

The poster features a vibrant, abstract background with large geometric shapes in yellow, magenta, and blue. A semi-transparent blue overlay covers the center, showing a group of children in dance poses. The title 'Recital Planning Masterclass' is centered in white and yellow text. The logo for 'Dance Studio Owners Inner Circle' is positioned below the title, consisting of a cluster of colorful dots and the text 'DANCE STUDIO OWNERS INNER CIRCLE'. Decorative elements include a stylized sun in the top right, a wavy line in the top right, and a wavy line in the bottom left.

Recital Planning *Masterclass*



Is it really time to talk about Recital and Concert Planning? YES!!

Some of you feel like you just started your dance seasons and some of you are in your Term 4 and about to have your end of year concerts. Regardless, a recital plan is a must have at your studio and it's never too early or too late to start planning or add in some last minute details. So let's do this!

A big thank you to our DSOA Team members who have contributed to this system that we created:

PLEASE FILL OUT THE INNER CIRCLE FEEDBACK FORM ON THE RECITAL PLANNING MASTERCLASS [HERE!](#)

What to Think About When Creating Your Recital or Concert Plan:

- Q: What is my theme and when do I want to reveal it to my dancers and parents?
 - You can get creative with how you reveal this to build excitement with your families
 - Save the Dates
 - Marketing plan for building engagement and education
- Q: How do dancers participate in the recital or concert?
 - Is it part of their tuition (all inclusive)
 - How do they opt in or out
 - Is it a separate recital/concert and/or costume fee? What is that cost?
 - When is the deadline?
- Q: When do I ask teachers to choose their costumes and music?
 - Costume measurement week
 - Costume & music meeting week
 - What companies to use
 - What are my limitations for costume prices (does this vary by program)
 - Costume boards or costume sheets per class
- Q: How is choreography tracked or supported?
 - Videos put into Google Drive and individual class folders
 - Who will review which dances?

- Is the first time you see all the choreography on the stage at the show?
- Q: How do your staff participate in and help plan the recital or concert?
 - Recital line-ups
 - Programs
 - Music playlists
 - Recital spirit week
 - In-studio showcases
 - Dress rehearsals & performance day/s
- Q: How can I make my recital or concert profitable?
 - Flower sales
 - Photos
 - Recital t-shirts and other gear
 - Video links
 - Programs or Yearbooks
 - Sponsors or Ads

Where to Start When Creating Your Recital Plan:

The [Inner Circle Recital & Concert Handbook](#) is a great place to start when creating your first one or as a resource to make sure all of your bases are covered.

September or March (for Aussies)

- Save the Date
- Recital or concert participation commitments
- Begin to build excitement!

October or April (for Aussies)

- Costume choices
- Create class lists for measurements
- Costume measurements
- Costume & music meetings with staff (good for if you want to approve these things)
- Finalize venue choice and facility agreement

November or May (for Aussies)

- Size all dancers
- Final costume choices from all teachers are due
- Begin costume ordering
- Costume boards go up or costume sheets go home
- Collect recital/concert and/or costume fees if it is separate from tuition

December or June (for Aussies)

- Continue costume ordering
- Prep teachers for choreography approval process

January or July (for Aussies)

- If enrolling more students get their measurements and participation commitment
- Finalize costume ordering
- Finalize facility agreement
- Promote recital or concert with info sheet / flyer
- Teachers to begin choreography for rec. classes

February or August (for Aussies)

- Send out recital or concert handbook or Google Site to parents
- Last minute costume orders
- Prepare recital / concert line-ups (post for parents to check spelling of kid's name/s)
- Finalize dress rehearsal days and times
- Teachers to submit choreo for approval
- Set-up tickets for ordering

March or September (for Aussies)

- Organize photo sessions for individual and group photos
- Continue to add details to recital or concert handbook or Google Site
- Costumes start to arrive - organize and pass out to dancers
- Begin to create the program/s
- Secure flowers, t-shirts and videographer

April or October

- Final sign-off on recital or concert line-ups for each show
- Tickets go on sale
- Continue to work on programs
- Walk through of facility
- Dress rehearsal details finalized
- Costumes are arriving - organize and pass out to dancers

May or November

- All staff mandatory recital or concert meeting
- Staff volunteers assigned and trained
- Final costumes arrive - organize and pass out to dancers
- Recital or concert countdown and spirit week
- Recital photos take place (unless you are doing them at dress rehearsal)
- In-studio showcase for a first practice (for rec classes)
- Music playlists are finalized

June or December:

- Final classes
- Final costume touches
- Finalize volunteers
- Final ticket sales
- Admin staff to organize and print off all signage, line-ups, dress rehearsal info, class line-ups for off stage, volunteer list
- Recitals & concerts take place

Done for You Recital or Concert Planning Templates:

1. [Handbook](#)
2. [Google Site](#)
3. [Asana Project Template](#)
4. [Info Flyer](#)
5. [Class Info Sheet](#)
6. [Schedule for Staff](#)
7. [Hot Links for Website](#)
8. [Photo Info Sheet](#)
9. [Dress Rehearsal Info Sheet](#)
10. [Day of Info Sheet](#)
11. [Dress Rehearsal Seating Chart](#)
12. [Show Line-up with Hair, Shoes & Tights](#)

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