

SPRING PRODUCTION HANDBOOK

Dear Parents and Students,

Every student at the Family Museum has the opportunity to perform in our annual Spring Production at the end of the school year. Our performances are full productions at St. Ambrose University's Galvin Fine Arts Center with professional sound, lighting and backstage crew, complete with costumes, scenery, and props. Our performances give our students the opportunity to experience the excitement of performing in a professional setting while entertaining their family and friends with their newly acquired skills. The experience helps build self-esteem and confidence and helps develop social skills as students work together to create the best result.

This handbook is your guide to the entire performance season. You will find everything you need to know here. If we have missed something, your child's teacher will be able to answer any questions you may have.

Included in this handbook:

- Important dates through the end of the year
- Detailed Spring Production rehearsal schedule
- Show order
- Ticket & DVD Ordering information
- Rehearsal week information
- Performance day information
- Costume information
- Picture Day information
- Theater essentials checklist
- FAQs

Dance Staff contact info:

Jessica Halfhill, Dance Coordinator: 563-344-4151 or jhalfhill@bettendorf.org
Chelsea Nicholson, Dance Educator: 563-344-4163 or cnicholson@bettendorf.org
Caitlyn Smyth, Dance Educator: 563-344-4109 or csmyth@bettendorf.org
Claudia Hoogerwerf, Dance Educator: 563-344-4155 or choogerwerf@bettendorf.org

Current Dancer information: www.familymuseum.org/currentdancers

Mark Your Calendars!

April 1 Sign up online for Picture Weekend! Check your email for the link.

Apr 24-25 Picture Day with Lisa Francescon

April 25 Priority Ticket sales for Graduating Seniors begins at 10AM

May 2 ONLINE ticket sales for Spring Production begins at 10:00 AM:
www.recitalticketing.com/26762

May 9 Mail-in registration for Fall 2026 begins. Postmark your mail today!

May 22 LAST DAY OF REGULAR DANCE CLASSES!

May 26 *The Day the Crayons Quit* TECH and DRESS rehearsal

May 27 *Thumbelina* TECH rehearsal

May 28 *The Wizard of Oz* TECH rehearsal

May 29 *Thumbelina/Wizard of Oz* DRESS Rehearsal

May 30 SPRING PRODUCTION PERFORMANCE DAY:
11am *The Day the Crayons Quit*
3pm *Thumbelina/The Wizard of Oz*

June 6 Fall 2026 Registration opens to the public

June 8 Summer camps begin

Updates:

As the performance approaches, additional information may be found on the Family Museum's website at www.familymuseum.org/currentdancers, communicated in monthly e-mail newsletters, and posted in the cases between Studio B & Studio C. Our goal is to make the spring production an organized, exciting experience for everyone involved. If you are not receiving the monthly emails, please check your spam/junk folder and mark the emails as "not spam."

Rehearsal Schedule for Performance Week 2026

Date & Time		At: St. Ambrose, Galvin Fine Arts Center
Tuesday, May 26		
Rehearsal time: 5:00-6:15pm Dances 1-6* 6:30-7:45pm Dances 7-13*	The Day the Crayons Quit: TECH & DRESS REHEARSAL Please arrive 30 minutes before your scenes are called. Yes: costumes, hair & make-up. We will run the finale at the beginning of the 5pm and the 6:15pm rehearsals so that all dancers have a chance to practice the finale. Each class will have 10 minutes on stage to space and run their dance with music. Once your dancer is done with all of their dances, you are free to pick them up in the dressing room.	
Wednesday, May 27		
Rehearsal time: 5-6pm Scenes 1-6* 6-7pm Scenes 7-12* 7-8:15pm Scenes 13-17*	Thumbelina: TECH & SPACING REHEARSAL Please arrive 30 minutes before your scenes are called. Yes costumes, but no hair/make-up. Please arrived dressed in your 1st costume. Dancers are dismissed after they are finished with all of their dances. Dancers under age 10 must be picked up in the dressing room.	
Thursday, May 28		
Rehearsal time: 5-6:15pm Scenes 1-7* 6:15-7:30pm Scenes 8-14* 7:30-8:45pm Scene 15-21*	The Wizard of Oz: TECH & SPACING REHEARSAL Please arrive 30 minutes before your scenes are called. Yes costumes, but no hair/make-up; NO BOWS TODAY. Dancers are dismissed after they are finished with all of their dances. Dancers under age 10 must be picked up in the dressing room	
Friday, May 29		
5:00-5:30pm	Warm-up on stage for FMDC & anyone else that wants to join us	
Call time: 5:30pm Dress Rehearsal time: 6:00pm	Thumbelina/The Wizard of Oz: DRESS REHEARSAL *Dancers who are only in The Wizard of Oz may arrive at 6:45pm Yes: costumes, hair & make-up; Please stay for bows if you are able	
Saturday, May 30		
Call time: 10:30am Show time: 11:00am	The Day the Crayons Quit: PERFORMANCE All dancers should arrive at 10:30am in their first costume with hair and make-up done. Dancers must stay backstage for the entire show.	
1:45-2:30pm	Warm-up on stage for FMDC & anyone else that wants to join us	
Call time: 2:30pm Show time: 3:00pm	Thumbelina/The Wizard of Oz PERFORMANCE All dancers should arrive by 2:30pm. Dancers must stay backstage for the entire show.	

*Scene lists on next page

The Day the Crayons Quit Show Order

1. Crayons Writing Letters – Tap 2, Tuesday 5:05pm
2. Red – Ballet 2, Wednesday 4pm
3. Purple – PreBallet age 4, Monday 5:15pm
4. Beige – Ballet 1, Thursday 5:15pm
5. Black – Ballet 2, Tuesday 4pm
6. Gray – PreBallet age 4, Thursday 4pm
7. White – PreBallet age 5, Tuesday 5pm
8. Green – Tap 1, Friday 4:15pm
9. Yellow – Tap 1, Wednesday 4pm
10. Orange – PreBallet age 5 & 6, Wednesday 4:45pm
11. Blue – PreBallet age 5, Thursday 4:45pm
12. Pink – PreBallet age 6, Tuesday 4pm
13. Rainbow – Ballet 1, Monday 4pm
14. FINALE – all dancers

Thumbelina Scene Order

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| <ol style="list-style-type: none"> 1. Mother & Children – FMDC 2. Dream Weavers – FMDC 3. Petals – Ballet 5 Thursday 4. Frogs – Modern 1 5. Fish – Ballet 3 Thursday, 6:15pm 6. Butterflies – Ballet 4 Wednesday 7. Summer Berries – Ballet 3 Wednesday 8. Autumn Wind – Ballet 6 Wednesday 9. Snowflakes – Ballet 5 Monday | <ol style="list-style-type: none"> 10. In the Mouse’s House – FMDC 11. Thumbelina find the Swallow – FMDC 12. Thumbelina & the Mole – FMDC 13. Spiders – Ballet 7 14. Summer Sun – FMDC 15. Birds – Ballet 3 Thursday, 4pm 16. Flowers – Ballet 4 Tuesday 17. Beetle Ball & Fairy Finale – Ballet 6
Tuesday & FMDC |
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The Wizard of Oz Scene Order

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| <ol style="list-style-type: none"> 1. Kansas – Tap 6/7 2. Over the Rainbow – Jazz 2 3. Tornado – FMDC 4. Everything is Color – Hip hop 5 5. Munchkins – Hip hop 1 Monday 6. Glinda & Bubbles – FMDC 7. Lollipop Guild – Tap 4 8. Wicked Witch Entrance – FMDC 9. Ruby Slippers – Tap 5B 10. Munchkins – Hip hop 1 Tuesday 11. Tinman and Oil – Hip hop 3 12. Scarecrow and Crows – Tap 3 | <ol style="list-style-type: none"> 13. Lion in the Forest – Jazz 1 Thursday 4pm 13.5 Interlude 14. The Emerald City – Tap 5A 15. Beauticians – Hip hop 2 Wed 16. The Great and Powerful Oz – FMDC 17. Flying Monkeys – Hip hop 4 18. Jitterbugs – Jazz 1 Thursday 5:30pm 18.5 Interlude 19. Winkie Guards – Hip hop 2 Monday 20. Fire – Modern 2 20.5 Interlude 21. There’s No Place Like Home – FMDC |
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Ticket, Flower and DVD Ordering: Online sales begin May 2 at 10:00am

Tickets, flowers and DVDs for our spring dance production will be available for purchase online this year at <http://www.recitalticketing.com/26762/>. Tickets are reserved seating, and the doors will open 30 minutes before each show time. A seating chart will be available for you to select your seat locations as you purchase tickets. All audience members aged 3 & up must have a ticket to enter the theater. Children aged 2 and under may sit in a parent's lap. If you would like a seat for your child aged 2 or under, please be sure to purchase an additional ticket. If you have trouble with your online order, please contact Jessica at 563-344-4151.

Please note that due to the large number of classes at the Family Museum, our performances are divided into two shows based on level of dance class.

***The Day the Crayons Quit* show includes:**

All Pre-Ballet classes for ages 4-6, Ballet 1-2, Tap 1-2

***Thumbelina/The Wizard of Oz* show includes:**

Ballet 3-7, Tap 3-7, Jazz 1-3, Hip Hop 1-5, Modern 1-2

Ticket prices

The Day the Crayons Quit: \$10 Child aged 12 & under; \$15 Adult

Thumbelina/The Wizard of Oz: \$15 Child aged 12 & under; \$18 Adult

Senior Dancer Tickets & Sibling Tickets

As a thank you for their many years of dance, families with a graduating senior dancer will be emailed a priority code for access to early ticket sales. Early ticket sales will begin Saturday, April 25 at 10am. As a courtesy for families with siblings in opposite shows, you will receive an email with a coupon code to help offset the cost of the sibling tickets, so that your dancers may watch each other perform. You must enter the code on the Recital Ticketing website to redeem your discount. Questions should be directed to Jessica at 563-344-4151.

Flower and DVD Pricing and Ordering

Parkway Productions out of Des Moines, IA will be returning to film our productions this year. When placing your ticket order, you will have the option to include the purchase of a DVD or Blu-ray copy of the production and/or a flower bouquet from Hy-Vee. **New this year: you may purchase your video or flowers at any time – they do not need to be ordered at the same time as your tickets.** You will be notified via email when your copy of the spring production DVD or Blu-ray is ready to be picked up at the Family Museum. Flower bouquets will be available for you to pick up at the theater on the day of your dancer's performance. Pre-ordering your flowers online is a great way to show your love to your dancer, to support FM Dance, and to make your life just a little easier on recital day!

Rehearsal Week Information

We do our best to run organized and timely rehearsals. Your help with the process will make these long nights run as smoothly as possible. **Please arrive for all rehearsals at St. Ambrose 30 minutes early.** Enter Galvin from the front, and take the hallway on the left all the way to the back of the building where you will sign your dancer in. Our staff will assist your child in finding their dressing area. For the safety of your dancers and to help us stay organized, parents will NOT be allowed backstage or in dressing areas before or during rehearsals or performances. Our Museum staff and volunteers will be there to answer all of your questions and take care of your dancer.

Pick-up Procedures

Dancers under age 10 will not be allowed to leave the dressing area without a parent or guardian. After rehearsals and performances, parents must come to the dressing area to pick up their dancer. The dressing area is extremely crowded, so we ask that you send just one representative from your family backstage. Follow the flow of traffic down the ramp to the right of the dressing room doors. All dancers will participate in a group finale, so please do not take your dancer home early from the performance.

Auditorium Rules for Parents

Parents and non-dancing siblings may watch rehearsals from the auditorium, which will open 30 minutes prior to your scheduled rehearsal time. Please note that these are **closed rehearsals** for immediate family only, and are not open to extended family or the general public. YES, you are allowed to take pictures (please turn off your flash) and video during rehearsals, but for the enjoyment of our audiences, **NO photos or video will be allowed during the performances.** No food or drink is allowed in the auditorium.

TECH REHEARSAL

Tech rehearsal is our first chance to work on the technical aspects of the production. We are setting cues for lighting and music, determining placement of scenery and props, and setting spacing for dancers on stage. Tech rehearsals typically have a lot of starting and stopping, so we appreciate your patience with this process. Dancers should wear their costumes, but do not need to do full hair & make-up. What you see at the Tech rehearsal is NOT the finished product, and not all scenes may dance full out. Parents and dancers should refrain from speaking to any staff members on a headset. They are hard at work collaborating with the sound booth and backstage crew, and will not be able to hear you. If you have questions or comments for the dance staff, please save them for the end of rehearsal. **Once your dancer is done with all of their dances at Tech rehearsal, they are free to leave.**

DRESS REHEARSAL

Dress rehearsal is your dancer's chance to practice their performance full out on stage. Your dancer should arrive at the theater with full costume, hair & make-up ready to go. This rehearsal will run like a real performance, with lighting, scenery, props and a 15-minute intermission if applicable. *The Day the Crayons Quit* dancers will be divided into two rehearsal time periods where they will find their spots on stage without music and then practice with the music like a dress rehearsal. *The Day the Crayons Quit* dancers will practice their finale/bows at the beginning of their rehearsal period, so that dancers are free to leave when they have finished all of their dances. We will practice our finale/bows at the end of the *Thumbelina/The Wizard of Oz* dress rehearsal, so we would encourage all dancers to stay through the end of the rehearsal if possible.

Dress rehearsals are closed rehearsals for immediate family only. Extended family and the general public will not be admitted to our dress rehearsals. A lot of work goes into this production from all directions, including the work of Museum staff, Museum volunteers, and our dancers. We ask that you encourage your friends and extended family, as well as members of the general public, to support our program by purchasing a ticket to see our performances.

Performance Day Information: May 30

Performance day is the culmination of many months of hard work, and time to celebrate your dancer! Parents and dancers should follow the same procedures for drop-off and pick up as on rehearsal days. **During the performance, photography and video will not be allowed.**

***The Day the Crayons Quit* performance:**

Saturday, May 30 at 11:00am

Approximate run time: 45 min - 1hr

***Thumbelina/The Wizard of Oz* performance:**

Saturday, May 30 at 3:00pm

Approximate run time: 2 ½ hrs

Costumes

We spend many hours selecting costumes for each class and sizes for each student. We strive to find styles that are age-appropriate and of the highest quality possible. To ensure that our costumes arrive in plenty of time for exchanges and picture day, we place orders in December. Costume manufacturers do not accept cancellations or offer refunds, therefore, once your costume is ordered, the Family Museum is unable to refund your production fee should your dancer choose not to participate in our spring production.

Exchanges or Alterations

We do our best to select the correct size for each dancer, but sometimes unexpected growth spurts make exchanging a costume for a different size necessary. We will attempt to try on all costumes in class to check sizing, but we encourage you to try on all costumes at home as well. If an exchange is desired, please notify your child's teacher as soon as possible. In order to exchange a costume, we must return the costume and all included accessories in the original packaging. Please keep in mind that all costume exchanges are treated like new orders, so processing and delivery may take several weeks. Size availability may also become limited as we get closer to performance season. If you choose to alter a costume instead of exchange, that is the sole responsibility of the student's parent or guardian.

Tights

Tights are not included with your costume. All female Pre-Ballet, Ballet, and Tap 1 & 2 dancers should wear ballet pink or skin tone footed or transition tights for performance. Tap, Jazz, Modern and Hip Hop female dancers should wear skin tone footed or transition tights unless your teacher has chosen something different. Male or gender neutral students should consult their teacher for requirements.

Shoes

Shoes are not included with your costume. Shoes should be clean and free of holes. **Please write your child's name in every shoe before arriving at the theater.** Female ballet dancers should wear pink ballet or skin tone shoes that match your tights, with drawstrings tucked in or cut off. Male/gender neutral ballet dancers should wear black ballet shoes with tall black socks. Tap dancers should wear black tap shoes. Jazz dancers should wear black jazz shoes. Hip Hop dancers should wear black high-top Converse with laces double knotted.

Undergarments for female dancers

Please no visible underwear or bra straps under your costume. Tights are designed to act as your underwear, therefore, if you are wearing tights with your costume, you will not need to wear underwear. If your dancer chooses to wear underwear for modesty, please purchase a skin tone pair for under tights and costumes. If your dancer is in multiple dances that require costume changes and would like extra coverage, we encourage you to purchase a skin tone leotard or undergarments. Skin tone leotards or undergarments are not required, but many dancers are more comfortable changing backstage with them on. Wear the skin tone leotard or undergarments under your tights so that you can change tights easily if needed.

Undergarments for male/gender neutral dancers

Please consult with your teacher for appropriate undergarments.

☆ **Ordering Online?** Look for brands like Capezio, Bloch or Body Wrappers on Amazon, or visit DanceSupplies.com or DancewearSolutions.com for a larger selection of high quality dance brands and items.

Makeup

Stage lights are very bright and tend to wash out a dancer's features. Make-up is optional, but we encourage students to wear a little makeup for the recital so that we can see your expressions on stage. Stage makeup typically includes lipstick that is one shade darker than your natural tone (not red), brown/neutral eyeshadow colors, blush, eyeliner and mascara.

Hair

- ***The Day the Crayons Quit*** dancers should wear their hair in a ballet bun with bangs pulled back.
- ***Thumbelina*** dancers should wear their hair in a slicked back low bun with center part unless instructed otherwise. Bangs should be pulled back.
- ***The Wizard of Oz*** dancers should wear their hair pulled away from face in a **clean** low ponytail with a center part unless instructed otherwise.

Dancers with hair too short for a bun or ponytail must pull their hair away from the face with a headband, barrettes or bobby pins and slick it down. If you need assistance with hair or make-up, please arrive early with your supplies (bobby pins, hair net, hair ties, hairspray or gel, hair brush) ready and a staff member will help you.

Headpieces

All headpieces (including headbands) should be pinned securely in place. Criss-cross bobby pins for the strongest hold. Ballet headpieces should be pinned on the right side of the bun unless otherwise specified. Please bring an extra pack of bobby pins for rehearsal week.

TIPS: Costume Common Sense

- Gather up all of your costume pieces, tights, shoes & accessories several weeks in advance so you know if something is missing or isn't right.
- Write your name in all costumes, shoes and accessories.
- Place costumes in a garment bag or clear tub for travel labeled with your name and order of dances.
- Steam the wrinkles out of your costume before you arrive at the theater.
- Have a backup pair of tights available.
- Check to be sure you have all of your costume pieces before heading home.

Quick changes

A quick change is when a dancer has one dance or less to change costumes. Backstage staff will be assigned to help dancers who have extremely quick changes and who need assistance. **To help facilitate a quick change, dancers should prepare their costumes in a shoebox sized see-through box labeled with their name, order of dances, and a description of the costume with accessories, shoes & tights required.** Dancers should communicate with the backstage staff member who will be assisting them before rehearsals begin. If the quick change occurs during the first half of the show, the quick change box may be placed before the show begins. If the change occurs in the 2nd half of the show, the quick change box may be placed during intermission.

Picture Day Fundraiser: April 24-25

Lisa Francescon of Francescon Portraiture will be here in the Family Museum dance studios to take professional portraits of your dancer in full costume with your choice of hair and make-up. **An email with the link to schedule your photo time online will be sent home on April 1.** Please arrive 10 minutes before your scheduled photo time, ready to go. You will receive information on how to order your pictures online that day. All print orders will be available for pick up either during the last week of regular classes or at the theater during rehearsal week. This is an optional event for your dancer. Any questions about Picture Day may be directed to Lisa Francescon at 309-269-5013.

Theater Essentials Checklist

- Dance shoes (**Write your child's name on ALL shoes with a permanent marker**). Please be sure shoes are cleaned up and free of holes.
- Costumes in garment bags or clear tote (if wearing more than one). **Write your name on the inside tag of each costume with a permanent marker.**
- Bring all accessories needed for costumes (hats, gloves, hairpieces, props).
- Leave all jewelry, electronics, and anything else you wouldn't want to lose at home.
- No visible tattoos or nail polish, please. No toenail polish for Modern dancers.
- Bring a "performance kit" with makeup, band-aids, hair brush, hair spray, safety pins, an entire pack of bobby pins, mini-sewing kit, etc.
- If you need help with your ballet bun, please come early and bring your brush, hair elastic, a pack of bobby pins, hair net, and hair spray or hair gel.
- Wear a zip-up sweatshirt or jacket over your costume to the theater. This way, you will not ruin your hair or makeup by pulling a shirt over your head.
- Please, no visible underwear or bra/leotard straps underneath your costume!
- No eating or chewing gum in your costume. If you do bring snacks for between rehearsals, please make them NUT FREE.
- Bring a spill-proof water bottle if you think you will get thirsty. Water only. No colored drinks, please! Be sure to put your name on it.
- After you arrive, warm up your body so you are ready to perform.

Frequently Asked Questions (FAQs)

Can I get a copy of my music?

Yes! Your child's music is linked on our website at www.familymuseum.org/currentdancers in a YouTube playlist. We encourage all dancers to become familiar with their music and practice their choreography at home.

Are rehearsals at the theater mandatory?

Yes, all rehearsals at the theater are mandatory. These are the only chances your child will have to practice on the stage before the performance, and the rest of their classmates are depending on them being there to work on spacing and timing. If an unavoidable conflict or sickness arises, please communicate with your child's teacher as soon as possible.

Can my dancer sit in the audience?

Due to the short rehearsal times, dancers in *The Day the Crayons Quit* will remain backstage with class volunteers and staff at all times. Dancers in *Thumbelina/The Wizard of Oz* will be allowed to sit in the audience with their class during tech and dress rehearsals only. If dancers are watching from the audience, they should make their way backstage at least 2 dances before it is their turn to dance so they can take their places backstage. **No dancers will be allowed to enter the audience during performances.**

Where do I buy tights, shoes & undergarments?

Shop locally at The Dancewear Place or Body and Sole Dance Supply. Online, look for brands like Capezio, Bloch or Body Wrappers on Amazon, or visit DanceSupplies.com or DancewearSolutions.com for a larger selection of high quality dance brands and items.

How do you do a ballet bun?

There are many tutorials on YouTube for creating the perfect ballet bun. You do not need to purchase a "donut" form. Instead, just start with a tight ponytail, and then twist and pin your hair as you go. Ballet buns are finished with a hair net (found at most drug stores) and hair spray to hold all of those little hairs in place. If you need help, please arrive early with your supplies ready, and our staff will assist in creating your performance ready ballet bun.

How can I support Family Museum Dancers?

Contribute to the Nancy Evans Memorial Scholarship Fund! As an educator and dance instructor, Nancy Evans dedicated over 20 years to working at the Family Museum, leaving an impact on countless students and families during her time here. To honor the memory of such an influential educator, the Nancy Evans Memorial Scholarship Fund was created to assist families facing financial hardships, ensuring that children still have the opportunity to participate in classes and lessons despite these difficulties. You can contribute to the fund by visiting www.familymuseum.org/donate.