

Planning your Dance Recital

Date of Recital _____



IDTS
International Dance
Teaching Standards

Suggested Time Line	Feature	Date Completed	Notes/Progress
1 year in advance (Check with venue on booking policies, requirements)	Contact theatre and book dates for recital and dress rehearsals		
1 year in advance	Sign rental agreement and contract with venue		
1 year in advance	Secure Video/Photography provider for show by contract		
6-8 months in advance (Check with providers)	Order class costumes		
3-4 months in advance	Costume fittings for all classes		
2-3 months in advance	Name show, develop marketing materials (vision look of show poster/materials)		
2-3 months in advance	Secure show insurance with contract (Review if there is Music Playing licensing required and act if needed)		
1-2 months in advance	Finalize show line ups, have reviewed by other teachers for costume conflicts		
1-2 months in advance	Collect final Music for recital dances and formulate play lists, ideally in show order for ease and simplicity		
1-2 months in advance	Collect final Lighting Request sheets and formulate lighting cues ideally in show order for ease and simplicity		
1-2 months in advance	Release show lineup to parents and dancers, proof tickets, release ticket sales in house or via box office		
1-2 months in advance	Review show marketing strategies		
1 month in advance	Organize arrival and departure structure for dancers		
1 month in advance	Call for show volunteers/staff		
2-3 weeks in advance	Assign change rooms, make signs for all necessary communication		
2-3 weeks in advance	Secure Positions Required: (etc) Headset backstage Curtain Pull Door Holder (Run arounds) Change room Supervisors Front end Administration Dancer arrival/departure system Activities for younger children		
2-3 weeks in advance	Order flowers for teachers/helpers etc if applicable		
2-3 weeks in advance	Design event program and proof, send to print after		
1 week in advance	Print show order and make multiple copies for change rooms and walls, print all other related materials		
1 week in advance	Make a supplies tote with the following items: - Assorted kinds of tape - Show order copies - Pens and highlighters - Scissors (a few pairs) - First Aid kit with instant ice packs, bandaids etc - Change room assignments - Extra "dancer" supplies: bobby pins, hair spray, gel, bun pins, hair nets, nail polish remover, tights, etc		
A few Days before the show	Co-ordinate flowers, email volunteers, check in with theatre, confirm pick up of programs, review supplies tote, check music, check printed materials, social media, make other to do lists		