

CCBC Dance Program:
Performance Opportunities Handbook for
CCBC Students, Alumni and Community Members

Auditions

The program holds auditions on Friday of the first week of each semester. All CCBC Students, both Dance majors, and non-majors, enrolled in a technique class are invited to audition. Invited alumni and community members may also audition.

Audition Schedule for 2022 – 2023

FALL 2022: – Friday, August 31, 2022 – CCBC Dance Company 11:15 am – 1:30 pm in WELL 230

SPRING 2023: Friday, February 3, 2022 – CCBC Dance Company 11:15 am – 1:30 pm in WELL 230

Casting Policy

- CCBC student Dance majors and non-majors are eligible to perform in works if they are enrolled in a CCBC technique course for credit during the semester of the performance. This rule is strictly enforced. If a student is not enrolled in a course at the time of auditions, they need to speak with the faculty to add a technique course.
- Only dancers who can attend all rehearsals for the piece can be cast.
- All student performers must read and sign a Performer Contract, available in APPENDIX A at the end of this handbook. Please read it carefully!
- Students selected for the CCBC Dance Company are required to register for DANC 240 Dance Workshop, where they can earn 1 credit each semester. DANC 240 is repeatable for a maximum of 4 credits.
- Alumni and Community members who are invited to audition and are selected for the CCBC Dance Company must read and sign a Performer Contract, available in APPENDIX D at the end of this handbook. Please read it carefully!

The following courses include performances at the end of the semester.

- DANC 240 Dance Workshop; 1 credit course where the student participates as a member of the CCBC Dance Company and learns choreographic works by CCBC Faculty and Guest Artists for performance on the mainstage and other community events as planned.
- DANC 291 Capstone Project; 1 credit course where students choreograph work for performance either on the mainstage or in the studio

General Information for Student Performers

- All students performing in a student-choreographed piece must read and sign a PERFORMER CONTRACT for each piece in which they are performing, whether or not they plan to enroll in DANC 240. See APPENDIX A of this handbook.
- Students interested in performing in a dance concert must attend the audition for that concert.
- Cast lists will be posted within 3 days of the audition.
- Students must be able to attend all rehearsals, showings, tech rehearsals, performance warmups, performances, and technical strike in order to accept casting.
- Students selected for the CCBC Dance Company must register for DANC 240 immediately.
- Students must complete all assignments for DANC 240 in order to receive credit.
- Student performers must be CCBC students enrolled in a technique course for credit and maintain a high attendance rate for the course.
- Students may perform in a maximum of 2 student-choreographed pieces per concert.

General Information for Student, Alumni and Community Member Choreographers

Student choreographers must be enrolled in a DANC course to choreograph a piece.

- All student choreographers are required to sign the STUDENT CHOREOGRAPHER CONTRACT and agree to their responsibilities described therein. See APPENDIX B of this handbook.
- All alumni and community members are required to sign the NON-STUDENT CHOREOGRAPHER Contract and agree to their responsibilities described therein. See APPENDIX E of this handbook.
- Choreographers must sign up for regular rehearsal times and will be provided access to the studio calendars after auditions.
- Choreographers must attend all rehearsals, showings, tech rehearsals, and performances.
- Choreographers must sign up for and complete technical hours.
- Students may choreograph a maximum of one piece per concert.
- Student performers must be a CCBC student, enrolled in a technique course for credit. Non-CCBC student performers must be approved by the Artistic Director.
- Arrive at rehearsals prepared with movement ideas or phrases.
- Schedule rehearsals when all dancers are available.
- Collect PERFORMER CONTRACTs from dancers and turn them in to faculty mentor.
- Costumes should not be purchased until the performance list is posted.

Music Policies for Choreographers

The program fosters a culture of experimentation and research, where students are challenged to push their own boundaries, and expand their knowledge regarding music selection for choreography. The faculty mentors are a knowledgeable resource that can steer student choreographers toward researching, exploring and selecting music. Guidelines for music choice may vary among courses and students are expected to adhere to them. Student choreographers should consult with their instructor to ensure that their selection of music falls within the specifications for their course. Choreographers should have alternate selections of music

in mind, in case their first choice of music is not cleared for use by the companies that hold the rights to that music or by the faculty mentor. Other requirements include:

- Unless music is being played live, final music mixes, on acceptable file formats must be submitted to the technical director one week prior to the first tech rehearsal.
- Music must be high quality or CD-quality formats (at least 44.1 sample rate and .MP3, .AIF, .WAV or AAC files).
- If musical editing assistance is needed, you need to coordinate with the faculty at least one month prior to the performance.

Costume Sign Out Policy

The program maintains an inventory of costumes that student and guest choreographers may borrow for CCBC performances. The rules are as follows:

- Choreographers must sign out all borrowed costumes in the Dance Office.
- Immediately after the last concert involving the borrowed costumes, choreographers must ensure that their dancers have hung the borrowed costumes back on the costume rack. **DO NOT TAKE BORROWED COSTUMES HOME AFTER THE SHOW. DO NOT WASH COSTUMES.**
- Grades may be withheld if costumes are not returned immediately after the last show.
- Choreographers who do not return costumes will be placed on Artistic Probation, which means I will not be permitted to perform in a dance production for a full semester, nor choreograph under DANC 240 for a full semester.

Use of Dance Studios and Studio Rules

Studio use is restricted to Faculty Research and Dance Majors who are choreographing for a program concert. All student choreographers have access to the dance studios and all dance majors have access to the studios to work on class projects. CCBC Student Organizations and Clubs are not permitted to use the dance studios. Students who provide access for unauthorized use of the dance studios risk losing their access. Dance students who reserve studio space or provide access for non-program use will be prohibited from reserving studio space.

Dance students must help the program to enforce studio rules:

- No food or drink in the studios. Water is permitted. Wipe up spilled water immediately.
- Remove street shoes before entering the studios.
- If anyone is in the dance studios that is not a CCBC dance major choreographing a piece, practicing, or part of a program scheduled activity, **PLEASE ASK THEM TO LEAVE.** Or call Public Safety at 443-840-1111
- If you see a suspicious person and/or feel uncomfortable, **CALL Public Safety at 443-840-1111**

Scheduling Studio Rehearsal Time

Two studios – WELL 220 and WELL 230 are available for regular weekly-reserved rehearsal times for student choreographers enrolled in:

1. DANC 291 Capstone Project - one 2-hour rehearsal per week
2. DANC 240 Dance Workshop - one 1-hour rehearsal per week
3. DANC 237 Dance Composition - as needed and available.

Students in these courses will reserve their weekly rehearsal times with their instructor or Dance Program Coordinator. Faculty and other guest choreographers will work with the Program Coordinator and the Artistic Director to schedule weekly rehearsal times.

APPENDIX A: Student Performer Contract

CCBC Dance Program

PERFORMER CONTRACT – CCBC Student

Semester _____ Name _____

CCBC Dance Company or Choreographer Name _____

Check one: ___ I am ___ I am not enrolled in DANC 240 this semester

This contract applies to ALL students who perform in Dance Program productions. Students enrolled in DANC 240 may have additional requirements.

YOU ARE ELIGIBLE TO BE CAST IN DANCE PROGRAM PRODUCTIONS IF:

- You are enrolled in a dance technique course FOR CREDIT
- You are not on Artistic Probation
- You have signed this contract

AGREEMENT

I, _____, verify that I am eligible to perform. If I am cast in a piece choreographed by a student, faculty member, visiting artist or guest choreographer, I will follow the policies set forth below.

REHEARSALS AND SHOWINGS

- I will be on time, warmed up and ready to rehearse at all scheduled rehearsal times set by the choreographer.
- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite “Thank you [and repeat back the call or direction].”
- I will maintain the integrity of the production by avoiding changes to the movement, timing, costumes, or roles, once the choreographer and designers have set them.
- I will inform the choreographer and the appropriate Course Instructor of any injuries, illness, or incapacity.
- If I cannot continue the rehearsal process due to illness/injury, I will teach my part to my replacement.

PERFORMANCES

- I will follow the *Theater Etiquette* as outlined in Appendix C of the Dance Company Handbook
- I will be on time for all tech rehearsal and concert/performance calls. If I do not attend all tech rehearsals and concert/performances, I will be placed on Artistic Probation, which means I will not be permitted to perform in a production in the following regular semester. I also understand that I may not be permitted to perform in the performance.

- I will participate in the mandatory pre-concert warm-ups. If I do not attend warm-up, I will be placed on Artistic Probation, which means I will not be permitted to perform in a production in the following regular semester. I also understand that I may not be permitted to perform in the performance.
- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite “Thank you [and repeat back the call or direction].”
- I will maintain the integrity of the production by avoiding changes to the movement, timing, costumes, or roles, once the choreographer and designers have set them.
- I will inform the choreographer and Artistic Director of any injuries, illness, or incapacity.
- If I cannot perform due to illness/injury, I will teach my part to my replacement.

COSTUMES AND MAKEUP

- I am responsible for supplying my own stage make-up and appropriate undergarments for my costumes.
- I am responsible for supplying my own dance shoes as needed for the work(s) I am performing.
- I will maintain the integrity of the production by avoiding changes to my appearance including body piercings, tattoos, and hairstyle length, and color from the time of auditions until after the performance. If I wish to change my appearance, I must receive permission from the Artistic Director and each of my choreographers before making any changes.
- I will wear complete costumes during all technical rehearsals, dress rehearsals and performances, unless otherwise directed by the Artistic Director.
- I will return all costumes promptly after the last performance to the costume RACK.

By signing below, I verify that I have read the Performer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I will be placed on Artistic Probation, which means I will not be permitted to perform in a dance production for a full semester, nor choreograph under DANC 240 for a full semester. This may mean that I do not graduate on time.

Print name

Signature

Date

APPENDIX B: Student Choreographer Contract

CCBC Dance Program: CHOREOGRAPHER CONTRACT – CCBC Student

Semester _____ Name _____

Check one: ___ Capstone Project ___ Student Choreography for adjudication

This contract applies to ALL students who choreograph for Dance program productions. Students enrolled in DANC 291 may have additional requirements.

YOU ARE ELIGIBLE TO SUBMIT CHOREOGRAPHY FOR DANCE PROGRAM PRODUCTIONS IF:

- You have registered for DANC 291 Capstone Project; or you have registered for DANC 240 Dance Workshop; or you have obtained faculty permission to submit a piece.
- You are not on artistic probation.
- You have signed this contract.

AGREEMENT: I, _____, verify that I am eligible to choreograph, and agree to follow the policies for student choreographers set forth below.

CASTING AND SCHEDULING

- I may use no more than the maximum number of dancers permitted for my concert.
- I may not use any dancers who are unavailable for all of my scheduled rehearsals.
- If I am enrolled in DANC 291, I may not perform in my piece.
- I will not schedule events that conflict with production rehearsals and performance dates.
- I will inform the Artistic Director at the beginning of the semester, of any university class conflicts during production/tech week.

REHEARSALS AND SHOWINGS

- I will establish a rehearsal schedule for the semester, reserve rehearsal space, and I will notify my DANC 291 Faculty Advisor and/or the Artistic Director, and my dancers well in advance of rehearsals.
- I will schedule sufficient rehearsal time (approved by the faculty mentor) to complete and polish my piece.
- I will be on time, warmed up and prepared at all scheduled rehearsal times.
- If I anticipate being late or missing a rehearsal, I will notify my dancers in advance.
- I will arrive at scheduled photo shoots on time with necessary costumes.
- I will arrive at the performance venue at the announced call time for all scheduled tech and dress rehearsals.
- I will remain at tech and dress rehearsals until released by the Artistic Director.
- I will make sure that my dancers know the schedule for rehearsals, photo shoots, showings, tech rehearsals, dress rehearsals, and performances.
- I will treat my dancers, Artistic Director, Technical Director, and technical crew with respect.

SHOWINGS/AUDITIONS

- I will be on time for all scheduled auditions or showings of my piece.
- My piece must be completed (a “first draft”) by the date of the second showing/audition. Incomplete pieces will not be considered for the performance.
- The week after the second showing, I will be notified as to whether my piece has been accepted into the Dance Concert or can be scheduled for a studio showing.
- If my piece is ranked “Provisional,” I must improve or re-work sections of the piece and re-submit the piece by showing it at a later date, to be announced by the Artistic Director.

MUSIC AND PROGRAM INFORMATION

- I will submit all required music information to the faculty mentor no later than 7 weeks before the concert.
- I will submit all program information to the Artistic Director and Technical Director no later than four weeks before the concert.

FEEDBACK SESSIONS

- I will attend all showings for choreographic work as outlined by the faculty mentor in order to obtain feedback and critique the progress of my piece.
- I will maintain a positive, open attitude and encourage my dancers to do the same.

PERFORMANCES

- I will be on time for all performance calls.
- My dancers are required to participate in scheduled pre-show warm-ups. If my dancers do not attend warm-up, they will not be allowed to perform in a future concert.
- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite "Thank you."

REQUIRED PRODUCTION HOURS

- I will sign up for and complete 3 production hours during the semester, and perform the duties assigned by the Artistic Director.
- I will adhere to the policy on choreographer production hours.

MAKEUP AND COSTUMES

- Costumes should not be purchased until the concert list is posted.
- Use of unusual makeup, body paint, costume or sets must be cleared with the Artistic Director at least 7 weeks prior to the concert date.
- I will return costumes, sets, props and equipment owned by the Dance Program, immediately after the last performance.

OTHER PRODUCTION ELEMENTS (SETS, VIDEO, SLIDE PROJECTIONS, LIVE MUSIC, ETC.)

- All production elements must be approved by the Artistic Director before beginning work on the piece.
- All production elements must be shown in progress, at the scheduled showing date.
- I will arrange for set up of projectors, microphones, or any other elements prior to the showing.
- I will assist with set up and strike of other production elements during production rehearsals and performances.

By signing below, I verify that I have read the Choreographer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I risk being placed on artistic probation, and will not be permitted to perform in or choreograph for Dance program productions for a full semester. This may mean that I do not graduate on time.

Print name

Signature

Date

Appendix C: *Theater Etiquette*

- You represent the CCBC Dance Company and College – act respectfully and be courteous to the crew and other staff members – we cannot do this concert without their help!
- Rehearsals are closed – meaning that you should not invite people to the tech/dress rehearsal runs of the concert
- Your cell phone and computer should not be on during the rehearsals and performances – you are here to perform and need to be focused on that, not on other things
- Leave your personal belongings in your car or at home – do not bring valuables into the theatre
- Call time is when you need to arrive at the theater – go time is when the rehearsal/performance run of the show starts
- Be supportive of each other and the crew

Arriving at the Theater

- Performers should enter and exit the theatre from the backstage entrance to the theater.
- When you arrive to the theater, you must sign in. The sign-in sheet will be located on the backstage. You must sign in for all tech and dress rehearsals and all performances. Sign in as soon as you arrive at the backstage area – do not sign in for someone else.
- If you are late, the stage manager, will inform the company directors and your choreographer of your tardiness.
- If you do not attend the company class, you will not be allowed to perform that evening.
- If consistent tardiness occurs, you will not be allowed to perform.

Warm-up

- Warm-up is not optional – you need to stay onstage for warm-up until the end and you are dismissed by the director
- After warm-up and before the show opens you should be in the dressing room/green room areas, do not go to the lobby or leave the theater
- Partnering work should be done full out during the warm-up – never go into a run of the show without having done your partnering work during warm-up

Backstage/Wings

- If you can see the audience from backstage, the audience can see you. Therefore, please make sure you are standing far enough off stage.
- Do not brush/run into/hit the curtains. This is unprofessional looking and distracting for the audience.
- Do not bump the booms (the lights hanging on the vertical metal pipes). If you bump the booms or one of the light fixtures, you should tell a crew member immediately after your piece. A light facing in the wrong direction will distort cues for other pieces.
- Do not stand in front of any lighting instruments. It is important not to block the light. If you're waiting for an entrance, please stand on either side of the lighting fixture. This includes switching wings. Please walk around.

- Do not put anything on the lights or the light booms
- Do not move other people's costumes/props
- Do not talk when you are standing in the wings. If you must communicate – whisper
- Do not cheer dancers on from the wings during a piece, unless you have been given permission to do so by the Artistic Director.
- Do not bring any electronic devices backstage.
- Do not leave your clothing backstage after you perform. Other dancers could trip on them.
- No food backstage. Water in leak free container is acceptable.
- If you are using props in the show, be sure to return them to the props table backstage.

Dressing Room and Costumes

- No one is allowed backstage or in the dressing rooms besides the performers and crew
- No food in the dressing rooms. Only water in leak free container is acceptable.
- Costumes do not leave the backstage area – this includes any of your belongings that you wear with or as a costume piece
- If you change costumes backstage – you need to clean up as soon as you can after the piece is finished
- No eating/drinking/smoking in costume
- If your costume needs to be repaired, you must take care of it before you leave. If it is an extensive repair, let one of the directors know before you leave the theatre
- Remove fingernail and toenail polish
- Jewelry should not be worn unless it is part of a costume
- Hair clips should match your hair color as best as possible and should have a matte finish
- Do NOT leave any personal items in the dressing rooms overnight.
- CCBC staff is not responsible for lost or stolen valuables.
- Before leaving after the rehearsal or performance you must ensure that all your costume pieces are hung up properly on the Costume Rack on individual hangers
- You must clean up after yourself. Please throw away your trash. The cleaning crew does clean the dressing room if you leave out your belongings (This includes make-up, hair products, etc.), they might accidentally throw them away.
- Speakers are only located in the dressing rooms. Listen to music and decide when to go upstairs/backstage. You should be backstage one piece prior to your piece.

Cast Etiquette

- When on stage or backstage, you should say, “thank you,” to all notes from the stage manager, crew, and choreographer. This shows your acknowledgement. For example, when the stage manager/lighting crew says, “going dark,” you should quickly say, “thank you dark.” This is for your safety and helps the stage manager to know you heard them, him or her.
- If you need help from a crew member, please ask for it! That's what they're there for.
- Notes are given after each tech/dress rehearsal – it is important to be focused during this time and incorporate those notes into the next rehearsal

- Tech/Dress rehearsal is for the crew as much as it is for the dancers. Sometimes we need to repeat something due to the crew needs and sometimes due to dancer needs
- If you cannot hear the sound onstage let a crew member know so that we can adjust levels

Dismissal Protocol

- All performers must wait until the end of the tech and dress rehearsals for notes by their choreographer, the company directors, and the production coordinator.
- No notes will be given immediately after the performances. The company directors will post notes via email if necessary.

Tech Rehearsal

- Please make note of your tech times. You should arrive at least 30 minutes prior to your tech time unless otherwise noted by your choreographer.
- You should thoroughly warm yourself before the tech of your piece.
- Costumes are required. Make-up is not required.
- Dancers should be on stage, warmed up, and in costume at the start of the tech time
- This is a great time to test out hair styles and hair transitions.

Bows

- Move to your place for the final bow after the stage lights completely go to black.
- Following the bow, allow the lights to go to dark before moving. Exit the stage quickly and move to the dressing rooms.
- Bows can be different for each performance. Remember which one you are doing.

Viewing the Rehearsals

- You may watch the Monday and Tuesday rehearsals. Before you enter the theater, you should remove and hang up your costume. You should enter the theater through the main entrance. Please review “entrances/exits” for the appropriate pathway to the theatre.
- Quietly enter the theater between pieces.

Photo Call

- This is typically held during the Dress Rehearsal
- Photos are taken in reverse show order and not all dancers in a work are asked to be in costume for the photo call
- You should be ready for the works that you have been asked to be in costume as quickly as possible
- You should be in full costume and makeup for photo call
- It is important for the process to run quickly and smoothly that dancers stay engaged throughout the photo call and be focused on stage as the Artistic Director works with the photographer

Front of the House/ Lobby

- Dancers are NOT allowed in the lobby before the show. If you need anything delivered to a family or friends, in the lobby, you must ask a member of the crew to do this on your behalf. Please plan accordingly.
- All dancers will remain backstage for the duration of the performance.
- No Costumes/Dance Clothing/ Stage makeup in the lobby at any point. We must keep the 'magic' of performance sacred. This is also a difference between a recreational concert and a professional concert experience.
- You should greet your fans in the lobby after the show in street clothing.

Comp Tickets

Each dancer receives two (2) comp tickets for the duration of the performance. You need to give the following information to the Artistic Director:

- Dancer Name
- Name of individual(s) picking up the tickets
- Date(s) for the tickets.

APPENDIX D: Non-CCBC Student Performer Contract

CCBC Dance Program

PERFORMER CONTRACT for Non-CCBC Student

Semester _____ Name _____

Check one: ___ I am ___ I am not enrolled in DANC 240 this semester

This contract applies to ALL non-CCBC students who perform in Dance Program productions.

YOU ARE ELIGIBLE TO BE CAST IN DANCE PROGRAM PRODUCTIONS IF:

- You were invited by a member of the CCBC Dance Faculty to perform.
- You are not on Artistic Probation
- You have signed this contract

AGREEMENT

I, _____, verify that I am eligible to perform. If I am cast in a piece choreographed by a student, faculty member, visiting artist or guest choreographer, I will follow the policies set forth below.

REHEARSALS AND SHOWINGS

- I will be on time, warmed up and ready to rehearse at all scheduled rehearsal times set by the choreographer.
- I will participate in scheduled pre-show warm-ups. If I do not attend warm-up, I will be placed on Artistic Probation, which means I will not be permitted to perform in a production in the following regular semester.
- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite "Thank you [and repeat back the call or direction]."
- I will maintain the integrity of the production by avoiding changes to the movement, timing, costumes, or roles, once the choreographer and designers have set them.
- I will inform the choreographer and the appropriate Course Instructor of any injuries, illness, or incapacity.
- If I cannot continue the rehearsal process due to illness/injury, I will teach my part to my replacement.

PERFORMANCES

- I will follow the *Theater Etiquette* as outlined in Appendix C of the Dance Company Handbook
- I will be on time for all tech rehearsal and concert/performance calls. If I do not attend all tech rehearsals and concert/performances, I will be placed on Artistic Probation, which means I will not be permitted to perform in a production in the following regular semester. I also understand that I may not be permitted to perform in the performance.
- I will participate in the mandatory pre-concert warm-ups. If I do not attend all tech rehearsals and concert/performances, I will be placed on Artistic Probation, which means I will not be permitted to

perform in a production in the following regular semester. I also understand that I may not be permitted to perform in the performance.

- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite “Thank you [and repeat back the call or direction].”
- I will maintain the integrity of the production by avoiding changes to the movement, timing, costumes, or roles, once the choreographer and designers have set them.
- I will inform the choreographer and Artistic Director of any injuries, illness, or incapacity.
- If I cannot perform due to illness/injury, I will teach my part to my replacement.

COSTUMES AND MAKEUP

- I am responsible for supplying my own stage make-up and appropriate undergarments for my costumes.
- I am responsible for supplying my own dance shoes as needed for the works I am performing.
- I will maintain the integrity of the production by avoiding changes to my appearance including body piercings, tattoos, and hairstyle, length, and color from the time of auditions until after the performance. If I wish to change my appearance, I must receive permission from the Artistic Director and each of my choreographers before making any changes.
- I will wear complete costumes during all technical rehearsals, dress rehearsals and performances, unless otherwise directed by the Artistic Director.
- I will return all program costumes promptly after the last performance to the costume RACK.

By signing below, I verify that I have read the Performer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I will be placed on Artistic Probation, which means I will not be permitted to perform in a dance production for a full semester, nor choreograph for a full semester.

Print name

Signature

Date

APPENDIX E: Non-CCBC Student Choreographer Contract

CCBC Dance Program: CHOREOGRAPHER CONTRACT for Non-CCBC students

Semester _____ Name _____

Check one: ___ Capstone Project ___ Choreography for adjudication

YOU ARE ELIGIBLE TO SUBMIT CHOREOGRAPHY FOR DANCE PROGRAM PRODUCTIONS IF:

- You have obtained faculty permission to submit a piece.
- You are not on artistic probation.
- You have signed this contract.

AGREEMENT: I, _____, verify that I am eligible to choreograph, and agree to follow the policies for student choreographers set forth below.

CASTING AND SCHEDULING

- I may use no more than the maximum number of dancers permitted for my concert.
- I may not use any dancers who are unavailable for all of my scheduled rehearsals.
- I will not schedule events that conflict with production rehearsals and performance dates.
- I will inform the Artistic Director at the beginning of the semester, of any university class conflicts during production/tech week.

REHEARSALS AND SHOWINGS

- I will establish a rehearsal schedule for the semester, reserve rehearsal space online, and I will notify the Artistic Director, and my dancers well in advance of rehearsals.
- I will schedule sufficient rehearsal time (approved by the Artistic Director) to complete and polish my piece.
- I will be on time, warmed up and prepared at all scheduled rehearsal times.
- If I anticipate being late or missing a rehearsal, I will notify my dancers in advance.
- I will arrive at scheduled photo shoots on time with necessary costumes.
- I will arrive at the performance venue at the announced call time for all scheduled tech and dress rehearsals.
- I will remain at tech and dress rehearsals until released by the Artistic Director.
- I will make sure that my dancers know the schedule for rehearsals, photo shoots, showings, tech rehearsals, dress rehearsals, and performances.
- I will treat my dancers, Artistic Director, Technical Director, and technical crew with respect.

SHOWINGS/AUDITIONS

- I will be on time for all scheduled auditions or showings of my piece.
- My piece must be completed (a "first draft") by the date of the second showing/audition. Incomplete pieces will not be considered for the performance.
- The week after the second showing, I will be notified as to whether my piece has been accepted into the Dance Concert or can be scheduled for a studio showing.
- If my piece is ranked "Provisional," I must improve or re-work sections of the piece and re-submit the piece by showing it at a later date, to be announced by the Artistic Director.

MUSIC AND PROGRAM INFORMATION

- I will submit all required music information to the faculty mentor no later than 7 weeks before the concert.
- I will submit all program information to the Artistic Director and Technical Director no later than four weeks before the concert.

FEEDBACK SESSIONS

- I will attend all showings for choreographic work as outlined by the faculty mentor in order to obtain feedback and critique the progress of my piece.
- I will maintain a positive, open attitude and encourage my dancers to do the same.

PERFORMANCES

- I will be on time for all performance calls.
- My dancers are required to participate in scheduled pre-show warm-ups. If my dancers do not attend warm-up, they will not be allowed to perform in a future concert. I also understand that they may not be permitted to perform in the performance and I will assist in any reworking of my piece as a result.
- I will acknowledge all calls and directions from the Artistic Director, Technical Director, stage crew and stage manager with a polite "Thank you."

REQUIRED PRODUCTION HOURS

- I will sign up for and complete 3 production hours during the semester, and perform the duties assigned by the Technical Director.
- I will adhere to the policy on choreographer production hours.

MAKEUP AND COSTUMES

- Costumes should not be purchased until the concert list is posted.
- Use of unusual makeup, body paint, costume or sets must be cleared with the Artistic Director at least seven weeks prior to the concert date.
- I will return costumes, sets, props and equipment owned by the Dance Program, immediately after the last performance.

OTHER PRODUCTION ELEMENTS (SETS, VIDEO, SLIDE PROJECTIONS, LIVE MUSIC, ETC.)

- All production elements must be approved by the Artistic Director before beginning work on the piece.
- All production elements must be shown in progress, at the scheduled showing date.
- I will arrange for set up of projectors, microphones, or any other elements prior to the showing.
- I will assist with set up and strike of other production elements during production rehearsals and performances.

By signing below, I verify that I have read the Choreographer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I risk being placed on artistic probation, and will not be permitted to perform in or choreograph for Dance program productions for a full semester.

Print name

Signature

Date

