 Call Time)

**Show 3: Friday 6/23**  
7:30-9:30pm (6:30 Call Time)

**Show 4: Saturday 6/24**  
11:00-12:00pm (10:00 Call Time)

**Show 5: Saturday 6/24**  
2:00-3:30pm (1:00 Call Time)

**Show 6: Saturday 6/24**  
7:00-10:00pm (6:00 Call Time)

CLASS	Dress A	Dress B	Dress C	Dress D	Show 1	Show 2	Show 3	Show 4	Show 5	Show 6
ACRO	Tiny Tumbling I	B							X	
	Tiny Tumbling II	B							X	
	Acro I	B							X	
	Acro I/II Teen	B							X	
	Acro II	B							X	
	Acro III	B							X	
	Acro III Teen	B							X	
	Acro III/IV	B							X	
	Acro IV	B							X	
	Acro IV Teen	B							X	
	Acro V	B							X	
	Acro VI	B							X	
BALLET	Acro Open - High/Int.	B							X	
	Pre-Ballet		C					X		
	Adv. Pre-Ballet I		C					X		
	Adv. Pre-Ballet II		C			X		X		
	Ballet I	A			X	X				
	Ballet I/II Teen			D	X		X			
	Teen Ballet			D	X		X			
	Ballet II	A			X	X				
	Ballet III			D	X	X				
	Ballet III Teen			D			X			X
	Ballet III/IV			D			X			X
	Ballet IV			D			X			X
HIP HOP	Ballet V			D			X			X
	Ballet VI			D			X			X
	Pointe			D			X			X
	Pointe III			D			X			X
	Mini Hip Hop		C					X		
	Hip Hop I Jr.		C			X		X		
	Hip Hop I Pre-Teen	A			X	X				
	Hip Hop I Teen			D	X		X			
	Hip Hop II Pre-Teen	A			X	X				
	Hip Hop II Teen			D	X		X			
	Hip Hop III Pre-Teen			D			X			X
	Hip Hop III Teen			D			X			X
JAZZ/ LYRICAL	Jr. Jazz + Lyrical		C			X		X		
	Jazz I	A			X	X				
	Jazz I Teen			D	X		X			
	Jazz II	A			X	X				
	Jazz II Teen			D	X		X			
	Jazz III			D	X	X				
	Jazz III Teen			D	X		X			
	Jazz III/IV			D			X			X
	Jazz IV			D			X			X
	Jazz IV Teen			D			X			X
	Jazz V			D			X			X
	Jazz VI			D			X			X
MUSICAL THEATRE	Lyrical I	A			X	X				
	Lyrical I Teen			D	X		X			
	Lyrical II	A			X	X				
	Lyrical II Teen			D	X	X				
	Lyrical III			D	X					
	Lyrical III Teen			D	X		X			
	Lyrical III/IV			D			X			X
	Lyrical IV			D			X			X
	Lyrical IV Teen			D			X			X
	Lyrical V			D			X			X
	Lyrical VI			D			X			X
	Musical Theatre I	A			X	X				
TAP	Musical Theatre II	A			X	X				
	Musical Theatre III			D			X			X
	Tiny Tap		C					X		
	Tap I	A			X	X				
	Tap II	A			X	X				
TAP	Tap III			D			X			X
	Tap IV			D			X			X



### Dress Rehearsal & Show Location:

Carlmont High School Performing Arts Center, 1400 Alameda de las Pulgas, Belmont, 94002

HBDA 2023 SHOW

# Competition Show Schedule

Each competition routine is scheduled in at least one Show.

This grid schedule lists which shows your dancer's routines are scheduled to perform in.

\*Be sure you know the correct routine name! (check the parent portal or if you are unsure)

## SHOW DAYS/ TIMES

\*Dancers must participate in ALL shows they are scheduled for\*

**Show 1: Thursday 6/22**  
7:00-9:00pm (6:00 Call Time)

**Show 2: Friday 6/23**  
5:00-6:30pm (4:00 Call Time)

**Show 3: Friday 6/23**  
7:30-9:30pm (6:30 Call Time)

**Show 4: Saturday 6/24**  
11:00-12:00pm (10:00 Call Time)

**Show 5: Saturday 6/24**  
2:00-3:30pm (1:00 Call Time)

**Show 6: Saturday 6/24**  
7:00-10:00pm (6:00 Call Time)

ROUTINE	Show 1	Show 2	Show 3	Show 4	Show 5	Show 6
Achilles Come Down			X			
Apologize	X					
Apple						X
Are You Ready for a Miracle			X			
Bang						X
Black & Gold						X
Black Magic		X				
Black Swan			X			
Boogie Shoes		X				
Boogie Woogie Bugle Boy	X					
Brother						X
Can't Touch It	X					
Chasing Pavements						X
Circus	X					
Could Have Been Me					X	
Crazy in Love						X
Dance with Somebody						X
Emotions						X
Empty Chairs						X
Ending						X
Faith						X
Fast Car			X			
Fix You		X				
Fly Girls	X					
Footloose			X			
Game Time	X					
Gasoline					X	
Golden Hour						X
Gravity						X
Helium						X
Hold on Tight						X
Hold onto Me					X	
Honest		X				
Hot Honey Rag	X					
Just Leave	X					
Leave Your Hat On						X
Liability						X
Lilac Fairy	X					
Liquid Smooth						X
Mercy			X			
Moderation						X
Never Enough	X					
Next to You						X
On the Beautiful Blue Danube				X		
On the Sunny Side of the Street		X				
Power			X			
Queen Bee	X					
Roxie						X
Runaway Baby		X				
Shame on Me	X					
Show Off						X
Shut Up and Drive		X				
Sign of the Times						X
Slow Dancing in the Dark						X
Spice Up Your Life					X	
Step in Time						X
Strut			X			
The Best of You						X
This Beat Is		X				
This Bitter Earth						X
Toxic						X
Tribe			X			
True to Your Heart				X		
Valerie			X			
Waves			X			
Waving Through a Window						X
Whatever Lola Wants			X			
Wherever You Will Go		X				
Wicked Little Girls	X					
You Knew Me When						X
Your Song						X

# Dress Rehearsal

## DRESS REHEARSAL ARRIVAL

Dancers and parents (who have younger dancers) will meet in the auditorium upon arrival. Please arrive promptly and wait for instructions from the director.

**ALL dancers must arrive to dress rehearsal with full hair and makeup done, and according to the following:**

### Dancers who are in ONE dance/class only:

#### WEAR:

- costume, tights & accessories (with large shirt or jacket on top to protect from damage)
- full hair & makeup
- jewelry & nail polish removed

#### BRING:

- ballet, lyrical and jazz shoes should be carried in to keep them clean

### Dancers who have TWO+ dances/classes:

#### WEAR:

- regular dancewear
- full hair & makeup (dancers in ballet classes should wear a bun, regardless if they have other routines)
- jewelry & nail polish removed

#### BRING:

- costumes, tights & accessories
- ballet, lyrical and jazz shoes should be carried in to keep them clean

## DRESS REHEARSAL PROCESS

At Dress Rehearsal **ONLY**, we run the finales **FIRST**. After we run the finales, dancers (with 2+ routines) will head to their designated dressing rooms to change into their show costumes. All dancers will then line up back stage in order by routine. The dress rehearsal routine order will be posted around the theatre. Dancers who are performing in more than one class - please check the order to determine which costume to change into.

Dancers may leave Dress Rehearsal once they have ran all their routines on stage. Parents, please stay with your younger dancers when not backstage – we do not have chaperones.



This is a closed rehearsal. Only **ONE** parent of younger dancers is allowed in the theatre during the rehearsal.



**NO** food or drinks are allowed in the theatre.



# HBDA 2023 SHOW Show Day!



**HB**DANCE

## SHOW DAY ARRIVAL + CHECK-IN

Dancers must arrive (with hair and makeup done) in the *first* costume they are performing in and bring any other costumes, shoes, accessories and hair/makeup supplies with them. (See show orders linked on our website) Dancers must arrive promptly at their CALL TIME and check-in at their designated check-in location.



### CHECK-IN:

#### Shows 1, 2, and 4

Dancers will check in outside of the theatre by the ticket booth at a clearly designated table.

Parents of Show 4 will receive a wristband at the check in table. At the end of the show, dancers will only be released to family members with the wristband.

#### Shows 3, 5 and 6

Dancers will check-in inside in the lobby. (All competition dancers will enter directly to the dressing rooms without check-in.)

## SHOW PROCESS

Once dancers are checked in, they will be taken to their groups (clearly designated with pictures of the costumes to help everyone find their group). Dancers who are in multiple routines will be sent to their first routine's group.

Dressing rooms will be for dancers with more than one dance only. Dressing room assignments will be posted daily. All others will have designated waiting areas.

When it's their time, staff will find the class in their designated location and let them know it is time to line up backstage. After performing, dancers will go back to their designated location and wait until staff lets them know to line up for finale.

- Dancers must remain in their designated location (dressing room or with their designated group) throughout the ENTIRE performance.
- Dancers MAY NOT enter the theatre/ audience at any point throughout the entire performance unless directed by HBDA staff. There are livestream TVs throughout the dressing rooms for dancers to watch the performance.
- Dancers must be self sufficient in costume and hair changes and must bring their own hair/makeup supplies. We will have dressing room helpers to help with quick changes and chaperones to help younger dancers with costume/ hair changes, if needed.
- We will have staff and chaperones on hand to direct classes and the flow of the show.



# HBDA 2023 SHOW Show Day!

**HB**DANCE



## AUDITORIUM RULES

There is **NO** food, drink, or gum (water is okay) allowed in the theater, backstage, or in any dressing room areas.

Dancers who bring snacks may eat in the lobby or outside the performing arts center but should *not* be in costume while eating. Food monitors enforce this rule at each show. Please have your dancer eat a full meal before arriving.

Please do your best to stay seated through the entire show; if you must leave, please do so between dances.

For the safety and protection of our dancers, there is **NO** photography or videography allowed in the theater with phones or cameras of any kind. If you are not following this rule, you may be asked to leave the theatre.

Each family will receive one digital recording of the shows.



## AFTER THE SHOW PICKUP

After the finale, dancers may head back to their designated location, gather and pack up all their items, and exit through the lobby.

The lobby will be packed! It is recommended to plan a spot to meet your family after the show.

Please do not park or drop off/pick up in any red zones or on curbs.



HBDA 2023 SHOW

# Required Makeup (girls)



**NO jewelry**

**NO nail polish**

**NO visible underwear or bra straps with costumes, undergarments must be hidden!**

## MAKEUP

Pre-Ballet, Adv. Pre-Ballet, Mini Hip Hop, Jr. Hip Hop, Jr. Jazz/Lyrical, Tiny Tumbling, Tiny Tap

- **Lipstick:** Light pink
- **Blush:** Light pink
- **Mascara:** Black

Dancers in Level I and up classes:

- **Lipstick:** Dark pink
- **Blush:** Dark pink
- **Eyeshadow:** Dark brown smokey eye. Gold shimmer on top (optional)
- **Foundation:** optional
- **Eyelashes:** False eyelashes. If unable to accommodate this, heavy mascara.

**ALL dancers must bring their own makeup supplies with them to the shows and rehearsals for touch ups.**

Stay tuned for emails with  
makeup tutorials linked to our Youtube Channel!





# Required Hair (girls)

Dancers must arrive to shows and dress rehearsals with hair and makeup done.

If you are in multiple routines, please see the show orders (on our website) to see what your first hairstyle will be.

Pre-Ballet, Adv. Pre-Ballet High Bun

Tiny Tumbling, Tiny Tap, Mini Hip Hop, Jr. Hip Hop, Jr. Jazz/Lyrical High Pony

Ballet I-V Low Bun (middle part)

Acro, Lyrical, Jazz, Musical Theatre, Hip Hop + Tap Levels I-V Low Pony (middle part)



High Pony



Low Pony



High Bun



Low Bun

\*Stay tuned for emails with tutorials!

## Supplies needed:

- brush/ comb
- hair spray/ gel
- hair ties, bobby pins/ barrettes (matching hair color)
- hair net (for buns)
- bun holder (for buns - not required but recommended)

All hair must be *securely* pulled back and off the face – no bangs!



All hair styles will require starting with a **pony tail**.

Start by wetting all hair, using lots of gel or style holding product. Pull up all hair into a tight ponytail. This should sit at the top of the head for a high pony/bun or at the base of the neck for a low pony/bun. Use a brush or comb (teasing brushes work great) to slick the hair back, leaving no bumps. Secure with a strong hair tie. Finish with hair spray and gel to smooth away all flyaways. Dancers who have bangs, short or layered hair may need to use bobby pins or barrettes to hold all hair in place.

**For buns**, start with a secured pony tail.

If you have a bun holder, pull the pony tail through the hole and bring the bun holder to the base of the pony. Smooth the hair out so that it covers the whole bun holder (sort of in the motion of a water fountain). Use a hair tie to secure hair around bun. Take remaining hair and twist it around the bun. Use bobby pins to keep hair in place and then wrap a hair net over the bun. Secure the bun and hair net in place with A LOT of bobby pins.

If you do not have a bun holder, twist the pony tail into a bun. Secure with a bobby pin until you can get the hair net wrapped around the bun. Secure with A LOT more bobby pins.

Finish with hair spray and smooth any flyaways

HBDA 2023 SHOW

# Required Shoes

All dancers should have their required shoes at least 1-2 months prior to the performances to allow for breaking in the shoes. These shoes are already a part of our studio dress code.

**Acro + Tumbling** barefoot

**Pre + Adv. Pre-Ballet** full sole pink ballet shoes, black ballet for boys

**Ballet I, II** pink ballet shoes

**Ballet III+** split sole pink ballet shoes

**Jr. Jazz/ Lyrical** tan jazz/lyrical shoes

**Lyrical I-V** tan turners (tan paws ok for Lyrical I)

**Jazz I, II** tan slip-on jazz shoes

**Jazz III+** tan split sole slip-on jazz shoes

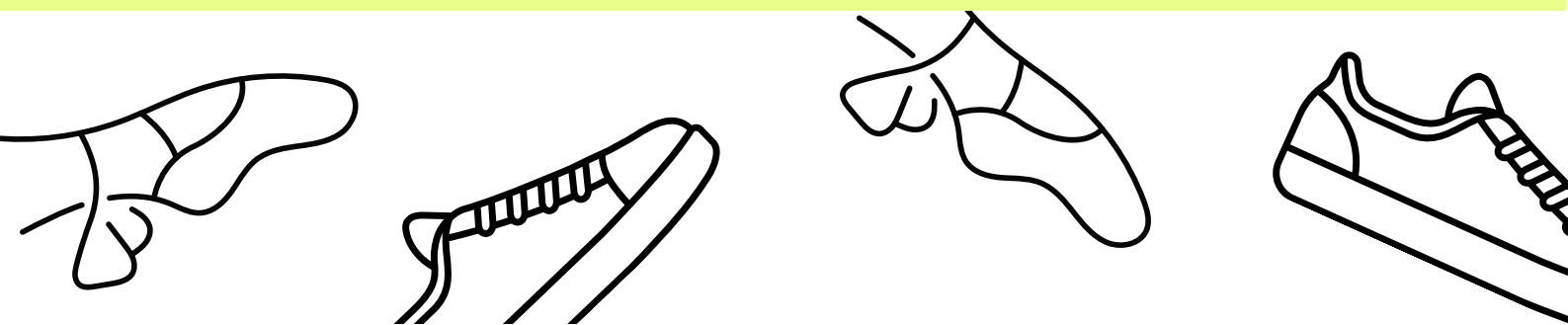
**Musical Theatre I** black slip-on jazz shoes

**Musical Theatre II, III** tan slip-on jazz shoes

**Hip Hop** white sneakers

**Tiny Tap** black patent leather mary-jane tap shoes,  
black oxford for boys

**Tap I-IV** black tap shoes



HBDA 2023 SHOW

# Required Shoes

## ALL dancers must arrive WEARING:

- ☐ nail polish and jewelry REMOVED
- ☐ required hair and makeup
- ☐ any required accessories
- ☐ any required tights or socks
- ☐ appropriate undergarments (underwear must be invisible!)
- ☐ costume (if in 2+ routines, see show orders (on our website) for your first costume)

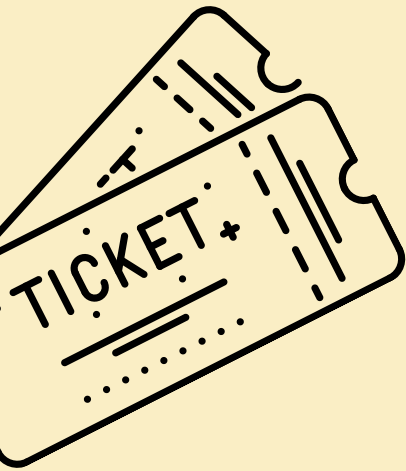
## ALL dancers must BRING:

- ☐ required shoes
- ☐ garment bag + all additional costumes, tights, socks, accessories (if in 2+ routines)
- ☐ hair supplies for touch ups or hair changes
  - brush/ comb
  - hair spray, gel
  - hair ties
  - barrettes, bobby pins
  - hair net (ballet)
- ☐ makeup for touch ups
  - lipstick
  - eyeshadow, blush & brushes
  - lashes / mascara



HBDA 2023 SHOW

# Tickets + Volunteers



## TICKETS GO ON SALE SUNDAY, MAY 7

Anyone who comes to watch the show must purchase a ticket. Tickets may be purchased online and are available to purchase up until showtime.

To view fees and purchase tickets visit:  
[www.heartbeatdanceacademy.com/Show](http://www.heartbeatdanceacademy.com/Show)

Please read our Ticket FAQ for more information.

## PARENT VOLUNTEERS

Volunteers receive perks! Each volunteer will receive 1 free show ticket.

It is impossible to put on a successful performance without our amazing volunteers! Some examples of volunteer roles include ushers, door monitors, backstage monitors, lobby tables, etc.

## VOLUNTEER SIGN UP

Sign up is through your Parent Portal. On the homepage of the portal, scroll down and look for this icon:



\*Please be sure to double check your dates before signing up. Volunteers typically arrive 75 minutes prior to show time and stay until after the show has ended, depending on the role.



HEARTBEAT DANCE ACADEMY PROUDLY PRESENTS

# STEP IN TIME ONCE UPON A TIME

HBDA 2023 SHOW

## Ticket FAQ

**HB**DANCE

**When do tickets go on sale?** May 7th.

**Who needs to purchase a ticket?** Anyone who sits inside the theatre to watch the performance is required to purchase a ticket. Lap children (age 1 and under) do not need to purchase a ticket.

**What are the ticket prices?** Tickets are \$30 per person/ \$15 for ages 8 and under. There is an additional small service fee charged by the ticketing company.

**Is the theatre assigned seating?** Yes. You will have the option of choosing your seats at the time of your purchase.

**What is the refund policy?** No refunds. Exchanges are allowed for purchases of equal or higher amount.

\*Please double check the day and time of the show you are purchasing tickets for, as well as which shows your dancer is performing in. A dancer roster will be provided when purchasing tickets to help with this.

**How do I purchase tickets?** Tickets are sold online only. Please go to:  
[heartbeatdanceacademy.com/show](http://heartbeatdanceacademy.com/show)

**How long do I have to purchase tickets?** Tickets remain onsale until the time of the performance. There will be QR codes at the venue for those who need to purchase last minute tickets. We will NOT accept cash at the box office.

**How do I receive my tickets?** Tickets may be requested by mail (souvenir ticket to keep), they may be printed at home, or you may pull them up on your phone before entry. All tickets will be scanned at the lobby door prior to entry.

**Is there handicap seating available?** Yes. There are a select number of wheelchair spaces that are sold with companion seats. It is against federal law to purchase a wheelchair or companion seat without the necessity for one. If you have purchased an unlawful wheelchair or companion seat, you will be removed from the theatre.

**Are photos or videos allowed?** No. This is for the safety of our dancers.

We hire a professional photographer and videographer to capture the performances. These professional photos and videos will be available for purchase.



HBDA 2023 SHOW

# Recital Photos + Videos

## SHOW VIDEOS

Each family will receive one digital recording of the shows (included in Recital Fee)

## SHOW PHOTOS

Most dress rehearsals will be photographed by Jeff Bartee, who will also be shooting Picture Day. Action shots from dress rehearsal will be available to purchase in prints or digital files.

**\*It is important that dancers have are in full costume with correct shoes and hair & makeup at dress rehearsal.**



For the safety of our dancers,  
**NO** videography or photography is allow inside  
the theatre. Those who do not abide by this rule  
may be asked to leave.

# PICTURE DAY!

## SUNDAY, JUNE 4 in the MUR

Join us for Picture Day with Jeff Bartee!

Dancers are individually photographed in costume for a keepsake memory of this year's show. ]Group shots may be available depending on attendance.

Families will be able to purchase prints and digital images - it is truly a treasure to have these special dance memories to look back on!

go to [www.heartbeatdanceacademy.com/show](http://www.heartbeatdanceacademy.com/show)  
for schedule + sign up

