

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