



AMERICAN REPERTORY BALLET
PRINCETON BALLET SCHOOL

PRINCETON BALLET WORKSHOP SENIORS Dancer Contract 2019-2020

"Princeton Ballet Workshop gives the student dancers a great opportunity to learn how to transfer what they have learned in technique classes to the stage, a transition that helps them refine their dancing to approach the professionalism and the artistry of ballet performance." Aydmara Cabrera, Director; Princeton Ballet School

This is to serve as a contract by and between Princeton Ballet Workshop (PBW) and **PBW Sr candidate**.

Upon signing, I hereby acknowledge and agree to abide by the following guidelines and handbook that constitute membership in PBW:

PBW GUIDELINES

[Please place your initials after each of these agreements in the space provided]

I understand that I am expected to participate for the full season from September 21, 2019-May 16, 2020. _____

I agree to accept and honor the decision of the Artistic Staff regarding casting and performance assignments. _____

I agree to perform, as assigned, in all public performances scheduled for the season. _____

I understand that on days that I am not scheduled to perform, I must remain locally available to be called to the theater in the event that I need to substitute for a dancer who has become injured or ill the day of the performance. _____

I agree to be prompt, properly attired, and prepared to work for all classes, rehearsals and performances. _____

I agree to abide by the rules prohibiting cell phone use in the studios and theaters at all times. Exception for its use as a rehearsal/learning aid may be made **with the permission of the artistic staff**. _____

Absences/Attendance

[Please place your initials after each of these agreements in the space provided]

I agree to maintain consistent attendance in my regular Princeton Ballet School (PBS) weekday classes (inclement weather emergencies and PBS school-wide closings excepted). _____

I understand that I am allowed a very limited number of absences from weekend PBW classes and rehearsals. All requests are subject to the discretion and approval of the School Director. These include but are not limited to family vacations, family events such as celebrations, SATs, extracurricular school events, etc. _____

I agree to submit written notice at least one week prior to an *anticipated* absence. This notice *must* include the reason for the proposed absence. _____

When I am ill and must miss a **PBW rehearsal or class**, I will follow this procedure:

1. Email the PBW Administrator, Cheryl Whitney, cwhitney@arballet.org, who will share the information with Julie Diana Hench, Executive and Artistic Director.

2. Call the PBS receptionist and leave a message: (609) 921-7758 x33

When I am ill and must miss weekday PBS classes, I will call the front desk, 609-921-7758 x 33

NOTE: This procedure is for studio rehearsals only. Once we move into production in theaters, in addition to contacting Cheryl Whitney by email, you will be given a special phone number which you must call until you reach a person. _____

I understand that consequences for excessive absences, both PBS classes and PBW classes and rehearsals, are at the discretion of the School Director and may include probation or possible suspension from PBW. _____

I agree not to participate in performances of any other dance group (this includes school plays/musicals) without the prior knowledge and *written permission* of both the School Director and the Executive Director, whose permission will not be unreasonably withheld unless the rehearsals/performance interfere with PBW commitments. _____

I understand that PBW put-together rehearsals, final studio run-throughs, and theater rehearsals are mandatory and take precedence over other non-academic activities. _____
(See glossary in Handbook). _____

Studio and Theater

[Please place your initials after each of these agreements in the space provided]

I understand that I must be respectful and courteous to the Artistic & Production Staff, volunteers, and my fellow dancers. In addition to respectful person-to-person interactions, this also applies to all my social media: websites, blogs, instant messages, Facebook, Twitter, YouTube, etc. _____

I agree to abide by the company dress code, which shall include a simple leotard and pink tights for females and white tee shirt and black tights for males. No baggy clothes, skirts, shorts, or leg warmers may be worn while dancing, unless the Rehearsal Director has given prior permission. _____

I agree to furnish my own ballet shoes, pointe shoes, and tights of the color and style specified by the Artistic Staff or Wardrobe Supervisor for all performances. _____

I agree to supply and apply my own makeup under the guidance of the ballet mistress and wardrobe supervisor. _____

Dancers AND Parents

[Dancers AND Parents, please place your initials after each of these agreements in the space provided]

We, the dancer and parents/guardians understand that parents/guardians are welcome to rehearsal, but need not stay, in the theater for the duration of spacing and dress rehearsals. _____ / _____

We, the dancer and parent/guardian, understand that a parent/guardian or an adult responsible for the dancer *must* be in the theater at the end time published in the rehearsal schedule for that venue. The published time is an estimate. This is to assure that someone is available to take the dancer home when the Artistic Staff dismisses the PBW dancers, which time is at *their* discretion. _____ / _____

We, **the parents/guardians**, understand that in the event that ARB/PBS staff has to remain in the theater waiting for my dancer to be retrieved, we will be charged. _____ / _____

We, the dancer and parents/guardians, understand that all transportation to and from theaters and rehearsal sites is our responsibility. In the event of an optional hotel stay (for fairly distant venues), hotel costs are also to be borne by our family. _____ / _____

We, the dancer and parents/guardians, understand that we and other visitors are not permitted in the dressing room or backstage area 1) after the one hour Call, 2) during intermissions, or 3) after a performance. _____ / _____

We, the dancer and parents/guardians, grant to Princeton Ballet Society any and all media rights to rehearsal and performance photographs, video recordings, and/or any other recordings taken by Princeton Ballet Society or for Princeton Ballet Society or as provided by us for their use. The grant contained in this paragraph shall survive any termination of this agreement. _____ / _____

We, the dancer and parents/guardians, agree **not** to post any film, videotape or photograph of any ARB, PBW or Princeton Ballet School rehearsals or performances without written permission of the Artistic Staff. _____ / _____

Please be sure you have completed, initialed--or signed--pages 1-6 of this document and return with your registration form to:

Mail - Princeton Ballet School, 301 N. Harrison Street, Princeton, NJ 08540;

email – princetonballetschool@arballet.org; fax – 609.921.3249

We, the dancer and parents/guardians, have read and agree to the terms of this contract.

Print Student's name (*First*) _____ (*Last*) _____

Dancer Signature

Date

Parent/Guardian #1 Signature

Date

Parent/Guardian #2 Signature

Date

Julie Diana Hench, Executive Director
American Repertory Ballet, Princeton Ballet Workshop

Date



AMERICAN REPERTORY BALLET
PRINCETON BALLET SCHOOL

PRINCETON BALLET WORKSHOP SENIOR
2019-2020 Season Registration
PLEASE PRINT AND COMPLETE EACH LINE

Dancer: please PRINT your first and last name as you wish it to appear in all publicity and playbills

Student 2019-2020 PBS level (check one): 7 Conservatory 8 Conservatory

Student height: _____ 2019-2020

Academic grade level: _____ Student school district _____

Student email _____ Student cell phone (_____) _____

Parent/Guardian name _____ Relationship _____

Parent email _____

NOTE: PBW information, announcements and weekly schedules are distributed by email. Please provide a reliable email address and be sure that arballet.org is on your safe list.

Home Telephone (_____) _____ Parent cell phone (_____) _____

Please check all that apply:

PBW Full year



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PRINCETON BALLET SCHOOL

Please complete this page for our office records

Dancer name _____ Level _____

Please check all that apply:

PBW Sr Full year (\$750)

Check Enclosed made payable to Princeton Ballet School.

OR

I would like to charge on: VISA MasterCard American Express Discover

Amount \$ _____

Name of cardholder (PRINT) _____

Address _____

City _____ State _____ Zip _____

Card Number _____ Exp. Date _____

Signature x _____ Date _____



2019-2020 PBW HANDBOOK

Do not return these pages; Keep for your records

PROFESSIONAL CLASS & REHEARSAL PROTOCOL

1. You should arrive at the studio at least 15 minutes before the start of your company classes. The typical schedule for Sunday company class is from 12:30-1:30 p.m. Production week class schedules will come to you via email.
2. If no class is scheduled before rehearsal OR you are unable to attend class preceding the rehearsal you should arrive in time enough to warm up and be prepared to dance at the appointed rehearsal time.
3. **Cell phones must remain off and stowed away whenever you are in the studio or the theater.**
4. Friends and acquaintances are not permitted to observe rehearsals or wait for you in our facility.

CASTING AND ALTERNATE/UNDERSTUDY ETIQUETTE

1. When cast as an alternate or understudy, you are expected to be present in the studio whenever your role is being rehearsed. Being an alternate or understudy affords you the opportunity to learn more material; dance more during the rehearsal day; ensures that you are ready to assume the role should your alternate suddenly fall ill or become injured.
2. If we have a rehearsal where one cast finishes and then the other cast begins, you are expected to stay throughout the other cast's rehearsal. Similarly, in the theater, if you are cast in the first show and are an alternate for the second, you are expected to stay in the theater until Mr. Martin dismisses everyone.
3. **PBW Jrs and PBW Sr Conservatory Level 7 & 8 dancers: Please note that in the case of *NUTCRACKER*, on any *performance* day that you are not cast, you are not expected to go to the theater, but you are expected to be on call, i.e. in the area, in case a scheduled PBW cast member is ill and we need to call you to the theater.**

Trainees: you will follow the directions of Artistic Staff regarding your participation in the theater during performances.

CALL BOARD/WEEKLY REHEARSAL EMAIL

1. **PBW Jrs & Srs:** Please check for email notices from the PBW Administrator *every* week. These notices include your weekly rehearsal schedule (typically posted on Wednesdays), notices about theater schedules, costume details and changes to previously announced schedules. **Per your contract, you are expected to acknowledge receipt of these emails by noon the following day.**
1. **PBW Srs/Trainees:** Please check the dancer call board at the beginning and end of each day; write down your rehearsal times, class times, and casting.
2. Please note that, due to injury, casting can suddenly change, so make sure you CHECK EVERY REHEARSAL DAY for any last minute alterations to prepare yourself for rehearsal.
4. When in the theater, please be sure to sign in and NEVER sign in on behalf of another dancer.

PBW ABSENCE POLICY & THEATER GLOSSARY

We make every effort to minimize the impact on your family while maintaining the integrity of the entire workshop experience—from the first rehearsal to the final performance bow. We can provide the best performing arts education for all members of the company only if each member is present for all classes and rehearsals. As stated in your contract, the following rehearsals are mandatory; absence from these in particular necessitates a consequence - which may include loss of role or performance - regardless of the reason. With the exception of dress rehearsals, we will make every effort to accommodate an absence due to a graded academic commitment:

- The **first rehearsals:** The choreography for the group is generated.
- The **put-together:** Dancers who have been rehearsing one dance of the ballet have an opportunity to see how their dance intersects with and influences the whole. The Artistic Director needs to see how the energy and flow of the whole are really working and make adjustments *with the entire cast present*.
- The **theater technical** and **spacing** rehearsals: We currently have multiple venues (theaters) and the dimensions of each stage are different enough to require adjustments to individual choreography and relationships on stage.
- The **Dress rehearsal:** We want to ensure the safety of *all* our dancers therefore those absent from dress rehearsal in a particular venue will lose the opportunity to perform in that venue. Additionally, the dress rehearsal offers these benefits: the costume designer has the opportunity to see everything in context of the space & lighting; the dancer can experience her/his costume while performing the dance BEFORE the performance so that adjustments may be made; and the Artistic Director needs to approve all of it. There are few things so disheartening for a dancer as training really hard over a period of time only to have one's effort derailed by an ill-fitting costume. We have wardrobe people with the highest standards of care but they can only exercise it fully with the dancer in the costume.

HOMEWORK

1. At the discretion of the Rehearsal Director, you may do academic homework during your extended down time during studio rehearsals.
2. During theater rehearsals, you are expected to be in the auditorium in case you are needed on stage at times other than your scheduled rehearsal slot. At the discretion of the Rehearsal Director you may work on homework in your seat as long as it does not interfere with the rehearsal process.

SECURE YOUR BELONGINGS

1. NEVER LEAVE YOUR VALUABLES IN THE DRESSING ROOM OR OTHERWISE UNATTENDED.
2. At all times please keep your valuables (including pointe shoes) with you. Always take your dance bag, wallet and cell phone (turned off) into the rehearsal studio. Dance bags are to be placed at the front of the room, lined up along the mirror.
3. Remember to write your name inside pointe shoes and ballet slippers.
4. **ARB/PBS is not responsible for articles lost or stolen.**

PRACTICE THESE PROFESSIONAL WORKING HABITS

1. Maintain a healthy lifestyle, which includes adequate sleep and good nutrition and ample hydration.
2. If you feel the early signs of an injury, make sure to discuss it **immediately** with one of your ballet masters or teachers.
3. Go over dance notes, corrections and challenging choreography before you return to rehearsal. (Some dancers write these down to help jog their memory).
4. Use your down time to learn from other dancers, paying attention to the way they move, apply corrections, approach their work. You are encouraged to use down time to learn other roles. It has happened in the past that dancers were called upon for roles that the group in general had no expectation of performing. Their readiness netted them an unexpected and welcome performance opportunity.
5. Remember not only to warm up, but to warm down as well, by stretching, especially following strenuous hours of dancing.
6. Please pick up your trash in our hallways, our dressing rooms, and anywhere you inhabited in the theaters. Throw away food containers, napkins, empty (or half-full) drink bottles, used bandaids and wrappers, toenail clippings (really...) and other detritus generated by *you*.
7. Always remember to set a good example for the younger students. They will be looking upon you as role models.