**Tuscaloosa Community Dancers**

P.O. Box 2665

Tuscaloosa, AL 35403

**tcdancers@gmail.com**

752-4220

**2014-2015 Cast Handbook**

**(Keep for reference)**

***The Nutcracker***

Historic Bama Theater

December 4-7, 2014

***Spring Show - TBA***

Historic Bama Theater

March 6-8, 2015

**AUDITIONS** for the 2014-2015 Season and TCD Company:

**SATURDAY August 23, 2014 10-4pm at CLARK HALL at the UNIVERSTIY OF ALABAMA**

**AUDITION FEE- $30**

Welcome to TCD! We look forward to working with you!

Tuscaloosa Community Dancers was incorporated in 1971 to stimulate, promote and develop interest in the art of dance. Tuscaloosa Community Dancers has produced the holiday classic *The Nutcracker* in Tuscaloosa for many years. It is a labor of love by many teachers, dancers, parents and volunteers to produce a truly outstanding community production. Some have worked on *The Nutcracker* since its inception 32 years ago, while for others, it is their first Nutcracker experience. TCD has presented many classic ballets in its Spring Repertory performance including *Coppelia*, *The* *Little Mermaid*, and *Alice in Wonderland*. This handbook serves as a guide and reference for the policies and procedures of the Tuscaloosa Community Dancers.

**General Information:**

1. Tuscaloosa Community Dancers, Inc is a tax-exempt 501©3 organization

2. The Pointe Society of West Alabama is TCD’s official support group. Each production costs well over $40,000 to produce and as ticket sales cover only a small portion of this, your tax-deductible donations are welcome.

3. TCD office is located in the Dinah Washington Cultural Arts Center.

4. All questions, comments, or problems with the policies and procedures outlined herein should be brought to the executive director. Irresolvable issues will be brought before the Executive Committee for resolution. It is essential that the artistic staff be able to focus their energies on staging a GREAT production!

Artistic Directors:

Jenna McKerrow Wilson and Kathryn Gebler Spitzer

Executive Director:

Joyce Phillips

**Orientation:**

Orientation is **MANDATORY** and will be from 10-10:30 pm on the audition day. TCD’s policies and procedures will be reviewed and staff will be on hand to answer any questions**. PLEASE MAKE SURE YOU UNDERSTAND THE RULES AND DON’T HESITATE TO ASK QUESTIONS. THIS IS A SERIOUS AND TIME CONSUMING COMMITMENT.**

**Dancers must be enrolled in a ballet class at least two days per week in order to be eligible for TCD productions and company membership. Please make sure you list your studio on the registration form.**

**Audition:**

Saturday August 23 at Clark Hall, University of Alabama campus.

**Signed forms and $30 audition fee are due at this time**

* 9-10 am- Registration
* 10-10:30 am- **mandatory** dancer/parent orientation
* 10:30-11:45 am - audition ages 7-10 (ballet shoes only); measurements for 11-14 age group & advanced 12+ group
* 11:45 -12:30 pm- measurements for 7 & up group
* 12:30 -1:45 pm- audition for ages 11-14 age group, auditioning in ballet shoes & pointe shoes (minimum 2 years on pointe)
* 2:00- 4:00 pm- **advanced** dancers ages 12 & up. Dancers at this time will be auditioning for TCD Company membership as well as Nutcracker & Spring Performance
* Audition Attire
	+ Ladies: solid color leotard, pink tights under leotard and inside shoes, flat and pointe shoes (if applicable) and hair in bun. NO skirts or shorts
	+ Gentlemen: white dance shirt, black tights, black ballet shoes
* Active TCD company members and apprentices (those who performed in the 2013-2014 season) are assured a role in productions. Former members who are currently inactive will be reconsidered for membership as well as roles in the current season’s productions.
* **All casting decisions are final and non-negotiable. Dancers are auditioning for the productions, NOT a particular part in that production. Auditionees may not decline parts. Dancers who decline parts after casting risk not being considered for future productions.**
* **Complaints regarding casting (either by dancers themselves or by parents) may result in the exclusion of the complaining dancer from TCD productions. This applies to TCD company members, apprentices, and Community Cast. Casting is based on size, ability and suitability to the role. Excessive rehearsal conflicts can also be a factor in casting.**
* **For Nutcracker, the following roles may be double cast at the discretion of the artistic directors. Double casting gives more dancers opportunities to perform more parts. This means dancers cast in these parts would alternate, or share, the role below with another dancer, as well as a corps spot. Dancers will be given an equal number of performances whenever possible (i.e. if there are only five shows, dancers would alternate with one performing the role three times and the other two times. In this case a coin toss by the directors would be used to determine which dancer gets the extra show.)**
	+ **Spanish**
	+ **Arabian**
	+ **Dew drop**
	+ **Snow queen**
	+ **Chinese**
	+ **Flower Demi’s**
* Casting will be posted on the TCD website. Listing will be by number, name and role. Spring Show casting will be posted at a later date. Please note being cast in a role does not guarantee you will perform that role.
* A **tentative** rehearsal schedule will also be listed. Rehearsal dates and times are subject to change, please check and re-check the schedule.
* A **finalized** schedule for the **current week** will be posted by noon on Tuesday of that week.
* **CHECK AND DOUBLE CHECK THE SCHEDULE. MISSING REHEARSAL BECAUSE OF FAILURE TO CHECK THE SCHEDULE WILL BE COUNTED AGAINST YOU.**

**Performances and Commitments:**

Our goal is to put on a high quality and well-rehearsed production, which requires the commitment and cooperation of everyone involved. Please refer to this handbook for guidance on the rules, policies and procedures of TCD. If you still have questions, do not hesitate to contact the TCD office by emailing tcdancers@gmail.com or calling (205) 752-4220. **DO NOT approach the artistic directors or rehearsal coaches with your questions, especially regarding casting. This is inappropriate and takes valuable time away from rehearsal.** All questions must go to through the office. We will schedule conferences with individuals regarding real concerns on a case-by-case basis, and want to be as prepared as possible to address concerns and work with you.

The artistic directors will not answer questions at the studio, via phone, Facebook, email or text and will kindly direct you to go through the office. Their contact info is for emergency purposes only.

**Financial Commitment:**

**Production fees are due by September 15.** Payable and mail to **Tuscaloosa Community Dancers, P.O. Box 2665, Tuscaloosa, AL. 35403. Fees not paid by October 1 are subject to a $50 late fee.**

* **$150—All dancers who have not yet graduated from high school.** Fee includes costume fee, t-shirt, and DVD of performance. Additional DVDs are $20 and order forms must be turned in before the final night of recording. Additional T-shirts can also be purchased separately.
* **Ticket Voucher Sales—**Twenty **(20) ticket vouchers** per dancer must be sold. Families with two dancers must sell a minimum of 35 ticket vouchers. Families with three dancers must sell a minimum of 50 ticket vouchers. At least two of those ticket vouchers must be adult tickets. Adults must present adult tickets to be admitted to the performances. All tickets purchased by cast members after advance ticket sales will be at Box Office prices. Advanced ticket voucher sales offer a discount of $5.00 off the Box Office prices. The Bama Theatre charges a $1.00 restoration fee per ticket sold. This is refelcted on our prices.

**Ticket Prices**

 **Voucher Box Office**

**Adults $16.00 $21.00**

**Seniors(60+)/ Military $12.00 $17.00**

**Students/Child $ 7.00 $12.00**

If 20 tickets are not sold, the dancer will be billed. We will use the voucher system again this year. Specific details will come with your ticket voucher packets. The dates for seating choices for parents will be announced with your ticket packets. **Please direct questions regarding ticket sales to Jessica Aycock at (205) 242-1087**

* Group ticket sales are encouraged! Groups of 15 or more are given a $2.00 per Box Office ticket discount if purchased at the same time.
* Tights, pointe shoes, flats, jazz shoes & underclothing are the dancers responsibility.
* **Remember**, you will need *several* pairs of pointe shoes for performances. **Do not wait until the week in the theatre to break in new pointe shoes!**
* Hair spray, pins, makeup, bandages, rubber bands, etc. will be in high demand during the performances. (Be prepared!)

**Time Commitment:**

**1. Volunteering**

* **Participation in TCD Productions is a family commitment. Parents are required to volunteer in various areas to assist in the production of our shows.**
* The Pointe Society is in charge of organizing our volunteers. This production depends on hours of volunteer help. The Pointe Society of West Alabama is our official support group. It is our goal for all parents of dancers in TCD productions to join The Pointe Society. They will be calling on you to help with the following committees and more: back stage door, green room food/clean up for the dancers, ticket sales, office help, lobby sales, children’s activities prior to the matinee performances for ticket holders, cast party, poster/book mark distribution, costumes/check-out and check-in repairs, group ticket sales, advertising/story in newspapers, radio, TV. It is expected for you to contact your committee chairperson the weekend before the show if you have not already been contacted. **Being available without being asked is being a great volunteer!**

**2. Rehearsal etiquette and attendance**

* Dancers must be on time and ready to dance. This means in the studio and warmed up. We pride ourselves on beginning and ending rehearsals on time and will do our best to keep to the schedule. This is made easier by having dancers ready to go at their scheduled time.
* Please pick up your dancer promptly when rehearsal is over. We all have other commitments on weekends and cannot wait with your child.
* **Dancers are required to attend all scheduled rehearsals and attendance will be taken at all rehearsals.** With that being said, dancers may miss up to four (4) rehearsals for any reason (illness, family activity, etc). After the fourth miss, the dancer will be subject to review by the Executive Committee and may be penalized by losing performances or being demoted to understudy. If you have exceeded your four absences and have extenuating circumstances (serious illness, family emergency, etc.) please bring your situation to the attention of the Executive Director by emailing tcdancers@gmail.com and it will be dealt with on a case-by-case basis.
* Dancers who miss rehearsals for any reason are responsible for learning any choreography they missed. Be prepared to spend time watching what you missed at the next rehearsal and then going in to your spot. Dancers are encouraged to get with a friend/understudy and go over material before the next rehearsal. We cannot afford to go back and review for dancers who were absent.
* **If you already know you have rehearsal conflicts, please list them on the provided form. We cannot schedule rehearsals around conflicts, but will do our best to make a schedule that is fair for everyone. You may also submit conflicts via email to** **tcdancers@gmail.com**
* **You must submit all rehearsal conflicts in writing, at least 24 hours in advance,** **unless there is an unforeseen emergency** **in which case you must CALL (not text) the artistic directors**. Their contact information is listed on the last page of the handbook, to be used in emergencies only. They will keep track of attendance at rehearsals and pass the information on to rehearsal coaches. Please see above regarding the penalty for missing rehearsals. Any missed rehearsals will count toward your allotment of four misses.
* Dancers **MAY NOT** miss rehearsals the weekend before Thanksgiving (Nov. 22 and 23) or during theater week (week of December 1). These are crucial rehearsals and it is vitally important that everyone attend, no exceptions. Please do not ask to be excused from these rehearsals; missing rehearsal will count double towards your total allotment for misses.
* During theater week (week of December 1) rehearsals will begin around 3:30pm and could last until 10pm. A finalized schedule for this will be posted at a later date. **Dancers are required to stay until the Artistic Director dismisses them—NO EXCEPTIONS!** Please do not slow down the rehearsal by asking if your child can leave. We will dismiss them as soon as possible. If we are running a technical rehearsal, the entire cast must stay. Dancers are encouraged to bring homework, a book, etc. to work on while waiting.

**Costumes:**

1. **Costume fittings** will be scheduled by groups. In order to fit large groups in the same costumes (snow, flowers, party children, etc.) it is imperative for all in the group to be present. Costume fittings are mandatory and an absence from a fitting is considered an absence. Specific times will be posted on TCD’s website and will be worked in to the rehearsal schedule as much as possible. Dancers are responsible for checking the site for information regarding their fittings, rehearsals and other information. Please note that some costumes may be unable to be altered. The dancer’s ability to fit into a specific costume will affect whether or not a dancer may be cast in a particular role.
2. **There will be a damage assessment for costumes that receive excessive wear or damage.**
3. **Costumes, headpieces and stage makeup and stage hair are only worn in the backstage area prior to a show. They are never allowed in any part of the house during the performances.** This includes the upstairs balcony, snack bar, lobby, and outside the theatre.
4. **All costumes must stay at the Bama in the dressing rooms during rehearsal week and during performances.** Bring street clothes to change into before leaving the theatre during performances. Remember underwear and shoes.
5. **Costumes are to be removed from dancer’s body as soon as possible after shows.** Our costumes range in cost from $200 to more than $800 per costume. None are to be worn home, including headpieces, accessories, etc. Bring a strong hanger for the costumes.
6. **Please do NOT eat or drink in Dressing Rooms!**

**In the theater:**

1. **Food and drink may only be consumed in the Greensboro Room of the Bama, not in the theatre, the dressing rooms, etc. There will be scheduled breaks once we are in the theater, which may or may not allow for time to go out and get food. Plan to eat before coming to rehearsal as much as possible, or bring non-messy snacks that can be eaten in the Greensboro Room only. Bottled water is the exception and will be made available.**
2. **Cell phones must be kept on silent during rehearsals and are not allowed on the stage or in the house once we move to the theatre**. **During performances cell phones must be turned off, period**. If this is not followed, phones will be taken up at the door and returned when the dancer exits the building.
3. Dancers will be divided and given specific dressing room assignments. **Dancers are not allowed to change dressing rooms.** Our costumer must know where all costumes are at all times in the event repair is needed prior to the dancer’s arrival at the theatre.
4. Some roles will require help from adults when applying makeup and there will be a chart and scheduled helpers backstage to assist. If you are not a volunteer worker, parents will not be allowed backstage after the time assigned for dancers to be present. This includes the upstairs PARA dressing room. **There will be a worker at the backstage door and the upstairs door from PARA into the theatre during the shows. No one will be admitted unless their name is on the list of volunteers who are assinged to work. This policy will be strictly enforced. Siblings are not allowed in dressing rooms.**
5. There will be assigned backstage parent volunteers to keep the dancers quiet and out of the way; out of the way also applies to the backstage volunteer. Assigned backstage helpers will be responsible for getting the dancers backstage in a timely manner and keeping the noise level down. The only persons allowed to sit in the balcony during the performance are ticket holders and assigned parent volunteers working that show. Please be mindful to not bring extra siblings during your shift.
6. **If the dancer is going to the audience to watch the remainder of the performance, street clothes must be worn, makeup removed and hair down. Warm ups, etc are not considered street clothes. The dancer must look like a paying audience member.** Dancers may only watch from the balcony and then only if seats are available. **Parents may not leave the show to get their dancer except at intermission.** TCD Productions are not a recital and it is disturbing to paying audience members for you to crawl across them during a show. **The backstage door and the upstairs door from PARA into the theatre will open only during intermission and after the shows.**
7. Rehearsals at the Bama are closed and parents may not attend. Parents may attend dress rehearsal, but must sit behind the balcony if downstairs and above the rail if in the balcony. **Parents may video and photograph dress rehearsal only!!!** Absolutely no flash photography is allowed. Flash photography blinds the dancers and is dangerous to your dancer as well as the others. **The house manager will be instructed to take up cameras of those who video or photograph during performances without permission .**
8. Dancers must wear street clothes (not pajamas, t-shirts, or slippers) to and from the theatre.
9. A stage door volunteer will check dancers in and out for rehearsals and performances at the theatre. Dancers are **never** to leave the theatre unless a parent or responsible adult picks them up. An adult will be at the stage door to check your child in and out at rehearsals and performances. **We need volunteers for this**.

**Rule enforcement:**

Our expectation is that everyone will follow these rules. They are as limited and as simple as possible and we thank you in advance for your cooperation.

**Consequences for Violation of TCD Rules**

* **Please note that violations of TCD Policies including excessive absences/tardiness, attitude, inability to perform the choreography and/or any complaints from parents or dancers regarding casting may be grounds for excusing the dancer from a performance, demotion to understudy, or dismissal from the entire performance run.**
* **Removal of a performance, the entire performance run, or demotion to understudy will be reviewed and decided by the Artistic Directors in consultation with the Executive Director & TCD’s Board of Directors.**
* **If you have any questions about the policies herein, please bring your concerns to the Executive Director. Our goal is a high quality and FUN production, and we will do our best to address concerns.**

**Contact info:**

**Artistic Directors:**

Jenna Wilson (205) 382 - 5414

Katie Spitzer (205) 936 - 9469

**\*\* Please submit absences in writing well in advance, either on the provided form or by emailing** **tcdancers@gmail.com****. Otherwise please CALL (do not text) both artistic directors as soon as possible in case of last minute emergency. \*\***

**Executive Director:**

Joyce Phillips (205) 454 – 8822

**Ticket Questions:**

Jessica Aycock (205) 242-1087

**General Questions:**

tcdancers@gmail.com

 **REQUIRED FOR AUDITION**

**$30.00 registration fee for all dancers**

**This form must be completed and turned in at the Audition.**

**PERMISSION SLIP**

I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Dancer

have read this handbook and understand the responsibilities associated with accepting a role in Tuscaloosa Community Dancers 2014 – 2015 Season Productions. I understand that as a cast member of TCD productions that my photo or video may be used in advertisements and/or publicity for future promotions. We are willing to abide by the requirements set forth in this handbook. I understand that all casting decisions are final and are not open for discussion. I understand that complaints regarding TCD rules including casting may be grounds for removal of the dancer for a performance or dismissal from the production.

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  *Parent’s Signature*  *Date*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Dancer’s Signature*

 **ASSUMPTION OF RISK, ACKNOWLEDGMENT, AND RELEASE**

 The undersigned, individually, and on behalf of any child under 19 years of age (who is listed below) hereby acknowledges, affirms, and agrees as follows:

 1. Dancing, in any form, including ballet, involves certain inherent risks and dangers to participants, including, but not limited to, bone injury, muscle injury, tissue injury, joint injury, accidents involving props and equipment, accidents involving other participants, and the potential for falls from the stage, among others, which can result in permanent injury.

 2. Knowing the risks associated with these activities, the undersigned, individually, and on behalf of any minor child so listed, hereby assumes and acknowledges these risks.

 3. The undersigned, individually, and on behalf of any minor child so listed, hereby releases Tuscaloosa Community Dancers, Inc., its officers, directors, members, agents, employees, volunteers, and contractors of and from any and all liability, actions, causes of action, and claims related in any way to any injury, personal injury, damages, or other losses, of any kind, associated with or in any way relating to or arising from their participation in auditions, performances, rehearsals, or any other activities associated with, sponsored by, or organized by Tuscaloosa Community Dancers, Inc.

 This the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_.

 Name (Printed)

 Signature (of parent or guardian if named

 Person is under 19 years of age)

 Parent or Guardian Name (Printed)

 (If individual is under 19 years of age)

 Parent or Guardian Signature

 (If individual is under 19 years of age)

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|  **Tuscaloosa Community Dancers****Registration Form** |
| **AUDITION SATURDAY AUGUST 23, 10:30- 4PM****MANDATORY registration and orientation 9-10:30AM****CLARK HALL, UNIVERSITY OF ALABAMA (behind the library)** |
| **10:30-11:45AM AGES 7 -10, BALLET SHOES ONLY****12:30-1:45 PM AGES 11-14 BALLET AND POINTE (MIN. 2 YRS)****2:00-4:00 PM ADVANCED DANCERS AND TCD COMPANY (12 and up)****AUDITION FEE - $30 Check #\_\_\_\_\_\_\_\_\_\_\_Cash\_\_\_\_\_\_\_\_\_** |
| Audition #:  | Dancers Name: | Auditioning for: \_\_\_\_\_\_\_ Nutcracker  \_\_\_\_\_\_\_ Spring Show TBA \_\_\_\_\_\_\_ TCD (12 and up) |
| Leotard size:Clothes size: | Parent’s Name: | T-shirt size: | Audition Group: 1 2 3  |
| Dancer’s Mailing Address: |
| Birth Date: | Age: | Grade: | School: |
| **CONTACT INFORMATION** |
| Dancer’s Home Phone: Dancer’s Cell Phone: |
| Parent’s Cell Phone: |
| Dancer’s Email: |
| Parent’s Email: |
| **Where do you currently take ballet, at least 2 days per week?** |
| **If you danced with TCD in the 2013-14 season, please list your parts:****Were you a TCD company member? Y N****Studio where you are enrolled at least 2x per week:** |