

## **Recital Packet June 2025**

<https://www.principalarts.com/pcpa-recital-central/>

### **1. Ticket Information**

Tickets are ready for pick up. Please stop by the front desk during your next studio visit to pick up your envelope.

You can purchase extra tickets by contacting us in the office. You can also use this link to order more tickets.

<https://www.principalarts.com/pcpa-ticket-order-form/>

Extra tickets are \$20 each.

Kids 3 and under may attend for free only if they are sitting on a lap.

Tickets will be \$20 at the door on the day of the show.

(# updated as of 6/4/24)

Saturday 3pm show - 67 tickets left

Saturday 6pm Show - 137 tickets left

Sunday 3pm show - 114 tickets left

Sunday 6pm show - 108 tickets left

### **2. Dressing Rooms**

There will be a female Dressing room and a Male dressing room

- Your dressing room will be your home base. This is where you will:
  - Check in and drop off your child
  - Where your child will keep all their costumes
  - Where your child will change if they are in multiple numbers
  - Pick up and sign out your child
- Please be aware of where you are headed when checking in. We will have staff at the front of the house to guide you on the day of rehearsals and shows. This will speed up the process of getting everybody checked in quickly and easily.
- 2 dressing spaces / 1 female and 1 male
  - Female dressing room (upstairs)
  - Males dressing room (Downstairs)

**Dancers in all recitals - you may leave your stuff in the dressing rooms overnight if you would like. We will be the only people in there during our rental period and the doors will be locked in between rehearsals/shows. Anything valuable should be taken home please.**

**3. PLAY BY PLAY – READ ME - PLAY BY PLAY – READ ME**

**A. Week's leading into the show**

- Attendance is MANDATORY for all classes as we will be putting the finishing touches on everything before the show.
- Pick up your tickets from the reception desk by 6/17.
- Tickets not picked up at the studio will be at will call.
- Wear Performance shoes to class.

**B. Dress Rehearsals – MANDATORY**

**MANDATORY Rehearsals:**

- **Wednesday, June 18th Rehearsal for Saturday, 3pm Show**
  - CALL TIME: 2:00pm
  - GO TIME: 3:00pm
  - APPROXIMATE END TIME: 4:30pm
- **Wednesday, June 18th Rehearsal for Saturday, 6pm Show**
  - CALL TIME: 5:00pm
  - GO TIME: 6:00pm
  - APPROXIMATE END TIME: 7:30pm
- **Friday, June 20th, Rehearsal for Sunday, 3pm Show**
  - CALL TIME: 2:00pm
  - GO TIME: 3:00pm
  - APPROXIMATE END TIME: 4:30pm
- **Friday, June 20th, Rehearsal for Sunday, 6pm Show**
  - CALL TIME: 5:00pm
  - GO TIME: 6:00pm
  - APPROXIMATE END TIME: 7:30pm

**LOCATION:**

**Skyline Community College  
3300 College Dr  
San Bruno CA, 94066**

- Dancers who miss dress rehearsal for non emergency reasons WILL NOT BE IN THE RECITAL. (emergencies include illness, injuries, very serious unexpected circumstances)
- This rule is in place for the dancers. Please respect and trust the process, our rules, and your child's class.
- Sign in at the sign in table located at your dressing room.

1. NO PARENTS will be allowed in the dressing rooms. Parent volunteers have been set and assigned for this purpose so please plan accordingly.
- Parents will then go to the theatre to sit in the audience and dancers will get dressed in their first or only costume.
  - 1-2 adults max should accompany each dancer to dress rehearsal.
  - If your dancer is older and comfortable being dropped off, you can drop them off at the front of the theatre and we can assist them in getting to their dressing space.
  - We will have an all cast finale this year. We will run this at the top of the rehearsal so that once you hit your final number for that dress rehearsal you may go home. The finale is optional. If you want to be a part of the finale please plan to wear PCPA gear on your upper body over your final costumes. (team gear, PCPA Merchandise, PCPA Strong shorts, recital t-shirts)
  - Run the show from the top of the lineup. We will run each number one time but if we hit major bumps we will stop to adjust and/or repeat.
  - All four shows will not have an Intermission this year. We will go straight through since the shows are shorter.
  - You may video and take photos at dress rehearsal. **(NOT ALLOWED AT THE SHOW)**
  - Some dancers will have a considerable amount of waiting time between numbers. This time needs to be filled with low energy activities. We will provide Rubix cubes, coloring books, smarty pants trivia, playing cards, and we will also show a movie. It would be helpful if you also packed some activities of your own such as books, etc.
  - Dancer's should also warm up and stretch while backstage waiting for their turn on stage.
  - After your child has done their last dance you may return to the table/dressing room you dropped off at to sign out and pick up your dancer. For safety purposes, please do not leave without signing out and without connecting with the person at the table or teacher in your dressing room.

**PLEASE NOTE - LEAVING AFTER YOUR FINAL NUMBER IS FINE FOR BOTH DRESS REHEARSAL AND RECITAL DAYS. IF YOU SIGN OUT AFTER YOUR FINAL NUMBER YOU ARE OPTING OUT OF FINALE. DANCERS WILL NEED A TICKET TO WATCH THE SHOW FROM THE AUDIENCE. ONCE YOU HAVE SIGNED OUT THATS IT, NO SIGNING BACK IN. IF YOUR IN MULTIPLE SHOWS IT DOESN'T NEED TO BE THE**

**SAME FOR EACH SHOW. IT WOULD HELP US IF YOUR PLAN FOR DRESS REHEARSAL MATCHES SHOW DAY.**

- Keep your attention on your email box between dress rehearsal and recital day. We will have a limited amount of time for adjustments.
- We have all staff booked for work at these events. All hands on deck! The student to parent volunteer/teacher ratio is 1:9 during both shows and at dress rehearsal. (In most cases the ratio is even lower)

**C. Recital Days**

Saturday 3pm show 6/21/25 @ Skyline Community College

Saturday 6pm show 6/21/25 @ Skyline Community College

Sunday 3pm show 6/22/25 @ Skyline Community College

Sunday 6pm show 6/22/24 @ Skyline Community College

**CALL TIMES / ARRIVAL TIME Saturday 3pm Show 6/21/25**

- 1:30pm parent volunteer call time
- 1:45 pm dancers in 1<sup>st</sup> half of the show call time
- 2:00 pm dancers only in second half of show call time
- 2:15 pm Box office/will call opens
- 2:30 pm Front of the house opens
- 3:00 pm show starts/ go time
- 4:30 pm estimated end time

**4:30pm - 5:00pm MEAL BREAK FOR DANCERS/PARENT VOLUNTEERS/ AND STAFF  
WORKING BOTH SHOWS. (exact times TBD based on length of 3pm show)**

**Please note - No alcohol allowed on site at Skyline or any educational setting. No drinking during show time, backstage, or in the dressing rooms. This includes outdoor picnics in between shows. Failure to uphold this rule will negatively affect our eligibility for theatre/event rental and participation.**

**CALL TIMES / ARRIVAL TIME 6pm Saturday show 6/21/25**

- 4:30 pm parent volunteer call time
- 4:45 pm dancers in 1<sup>st</sup> half of the show call time
- 5:00 pm dancers only in second half of show call time
- 5:15 pm Box office/will call opens
- 5:30 pm Front of the house opens
- 6:00 pm show starts

- 7:30 pm estimated end time

#### **CALL TIMES / ARRIVAL TIME Sunday 3pm Show 6/22/25**

- 1:30pm parent volunteer call time
- 1:45 pm dancers in 1<sup>st</sup> half of the show call time
- 2:00 pm dancers only in second half of show call time
- 2:15 pm Box office/will call opens
- 2:30 pm Front of the house opens
- 3:00 pm show starts/ go time
- 4:30 pm estimated end time

#### **CALL TIMES / ARRIVAL TIME Sunday 6pm Show 6/22/25**

- 4:30 pm parent volunteer call time
- 4:45 pm dancers in 1<sup>st</sup> half of the show call time
- 5:00 pm dancers only in second half of show call time
- 5:15 pm Box office/will call opens
- 5:30 pm Front of the house opens
- 6:00 pm show starts
- 7:30 pm estimated end time

- Dancers should arrive with hair and make-up done. They can get into costume once they arrive at the theatre and have checked in.

- Sign your dancer into their dressing room-

- If possible, please eat a meal before you arrive. Do not eat while in costume. We will have goldfish and water on hand. Please bring a cover up for snacking purposes.

#### **· NO NUTS! We have multiple dancers with severe nut allergies.**

- Enjoy the show. Really! Enjoy the show! We have about 200 dancers in the show, but we also have 14 teachers and 28 parent volunteers helping to supervise backstage. Lots of moving parts, without a doubt, but I have staffed for a 1:9 ratio during rehearsal and show.

- After the show return to the sign in/home base location where you checked your dancer in. Please send one parent. We will reverse the process you went through during pre show time.

\*\*\*High school/ Middle school age students may sign themselves in and out.

#### **4. Theatre Address**

**Skyline Community College**  
**3300 College Dr**  
**San Bruno CA, 94066**

**5. Parking info Skyline Community College**

There are multiple lots around campus. Please see the map included on the recital central page. You do not need a parking permit when onsite at Skyline. They are currently suspended and not needed.

<https://skylinecollege.edu/maps/>

**6. Studio schedule the week of the show (6/11/25 – 6/24/25)**

6/11/25 Wednesday – normal schedule (final weekly class before dress rehearsal)  
6/12/25 Thursday – normal schedule (final weekly class before dress rehearsal)  
6/13/25 Friday – normal schedule (final weekly class before dress rehearsal)  
6/14/25 Saturday – normal schedule (final weekly class before dress rehearsal)  
6/16/25 - Monday - normal schedule (final weekly class before dress rehearsal)  
6/17/25 - Tuesday - normal schedule (final weekly class before dress rehearsal)  
6/18/25 - Wednesday – PCPA no weekly classes/Recital dress rehearsal x2 / 4:15 SFDC will run/  
5pm pending  
6/19/25 - Thursday - closed Juneteenth (SFDC & PCPA)  
6/20/25 - Friday - PCPA no weekly classes/ No SFDC studio classes/ Recital dress rehearsalx2  
6/21/25 - Saturday – PCPA no weekly classes / SFDC classes will run 9-12  
6/22/25 - Sunday - PCPA no weekly classes / SFDC classes will run 9:45am - 12pm  
6/23/25 - Monday - studio closed for summer break/ PCPA, SFDC, & Office/admin  
7/7/25 - Summer camp week 1 day 1

If you are not participating in the show we have credited and applied to June tuition already. (reflected in 6/1/25 billing) If you are in the show, this time will be spent at the theatre instead of the studio.

**7. Photos**

We **do not** allow personal photography or video during the recitals.

We **do** allow photos and videos at dress rehearsals.

Please be diligent in following the above policies in regards to photography. If ignored or abused we will simply cut all photography. This has happened in the past and I want to say please don't blow it for the families who are in fact following and upholding the rules.

Professional Photographer

Kristina of Photography by Krust will be in to take live action shots and behind the scenes shots during recital and dress rehearsals.

<https://bykrust.com/about>

*"My name is Kristina, but my friends call me Krust. I love portrait, documentary and fine art photography. In the past I have worked as a Nanny, a tech support/customer service professional, a marketing assistant, and a maker/Etsy seller! Throughout my diverse career, I have come to find one thing is absolutely certain: I NEED to be creative.*

*Once I finally decided to declare photography as my major in college, I fell in love with the process of setting up shots and making prints in the darkroom. With assignment deadlines it was hard to find models that could work with my schedule, so I found a way to combat the need for models and I started collecting dolls. My dolls became my perfect photo subjects and I was able to experiment and photograph whenever I wanted. I continued to hone my skills in digital classes and began taking fewer photos of dolls and started working with real live people. Oh, the people. I love it when people get in front of my camera. I am most excited about capturing the connections between individuals. I love to see special moments and relationships between others frozen in time."*

After the final show is complete Kristina will create a galley for all recital families. You can purchase files or prints of your favorites! More info will circulate after the shows and editing time have been completed. Please allow 3-4 weeks as far as turnaround time.

## **8. Videography**

ExtraStep Films will be on site at Skyline to record our shows! We have made a change to this process this season. All performers will receive access to a digital download of all shows. The cost for this has been covered as it was included in your show fees. No need to order or pay

additional charges for the footage. Please allow 2-5 weeks for processing and delivery of download information.

#### **9. Questions/contact day of rehearsal or day of the show**

Email us at [info@principalarts.com](mailto:info@principalarts.com)

Do not use the studio phone line as we will be off site.

#### **10. What to bring - Recital Checklist**

- Costume(s)
- Accessories
- Tights
- dance shoes
- Bobbi pins
- Bun maker or donut
- Hairnet
- Hairspray
- Brush and/or comb
- Safety pins
- Blush
- Lipstick
- Make up
- Hair rubber bands
- Small sewing kit
- First aid, blister pads, band aids
- Moleskin
- Cover up (for pre show time; eating or going to the bathroom)
- Tennis shoes - for outdoors
- Water bottle
- Quiet backstage activities
- Small blanket or sheet for the dressing space/changing area
- **NOTE: We are not responsible for any lost items so please keep track of your things. Make sure to label your shoes, costume, and tights. Its a good idea to add labels where it cannot be seen such as a tag or the inside of your dance shoes. A bag with your name will be helpful in keeping things organized backstage.**