

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