

# Terms and Conditions – Letter of Agreement

## *Nutcracker 2017 : Sleeping Beauty 2018*

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### **APPRENTICES, JUNIOR AND SENIOR COMPANY DANCERS**

Your membership in Champaign Urbana Ballet as a company dancer or apprentice dancer is a privilege and requires of you and your family a commitment beyond performance in productions. You are a vital component in the operations of the company, and carry responsibilities as such. In addition to the terms and conditions detailed herein, you agree to the following:

#### **Company Class Attendance**

Company and apprentice dancers are required to attend company classes regularly as scheduled on Saturdays. Absences must be pre-approved by the Artistic Director. Absences must be requested in writing and submitted to Rehearsal Assistant Ginny Martinez at [ginny@cuballet.com](mailto:ginny@cuballet.com). Absence or tardiness deemed excessive by the Artistic Director will result in disciplinary action, and may include removal from the company.

#### **Rehearsal Attendance/*The Nutcracker and Sleeping Beauty***

Cast members are obligated to **attend all scheduled rehearsals, arrive on time** and be prepared to dance. With limited time to prepare for these major productions, attendance at rehearsals is mandatory. Should an emergency arise creating a conflict with rehearsal, dancers must contact Rehearsal Assistant Ginny Martinez immediately at [ginny@cuballet.com](mailto:ginny@cuballet.com). Dancers with absences or tardiness may be removed from the cast.

#### **Service**

Company Dancers are required to provide 15 service hours to the company over and above the service hours their parents provide. Apprentice Dancers provide service hours when possible.

#### **Costume Fittings**

Company and apprentice dancers agree to be available for costume fittings as scheduled by the costumers. Most costume fittings will be scheduled on Saturdays before or after regularly scheduled classes and rehearsals.

#### **Character and Conduct**

Your behavior and character reflect on the image and reputation of Champaign Urbana Ballet, its staff, and its volunteers. Company and Apprentice Dancers agree to represent Champaign Urbana Ballet and its activities in a positive, professional, and respectful manner at all times and never to act in a manner that is disruptive, antagonizing or uncomfortable to fellow cast members and company personnel. Disrespectful behavior will not be tolerated and may result in removal from rehearsals, performances and/or company membership. The decision to remove a company dancer is at the sole discretion of the Artistic Director. Company and Apprentice dancers agree to refrain from getting piercings, tattoos, or short haircuts during the rehearsal and performance period.

#### **Physical Contact**

Participation in ballet class and rehearsals may involve manual manipulation of the dancer's body by instructors and rehearsal assistants, in order to teach proper positioning. Choreography may require a dancer to come in physical contact with other dancers. Costume fittings and assistance with costumes backstage and in dressing rooms may involve physical contact with costumers and parent volunteers.

#### **Injury, Damages and Loss**

Company and Apprentice dancers, and their parents/guardians, agree that they will not hold Champaign Urbana Ballet or any of its staff, board members, contractors or contractor sites (including but not limited to the Champaign Ballet Academy, Krannert Center for the Performing Arts and Virginia Theatre) liable for any injury, damages or loss (personal or property) sustained during rehearsal or performance, or while on property occupied by Champaign Urbana Ballet, or incurred under any circumstances. Safety and avoidance of injury and/or loss are the sole responsibility of dancers and their parents/guardians.

#### **Use of Name and Images**

Company and Apprentice dancers, and their parents/guardians, agree to allow their names and images (photographs, video and likeness) to be used and distributed to private and/or public organizations (including media) for use in promoting Champaign Urbana Ballet, its initiatives and its authorized collaborators. Production photos, videos and photos of dancers in costume remain the intellectual property of Champaign Urbana Ballet and may not be distributed on publicly accessed websites, social media outlets, advertisements, online or print publications, or other media. However, photos purchased as downloadable files from Darrell Hoemann Photography or photos released by Champaign Urbana Ballet into the public domain; i.e. *News-Gazette*, may be shared on social networking sites. Senior Company members wishing to post photos in costume and *not* purchased from Darrell Hoemann Photography are required to submit the photo(s) to Executive Director Kay Greene for approval. Approval is granted on a case by case basis.

## **THE NUTCRACKER**

### **Rehearsal Overview**

All Apprentice, Junior, and Senior Company Dancers should be available for rehearsals during the week. Rehearsals held during the week will not extend beyond 9:00pm. Dancers should be available for company class on Saturday from 12:30-2:00pm followed by rehearsal ending no later than 5:00pm. There will be no rehearsal during Thanksgiving weekend; Thursday, November 23rd through Sunday November 26<sup>th</sup>. Rehearsals resume on Monday, November 27<sup>th</sup>. Dancers must be available for Tech Week and all performances, without conflict, beginning November 28<sup>th</sup> through December 10<sup>th</sup>.

### **Performance Dates**

Friday	December 1 at 7:30pm
Saturday	December 2 at 2:00pm and 7:30pm
Sunday	December 3 at 2:00pm

Friday	December 8 at 7:30pm
Saturday	December 9 at 2:00pm and 7:30pm
Sunday	December 10 at 2:00pm

### **Family Meeting**

**All cast members and one parent/guardian if new** to *The Nutcracker* are required to attend a Family Meeting on Friday, September 15<sup>th</sup> from 5:00-6:30pm. First time Nutcracker parent(s) are required to attend a second family meeting scheduled on Saturday, November 4<sup>th</sup>.

### **Fees**

Cast members are required to pay a non-refundable fee of \$200 each (or \$300 total where two (2) or more cast members originate from the same immediate family) payable to Champaign Urbana Ballet at the Family Meeting on September 9<sup>th</sup>. This fee covers rehearsals, costuming, cast party attendance, and a commemorative tee shirt for the cast member's Nutcracker participation. Fees may be waived for families demonstrating need. Please contact Kay Greene at [kay@cuballet.com](mailto:kay@cuballet.com) prior to September 15<sup>th</sup>. All cast members are required to provide their own shoes, tights, stockings, hair accessories and makeup for dress rehearsals and performances consistent with detailed costuming guidelines provided in advance.

### **Service Hours**

Parents/guardians of cast members under 18 years of age agree to provide a minimum of twelve (12) service hours to assist with the production (does not include time assisting your individual child). Tasks include sewing, building props, transporting goods, assisting backstage, supervising children, working the boutique, and other jobs requiring limited to no experience.

## **2018 SPRING SEASON**

### **SLEEPING BEAUTY**

#### **Rehearsal Overview**

All Apprentice, Junior, and Senior Company Dancers should be available for rehearsals during the week. Rehearsals held during the week will not extend beyond 9:00pm. Dancers should be available for company class on Saturday from 12:30-2:00pm followed by rehearsal ending no later than 5:00pm. There will be no rehearsal March 16<sup>th</sup> through March 25<sup>th</sup>. Dancers must be available for Tech Week and all performances, without conflict, from April 30<sup>th</sup> through May 5<sup>th</sup>.

### **Performance Dates**

Friday	May 4, 2018	7:00pm
Saturday	May 5, 2018	11:00am
Saturday	May 5, 2018	4:00pm

### **Fees**

Cast members are required to pay a non-refundable fee of \$200 each (or \$300 total where two (2) or more cast members originate from the same immediate family). Fees are payable to Champaign Urbana Ballet by January 4, 2018. This fee covers rehearsals, costuming, and cast party attendance for all productions, and a commemorative tee shirt for the participation in *Sleeping Beauty*. Fees may be waived for families demonstrating need.

All cast members are required to provide their own shoes, tights, stockings, hair accessories and makeup for dress rehearsals and performances consistent with detailed costuming guidelines provided in advance.

### **Service Hours**

Parents/guardians of cast members under 18 years of age agree to provide a minimum of eight (8) service hours to assist with the production (does not include time assisting your individual child). Tasks include sewing, load in/load

out, transporting additional goods, supervising children, working the boutique, and other jobs requiring modest to no experience. A donation of \$35/hour is acceptable in lieu of volunteer service.

I (we) agree to the terms and conditions described herein and will abide by them, with the understanding that failure to do so may result in termination of this agreement and my (my child's) removal from Champaign Urbana Ballet and/or its productions.

Signed:

\_\_\_\_\_  
Dancer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature  
of Dancer(s) Under 18 Years

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Dancer

\_\_\_\_\_  
Parent/Guardian or Dancer(s) Over 18 initial here if accepting a  
Company or Apprentice Dancer membership

*A signed copy of this letter of agreement must be submitted to a Champaign Urbana Ballet representative at the Family Meeting on September 15, 2017. Cast members **may not participate** in rehearsals without first submitting this signed agreement.*