

Dance Majors Concert

Choreographer Information

Choreographers Dance Majors who have completed a total of three comp courses are eligible to create a piece for the Dance Major Concert. This means Comp I as well as two other Comp courses (Comp II and/or III can be taken out of sequence and be repeated.)

This is information summarized from the online production handbook. Please take a look at the handbook and get an overview of its content. You will find much of the relevant committee information here. <http://staff.washington.edu/peterb5/Forms/Handbook.htm>

Dancers Dancers can be in a maximum of two pieces per quarter and must register for a technique class in the quarter of the concert. The dancers have to be available for all the showings, technical and dress rehearsals as well as performances. It is the choreographers' responsibility to ensure their dancers are aware of this. Any possible conflicts need to be communicated as soon as possible.

Credit As part of Dance 270, 1 credit per performed piece and 2 credits per choreographed piece can be claimed. For more information consult the production handbook.

Auditions In order for you to select dancers an audition will be held. During the same evening we will also organize the studio space for rehearsals.

Piece Pay careful consideration to the parameters you will create under: number of dancers, availability of dancers and space, production budget, timeframe (approx. 7 minutes) etc and make these elements count in the process.

Costumes and Props Your share of the costume and props budget will be calculated as a means between the number of pieces in the concert and the number of dancers in your piece. The Dance Program and the Drama costume stores may also be used. Information about production refunds and costume return policies are attached.

Space Space reservation is done via the online system.
<http://collaborate.artsci.washington.edu/sites/dance/default.aspx>

You can book up to four hours per week for autumn and winter quarter. For the autumn quarter be aware that you can be bounced from your space by classes, faculty and or grad students. During winter quarter your bookings have priority over other choreographic projects. You can get a studio key as a long-term loan through the admin office for the duration of the project. Building keys for weekends can be checked out short term only. Kelly or Risa will be able to let you know more details about getting keys.

Committee work This is your concert and there are many responsibilities besides choreographing. You are expected to pick up your share of jobs in the process. This includes: Audition set up and teaching, PR, Press, Program and Reception. Please read the section on committees before the meeting and decide which job you would like to take on. It is important that you attend the meetings. If you miss them it is up to you to get the information. You may also be assigned duties in absence.

Showings Showings are an opportunity to present the work in progress in a supportive environment. All showings take place in studio 267 and will be set up facing the corridor wall of the studio as front. A schedule is set up in the week prior to the showing trying to take into account your timetables and working schedules. Choreographers are required to attend the full session. The showings will take the following format: introduction, presentation and feedback.

Introduction: Take a moment to introduce your piece. For the sections we are seeing also try to clarify the following aspects. Where are you in the creative process? What is the context of the material, where does it fit into your concept or piece? Finally is there any particular aspect you would like us to look at and comment on?

In the first showing the emphasis is on feedback. In the last showing it will be important for you to show a finished piece, ready for spacing, tech and performance. The team of directors will be looking for the following: The overall structure of your piece is complete (with time to revise), your dancers perform competently with an awareness for the audience and the space, your music/sound is set, you show the piece in costume or costume ideas, you have your props, you articulate lighting ideas.

By the time of your second showing you also submit your music on a CD (unless using live music) and complete the dance info sheet with all the information needed for the program.

If necessary the faculty and the team of directors reserves the right to ask a piece to undergo additional mentoring and showings. Although we do our best to include all the pieces, working on a piece is not necessarily a guarantee to be in the concert.

Mentors All Faculty and Grad students are available to give feedback. It is up to you to initiate this though. Faculty and Grad students are also invited to attend the showings and may provide support and feedback then.

Important Dates:

Autumn Quarter:	
Week 2 Oct 4-10	Tuesday, October 6, 5.00-6.00 Meeting with interested choreographers
Week 3 Oct 11-17	Tue, Oct 13, 6.00-8.00 Audition in Studio 266 6.00 – 6.30 Registration, 6.30-8.00 Audition, 8.00 Casts, Rehearsals
Week 4 Week 6	Individual committee meetings with Jürg:
Week 11 Dec 6-12	Thursday Dec 10 6.00-8.00 Showing 1 in Studio 267

Winter Quarter	
Week 6 Feb 7-13 3 Weeks out	Mon, Feb 8, 6.00-8.00 Showing 2 in Studio 267, hand out comp forms Music due on CD. Title and all program information submitted to AD and program group.
Week 8 Feb 21-27 1 week out	Feb 23-25 Spacing Rehearsals Feb 27 Technical Rehearsals
Week 9 Feb 28 - March 6 Week of performances	March 1 Technical Rehearsals DMC Performance Week March 2 Dress Rehearsals (Photographer, Press) March 3 Preview March 4-7 Performances
Week 10 March 7-13	Return costumes and hand in budget and invoices for refunds.

Committees and their responsibilities

Audition Coordinator

1 Person

Tasks:

Set up choreographer meeting for audition to discuss, audition items, who is leading them and for how long. Some items to consider: Warm up, set phrase (type of vocabulary), improvised material, vocalizing/use of text, partnering etc.

Coordinate timeline for audition:

Sign out keys

Meet with AD and get audition material (dancer info sheet, numbers, registration forms, pencils)

Set up registration area, welcome dancers

Set up audition, open studio and sound-system

Introduction of choreographers,

Run audition

Allow dancers to revise their information and preferences on the registration sheet.

Collect each choreographers cast list, type it up and publish it on the notice board

Budget: none

Meetings and Deadlines:

Job discussed in first choreographers meeting.

Autumn Week 2-3: Set up and independent meeting with all the choreographers to discuss the audition. Contact the AD with a questions and problems that may occur.

Autumn Week 3: Tuesday, October 13 6.00-9.00 run and coordinate audition.

Committees and their responsibilities

Reception:

1 Person:

Tasks involved:

- Read production handbook information and look at examples of previous receptions
- Set up meetings and deadlines with the AD
- Confirm time, date and location for reception with Peter Bracilano, usually opening night (Thursday, March, 4th)
- Check with Kelly Canaday about payment and/or refund for reception.
- Familiarize yourself with the University Environmental Health and Safety regulations and apply for a temporary food permit. (<http://www.ehs.washington.edu>).
- Put a proposal for food and drink together matching your budget and approximate number of guests.
- Organize equipment (Tables, tablecloths etc. through Peter Bracilano).
- Organize the day of reception with collection/delivery times for food, refrigeration, coolboxes, ice, set up of tables and clean up after event, team of helpers/volunteers, cling film, containers to store or distribute left over food.

Budget: \$ 250

Meetings and Deadlines:

- Autumn Week 6: Set up a meeting with the AD between Nov 1- 7 to discuss job and deadlines
- Winter Week 7: February 14-20 Meet with AD to discuss final proposal, budget, bring approved food permits and list of volunteers you will be working with.
- Winter Week 9: March 5 set up, run and clear reception with volunteers.

Committees and their responsibilities

Press, Calendars:

1-2 Person

Tasks involved:

- Set up and hold meeting with AD, get samples from previous years.
- Compile press outlets and set up deadlines. Liaise with Risa. Contact various campus and Seattle based publications liaise in particular with “The daily” for coverage. Add the concert info to calendars.
- Collect piece/process descriptions from the choreographers, include your observations from the showing to write a press release.
- Send press release info to Risa for VIP letter.
- Send off to meet the various deadlines, include PR image selected by poster group.

Budget: none

Meetings and Deadlines:

Autumn Week 4: Oct 18-24 meet with AD to discuss press release, get samples, set aims and specific contacts.

Autumn Fin Week: Dec 13-19 Submit final press release. Provide a list of calendars and contacts set up. Send Press release to Risa and to VIP letter group.

Winter : Meet your own deadlines. Always send a copy of your email to the AD as well. Contact *the daily*, offer them places to come to the dress rehearsal, Tuesday, March 2. Make sure you are available to meet journalists and/or photographers in the lobby.

Committees and their responsibilities

VIP letter and e-campaign:

1-2 Person:

Tasks involved:

- Set up and hold meeting with AD to discuss strategy
- Liaise with poster group for image.
- Liaise with Risa to stuff VIP letters and postcards
- Present e-flyer and distribute it.
- Create event info on facebook etc.

Budget: \$ 50 for Risa and dance program

Meetings and Deadlines

Autumn Week 5: Oct 25-31 Meet with AD to discuss VIP letter and e-campaign get samples.

Winter Week 3: Jan 17-23 contact Risa to set up a time to stuff VIP letters. Present e-flyer proposal to AD. Get e-mail contact list from AD (all the choreographers and dancers).

Winter Week 4: Jan 24-30 Mail out of VIP letters

Winter Week 6: Feb 7-13, Send out e-flyer and set up facebook etc. event

Program:

1-2 Person:

Tasks involved:

- Read guidelines in production handbook.
- Set up meeting with AD for examples and budgets from previous years.
- Contact Kelly Canaday to confirm deadlines, work involvement and material available.
- Liaise with PR group for images and design, pass on to Kelly
- Decide in what form you want to display biographies. Choreographers are usually included in the program. Dancers bios are usually displayed in foyer.
- Gather information from the choreographers and go through a proof reading process with them. (Spelling of names, titles etc.) Pass this information on to Kelly
- Kelly puts the info into the program and sends it to printer. You collect the printed programs and deliver them to the lobby
- Print bios and set up poster boards to be displayed in the foyer.

Budget \$ 400.00 for printing program (Kelly) \$ 50 for printing bios, get display boards, tape etc.

Meetings and Deadlines:

Autumn Week 5: Oct 25-31 meet with AD and Dance Office to discuss program and get samples

Autumn: Collect dance info sheets and forward them to AD, TD. Collect bios and pictures. Collect image from poster group and forward to Kelly.

Winter Week 6: Monday February 8, confirm that all the dance info sheets have been submitted by the choreographers proofread and pass on to Kelly.

Friday February 12, Program due at printer

Winter Print and mount dancers biographies for lobby

Winter Week 9: Wednesday March 3, set up bios in lobby, deliver programs to lobby

Winter Week 10: Sunday, March 7, Remove bios from lobby, strip and store boards.

Committees and their responsibilities

PR Poster:

1 Person:

Tasks involved:

- Read guidelines in the production handbook and view examples from previous years.
- Meet with AD
- Get images for flyers and/or poster (Archive images, photo shoot etc.)
- Design poster and run by AD and Dance office
- Pass concert image on to card, press and program group.
- Confirm pricing at UW Copy Center in Communication Building
- Print posters
- Distribute posters

Budget: \$200

Meetings and Deadlines:

Autumn Week 3: Oct 11-17 meet with AD to discuss poster and get samples

Autumn Week 10: Nov 29 – Dec 5, show draft.

Autumn Fin. Week: Dec 13-19 meeting to approve final poster bring in test prints. Forward poster image and font information to Kelly, program, card, press group.

Winter Week 1: Friday, Jan 8 Poster at printer, after that collect and distribute to dance program, choreographers and dancers.

Committees and their responsibilities

PR Postcards:

1 Person:

Tasks involved:

- Read guidelines in the production handbook, confirm size to work with VIP letter mailing.
- Meet with AD for examples from previous years
- Get images for flyers from Poster group (David)
- View various providers, develop budget
- Develop design and run by AD
- Finalize, order and distribute

Budget: \$200 for printing

Meetings and Deadlines:

Autumn Week 3: Nov 11-17 meet with AD to discuss postcard get samples.

Winter Week 1: Jan 3-9 complete design and confirm with AD. Complete order with Kelly in dance program.

Winter Week 3: Friday Jan 22 cards arrived and ready for VIP letter mailing.

Winter Week 6: Monday Feb 8, distribute some cards yourself and bring rest to showing 2 to distribute to choreographers and dancers. Make sure they all get a pile.

Committees and their responsibilities

Costume Rep:

1 Person:

Tasks involved:

- Read the guidelines in the production handbook. Check with Kelly for using procard for dry cleaning at the U Village dry cleaner.
- Meet AD to discuss process.
- Contact TD to get access to costume rail. For the dress rehearsal and the concert run make sure the rail finds its way to the dancers changing area. Make sure all the costumes are properly hung on the costumes rail.
- At the end of the concert, collect all costumes the choreographers claim reimbursements for and check against choreographer's reclaim list. Make sure all items are accounted for.
- Set up a bulk dry clean at Village Center 2620 NE 46th St 206/522-1033, \$3 lb with a 4lb minimum. Bring and collect costumes.
- Schedule an appointment with Kelly Canaday to check refund claims and hand in all the costumes. Make and appointment with the costume store in the drama department to bring in and store all costumes.

Budget: \$ 100

Meetings and Deadlines:

Autumn Week 6: November 1-7 meet with AD to discuss procedure during concert and refund claims.

Winter Week 7: Feb 14-20 Meet with AD to finalize procedures and announce deadline for submitting refund claims to choreographers.

Winter Week 10: Collect costumes and refund claims, Have costumes dry cleaned, collect them, check through with Kelly and deliver to costume shop.

Dance majors key checkout

Name _____ ID# _____
last, first student or employee #

Email address _____ Building use permit# _____
(must have current after hours Permit.)

Advisor/ supervisor name Jürg Koch _____

Advisor signature _____ Date _____

Keys issued 1229 # _____ stereo _____

Requested return/renewal date _____

I hereby acknowledge receipt of the keys listed above. Although the key(s) will be in my possession, I understand that it remains the property of the University of Washington. I agree not to release it to other persons to use. I further agree not to duplicate it, or alter it in any manner. I am aware that my deposit of \$50.00 will be forfeited if I do not return the key(s).

I take full responsibility for loss or damage to the key(s) during the time it is in my possession. I understand that I must return a damaged key to the key coordinator in order to obtain a replacement. I also understand that I will need to pay \$20 for any key(s) lost or damaged. Furthermore, I am aware that I am expected to return or renew my key(s) at or prior to the assigned due date, and that failure to do so will result in a hold being placed on my registration, and also that I will not be allowed to check out any more keys until I have returned or renewed the key(s) currently in my possession.

I agree to help maintain the security of the space when I am in the building. I agree to never prop or leave doors open or unlocked or otherwise jeopardize the security of the building after hours.

Signature

Date

PRODUCTION REIMBURSEMENT POLICY

The Dance Program will pay up to a certain amount for costumes and other production costs used in program concerts. The amount that you are reimbursed depends on the budget that you are given by the artistic director of the concert. The Dance Program will reimburse up to 100% of that budget provided the following conditions are met:

- All items must be accounted for—choreographers are responsible for collecting costumes from their dancers and turning everything in at one time. Partial collections will not be accepted.
- Receipts must accompany items—see below for guidelines on receipts

You will only be reimbursed for what you spend (ie. if your budget is \$50 but you only spend \$25, then you will be reimbursed \$25)

If you overspend your budget, the Dance Program will only reimburse you for the agreed upon amount. You will need to decide which items you wish to be reimbursed for and submit only those items with receipts.

All items paid for by the Dance Program become the sole property of the University. If you want to keep some or all of the items you have purchased, then do not submit them for reimbursement.

If you are planning to use your budget in any other way than costume buying (equipment rental, designer, musician fees etc.) Please make sure you contact Jürg **before** you make any commitments and spend your money.

HOW TO GET REIMBURSED

All reimbursements must go through the UW Petty Cash office. This office is very strict in what they will accept as proof of purchase—if receipts are at all confusing, they may refuse to reimburse. Here are some guidelines on how to avoid confusing receipts:

- Get a receipt – Copies will not be accepted. If you were not able to get a receipt, you must provide a detailed list of items that includes date of purchase, store purchased from, description of items and cost of items.
- Before you buy – Get the sizes of your dancers before you purchase any clothing. This will minimize returns and exchanges. Returns and exchanges make for a confusing receipt which will hinder the reimbursement process.
- While buying – When you are purchasing costume items, please refrain from purchasing personal items on the same receipt. Mixing costumes and personal purchases makes for a confusing receipt which will hinder the reimbursement process.
- Do not write on the receipt – If your purchases need explanation, bring them to Laara first. Writing on the receipt makes for a confusing receipt which will hinder the reimbursement process.

Once the concert is over bring costumes and receipts to the costume rep. You do **not need to launder** your costumes. The costume rep sets up a bulk dry clean for the concert. The rep will check your costumes and forward all your paperwork necessary to get your money—allow 24 hours for prep time from the time you get the all clear.

Take paperwork and student ID to the UW Petty Cash office (directions and hours will be provided with paperwork). You will receive cash reimbursement at that time.

DEADLINE FOR TURNING IN RECEIPTS AND COSTUMES, Winter Quarter March 7-13 time and location to be confirmed with your costume rep.