



south bay ballet

Company Handbook
2019-2020 Performance Season

Levels 2 – 8

South Bay Ballet Company Handbook

2019 – 2020 Performance Season

Dancer Credo and Parent Credo	3
South Bay Ballet Company Handbook	4
Dancers in “Good Standing” Policies	5
Privileges of Good Standing	5
Company Behavior Policy	5
Class Attendance and Requirements	6
Promotions	7
Illness, Injury	7
Performance/Company Participation	7
Appropriate Attitude and Behavior	8
Consequences for Inappropriate Attitude/Behavior	8
Rehearsal Standards	9
Rehearsal and Scheduling Commitments	9
Master Calendar, Conflicting Dates and Rehearsal Information	10
Summer Program Auditions	11
Casting Policy	11
Emerging Choreography & Benefactors’ Concert Requirements	12
Food, Belongings, and Cleanliness in the Studio	12
Rehearsal and Performance Guidelines	13
Dance Bags	14
In The Greenroom	14
Studio Dress Rehearsals & Costume Rules	14
Theatre/Tech Dress Rehearsals	15
Performance Day	16
During the Performance	16
After the Performance	17
REST Days after Performances	17
The Ballet Alliance Annual Festival	17
Mentoring Program	18
Additional Information	18
Commitment to the Company	18
Volunteer Hours	19
Greenery Sales	19
Auction Item Donation	19
Senior Company Fundraiser	19
Performance Dates	20
Annual Company Dues & Ticket Purchase Requirements	20
Total Payment	21
Other Fundraising Opportunities	22

SOUTH BAY BALLET DANCER CREDO

- I will apply myself diligently in the classes required, maintain my technique at the highest possible standards and adhere to Dancers in Good Standing Policies, as stated in this Company Handbook.
- I will not involve myself in any activity that will conflict with South Bay Ballet because I have made the Company my top priority.
- I will maintain a healthy body.
- I will inform the Artistic Directors of any injuries (new or old).
- As a dancer, I will encourage and always keep a positive attitude when working with others. I will be respectful of the Artistic Directors, Choreographers, Ballet Masters, teachers, Costume Mistress, volunteers, other dancers and my surroundings.
- I understand that individual excellence thrives in an atmosphere of group excellence. I will support and encourage my peers. I will be an outstanding role model and mentor to younger dancers. I will neither correct nor coach other dancers.
- I understand that I am a representative of South Bay Ballet and I understand that this will be reflected in my speech and actions in the studio, backstage, in the community, and online.
- I will maintain quiet attentiveness during rehearsal and will not disrupt the work of the choreographer, ballet master or other dancers.
- I will honor the dress code in its entirety, including proper placement of elastic, shoes, etc.
- I will budget my time intelligently. If I am a student, I will take my school responsibilities seriously.
- Private lessons are ONLY for the purpose of setting modern college audition choreography pieces. All private lessons are to be approved and scheduled through the Artistic Directors.
- I understand that no photos or videos are to be taken of anyone dancing without specific permission from the Artistic Directors.
- I, along with my parents, will take responsibility for understanding the rehearsal schedule. I understand that I can ask my mentor or either one of the Artistic Directors if I have any questions.

SOUTH BAY BALLET PARENT CREDO

- I understand that individual excellence thrives in an atmosphere of group excellence. I will maintain a positive attitude towards all dancers; and, along with my child, refrain from gossip and complaints as well as be respectful of level placements and casting decisions of the Artistic Directors.
- I understand that I am a representative of South Bay Ballet and I understand that this will be reflected in my speech and actions in the studio, backstage, in the community, and online.
- I will hold myself accountable to all the guidelines set forth in this handbook. I will be diligent in helping my child to maintain the highest possible standards as set forth in the handbook/contract including maintaining class requirements, being on time, and adhering to rehearsal standards.
- I will remain quiet during classes and rehearsals. I will not interfere with class instruction or rehearsals. I will not give corrections to any students, as this is the task of the teachers and Artistic Directors.
- I understand that I have a responsibility to support and participate in Company fundraisers.
- I understand that no photos or videos are to be taken of anyone dancing without specific permission from the Artistic Directors.
- I, along with my children, will take responsibility for understanding the rehearsal schedule. I understand that I can ask my child's mentor or either one of the Artistic Directors if I have any questions.

South Bay Ballet Company Handbook

Joining South Bay Ballet is a commitment to a high-level, professional ballet-training program. Professionals who understand what it takes to obtain optimum results have designed the South Bay Ballet Company program. The Company's curriculum, evaluation, advancement process and class schedule will help our dancers reach their greatest potential. Good training takes time and dedication on the part of the student as well as support from the family. Dancers have a limited number of years to train, the majority of which take place while they are young. There are many opportunities for a future in dance. However, the world of dance is competitive and dedication to serious training is necessary for a student to succeed. Whether or not a student is training for a professional dance career, there are many great benefits to being a member of South Bay Ballet. Our program is a character building and life-enriching experience.

REQUIREMENTS:

Understand and adhere to aspects of Good Standing

- Understand and adhere to all Rehearsal and Performance Guidelines
- Pay Company Annual Dues and Ticket purchase requirements
- Meet goals for Volunteer Hours
- Meet goals for Greenery Sales
- Meet goals for Nutcracker Silent Auction
- New members join only after their current contract elsewhere is fulfilled, expired, or excused
- Initial Registration is completed via email
- Opening Meeting Attendance is mandatory for students and parents

In extreme circumstances, the parent may have a separate meeting with the board prior to opening meeting. There is a \$25 fee for a separate meeting. For students over the age of 18, no parent is required to attend, but payment in full is due prior to the Opening Meeting.

Audition Classes

Saturday, August 24th at 11:00am

Senior Company Dancers Mandatory Audition Class for adjudicated pieces

Sunday, August 25th at 11:00am

Senior Company & Apprentice Dancers Mandatory Audition Class for Nutcracker

ALL DANCERS: Line up and Opening Meeting

Saturday, September 7th

FULL COMPANY Line up in main studio, Levels Pre thru 8: Line up by height at 12:30 pm

Opening Company Meeting for ALL dancers & parents immediately following Lineup.

New Dancer Orientation Meeting (with parents) at 2:00pm

Mouse Rehearsal: 2:00pm – 3:00pm

Nutcracker Rehearsals Continue – Dancers Needed TBD: 3:00pm – 6:30pm

DANCERS IN GOOD STANDING POLICIES

It has always been the policy of South Bay Ballet to expect proper attendance, and appropriate attitude and behavior in classes and rehearsals. The following consistent policies will keep dancers in Good Standing and maintain the high standards that have always been an integral part of South Bay Ballet. Dancers must fulfill all contract requirements in order to perform. The Artistic Directors reserve the right to remove any dancer, for any reason, from any role or performance, or from the Company, in order to maintain the integrity of the performances and the Company. In such an instance, no monies will be refunded. Racism, homophobia or any other bigotry will not be tolerated and may be grounds for expulsion from South Bay Ballet.

The Four Areas of Good Standing

- Class Attendance
- Performance/Company Participation
- Appropriate Attitude & Behavior
- Rehearsal Standards

Privileges of Good Standing

Students in Good Standing in all the above areas are eligible for the following privileges:

- Performance opportunities
- Continued attendance in assigned level
- Attendance for seniors (Level VI, VII, VIII) in upper level Company classes
- P.E. exemption letters (Student needs to check with his/her school regarding their policy. Students in independent study PE programs need to take responsibility for their PE forms being submitted in a timely manner.)
- Letters of recommendation (from any faculty member)
- Admittance into classes taught by guest teachers. There may be a charge for these classes.

Company Behavior Policy

The contract will be enforced. Inappropriate behavior or attitude, including failure to follow rehearsal standards or class requirements (as described below) will be addressed by the Artistic Directors speaking first to the dancer, then to the parent(s), after which a dancer may be asked to leave the company/school. No refunds will be given. Attendance and behavior will be taken into account for all future casting and level placement.

- All volunteer obligations from the previous season must have been met in order for a dancer to receive a contract for the following season.

CLASS ATTENDANCE

Good Standing is affected by maintaining or exceeding minimum monthly class requirements. Dancers are required to make all your classes and rehearsals, except those from which you have been officially excused in advance. While not the only consideration, Class Attendance is taken into account when determining level promotions and casting.

Leotards & Elastics: Students are to wear only the elastics appropriate to their level provided by the Studio staff. Do not wear elastic belts purchased elsewhere. Female students are not permitted to wear halter leotards. Plain black camisole, short sleeved, or long sleeved leotards only.

Class Requirements

The Artistic Directors may specify particular classes for any student. Taking extra classes at the beginning of each month ensures that students do not fall behind due to unexpected illness or emergency. All students are expected to incorporate lower level classes into their schedule. **Each student should establish with the Artistic Directors during their individual conference their own optimal schedule of classes per month.**

The minimum class requirements to remain in Good Standing are as follows:

- **Professionals:** Professionals will conference with the Artistic Directors regarding schedule.
- **Pre-Professionals:** Minimum of **40** classes per month (10 per week). Students with professional aspirations are expected to take at least **10** classes per week including Pilates and Modern. Dancers that take an average of at least 10 classes per week may also have the privilege of personal recommendation letters to professional companies.
- **Level VI & VII:** Minimum of **28** classes per month (7 per week). At least **5** ballet classes per week must be taken at your level and at least one conditioning class per week. Supplement with lower level ballet classes, Pilates and modern. Boys conference with the Artistic Directors twice a year to determine schedule.
- **Level V:** Minimum of **24** classes per month (6 per week). At least **3** ballet classes per week must be taken at your level. In addition to minimum class requirements, a weekly conditioning class is encouraged. Boys will conference with the Artistic Directors twice a year to determine schedule.
- **Level IV:** Minimum of **20** classes per month (5 per week) for girls en pointe. Minimum of **16** classes must be taken per month (4 per week) girls NOT en pointe. At least 3 ballet classes per week must be taken at your level. In addition to minimum class requirements, a weekly conditioning class is encouraged. Boys will conference with the Artistic Directors twice a year to determine schedule.
- **Level III:** Minimum of **16** classes per month (4 days per week).
- **Level II:** Minimum of **12** classes per month (3 days per week).

When a full class is offered, Taking barre only is logged as a ½ class. If you arrive for class more than 10 minutes late, the instructor may not allow you to take class, as warm up is important for your safety. Be on time.

Class credit will not be given for missed/canceled classes. There are always plenty of lower level classes to take. Credit is given for all classes taken at LBC and at BA only, and for each performance.

Dancers who have a certain number of classes during the week may wear colors on Saturday.

Policy: The qualifying period counts the previous Saturday and Sunday, but not that day. (No colors may be worn on Sunday.)

- Level 4/5 requires 8 classes taken PREVIOUS Saturday through Friday = colored leo/shirt on Saturday.
- Level 6 requires 9 classes taken PREVIOUS Saturday through Friday = colored leo/shirt on Saturday.
- Level 7 requires 10 classes taken PREVIOUS Saturday through Friday = colored leo/shirt on Saturday.

Any dancer who has made 40 classes at any time near the end of month may wear:

for girls- a short, sheer skirt (worn at the waist, not the hip)

for boys- colored tights (full footed).

This can happen for any class of that week after 40 has been reached within the month. If it is reached on the last day of the month, you can wear it the following Saturday's class. Dancers must have dress code attire (black leotard and pink tights for girls or white shirt and black tights for boys) available at all times, and be prepared to change when asked by the Artistic Directors.

Note about promotions: Promotion through levels is at the sole discretion of the Artistic Directors and is determined by each individual dancer's own body strength and maturity. Ballet is a rigorous and competitive field. Parents and dancers should be aware that an individual's physicality and maturity play an important role in the development of a dancer. It is important to fully master each level and is unwise to move up too quickly. Parents and dancers should also understand that the body changes most efficiently when working slowly. Lower level classes are important for all dancers.

Illness or Injury

Notify the office if a student is ill. Students will be advised on how their classes must be made up for that month.

Students who miss classes for prolonged periods due to injury may only maintain their Good Standing by adhering to a modified class schedule as determined by the Artistic Directors.

After a prolonged absence due to injury or illness, it is in the best interest for the safety of the student to be placed in a lower level of instruction and performance casting. It is up to the Artistic Directors to determine when the student has fully recovered strength.

PERFORMANCE/COMPANY PARTICIPATION

After casting is posted, **dancers may be immediately dismissed from the performance and/or Company if they drop out of a performance, miss or are late to any rehearsal without prior permission from the Artistic Directors.** The dancer forfeits all Company privileges, may not be allowed to take Company classes and may not

be allowed back into the Company in future seasons. Furthermore, dropping out or being asked to leave forfeits any deposit or fees paid for tuition, dues or BA festival. Dancers will be billed for all unpaid contractual obligations including volunteer hours.

Any Senior Dancer who is a member of a school dance team may not be allowed to participate in any adjudicated pieces or BA. He/She may participate in Bravo! in another piece.

For the integrity of the performance and the safety of the dancers, dancers may not miss warm-up classes on any mandatory date that coincides with stage rehearsals or performances.

APPROPRIATE ATTITUDE & BEHAVIOR

All company members are “ambassadors” for South Bay Ballet. Appropriate attitude and behavior standards are expected in public as well as at the studio. This includes BA festival, public performances, social events, summer intensive programs, and public forums such as the internet (i.e. Facebook, Twitter, etc.) **No video of rehearsals or performances may be posted on the Internet (i.e. YouTube/Facebook/Instagram.)** As “ambassadors” for South Bay Ballet, dancers are expected to wear SBB logo clothing at public events such as BA festival, summer intensive programs, auditions, etc.

Consequences for Inappropriate Attitude and Behavior

South Bay Ballet will not keep dancers who behave inappropriately. Dancers who continue to undermine the artistic integrity and safety of the Company by exhibiting negative attitudes towards casting, level placements, class curriculum or rehearsal standards forfeit Good Standing and may be immediately dismissed by the Artistic Directors from any performance or the Company without any refunded money. Artistic Directors may decline to write a Letter of Recommendation for students with poor attitudes or disrespectful behavior.

Inappropriate behaviors include, but are not limited to:

- Negative attitude towards casting, level placement, or class curriculum
- Rehearsals: missing, being late or leaving early
- Classes: being late or leaving early
- Rehearsals and Classes: talking during, poor attitude, negative body language, recklessness
- Correcting other dancers (this is the job of the teachers ONLY)
- Not honoring the dress code
- Improper or indecent attire or behavior
- Derogatory/inappropriate comments or obscenities in any public forum such as, but not limited to, the studio, outside social functions, or the internet including any and all social media
- Posting video of rehearsals or performances on the Internet (i.e. YouTube/Facebook/Instagram.)
- Reckless care of props, costumes, set pieces, studio property

Immediate expulsion from the company may result from any of the following:

- Racism, homophobia or any other bigotry
- Smoking

- Using drugs
- Engaging in underage drinking
- Physical fighting

REHEARSAL STANDARDS

All Company members are expected to conduct themselves in a professional manner and respect their teachers, directors, choreographers and fellow dancers during all rehearsals.

- No talking, whispering, texting or using cell phones during class or rehearsal. **Cell phones are NOT allowed on the dance floor or in the wings.**
- For dress rehearsals and photo shoots, dancers will have required shoes, hair and nude leotards, but no nail polish or unauthorized jewelry. Dancers need to have sufficient pointe shoes for all rehearsals. Dead shoes are not an excuse.
- Stage makeup must be worn for all rehearsals at the theater.
- Dancers who are cast in a production and later incur a short-term injury are required to come to the studio and observe all rehearsals.
- Understudies are required to attend all rehearsals and rehearse full out. Marking, watching, or just knowing it in your head do not count as understudying. People who dance full out are more likely to get cast.
- Dancers must report any illness to the Artistic Directors BEFORE class or rehearsal begins. Dancers are not to phone during class or rehearsal to discuss absences or rehearsal schedules except in an extreme emergency.
- Tardiness is NOT ACCEPTABLE, nor is leaving early. "ON TIME" means dressed, with shoes and hair ready. Dancers must be warmed up. This generally means you should arrive at least 20 minutes prior to class/rehearsal.
- Dancers are responsible for remembering their parts by reviewing them between rehearsals.
- Tech/Dress Rehearsals at the theatre are open ONLY to Company members and their parents. Non-Company members MAY NOT be at the theatre to watch.
- Warm-up classes with the company are mandatory on days of tech/dress rehearsals in the theatre and days of performances. Schedule your SAT/ACT tests accordingly. Anyone who misses the warm-up on these days may not be allowed to perform.
- Dancers may be allowed to participate in other professional performances only with prior permission from the Artistic Directors and only if the contract goes through the Artistic Directors. Do not ask for dates that conflict with the Master Calendar. South Bay Ballet is your first priority.

REHEARSAL AND SCHEDULING COMMITMENTS

Rehearsal schedules are emailed, usually Tuesday night each week, from Elijah Pressman at sbb.aad17@gmail.com and posted at the studio. The rehearsal schedule is tentative. After it is posted, rehearsals may be added and/or changed. Check the bulletin board and your inbox daily. Dancers are responsible for reading

all material posted throughout the studio. Both parents and dancers are responsible for understanding the rehearsal schedule. Parents share responsibility for reading the schedule and helping their dancers get to class and rehearsal.

Missing or being late for a Mandatory Date may result in expulsion from the performance and/or the Company.

Dancers must not have any commitments or conflicts with any other company during the South Bay Ballet season.

Prior to signing this contract, all school commitments are to be worked out with the school so as not to overlap or conflict with any South Bay Ballet rehearsals or performances.

Master Calendar, Conflicting dates and rehearsal information:

Master Calendar dates and times are NON-negotiable. The Master Calendar includes all performance and dress/tech rehearsal dates. Signing the contract commits the dancer to the Master Calendar Dates. These dates may not be submitted as a conflicting date. Please be aware that, while Master Calendar days are non-negotiable, they are not the only required dates. There will be rehearsals most weekends as well as some other times, and attendance at all scheduled rehearsals is mandatory, unless previously excused on a conflicting date.

Communication: All emails to the Artistic Directors should be addressed to **both** Elijah Pressman at sbb.aad17@gmail.com and Diane Lauridsen at southbayballet@gmx.com and diane.southbayballet@gmail.com

CONFLICTING DATES: A Conflicting Date is a day you request to be absent from rehearsal due to an important event. Company members must write conflicting dates on the “Conflicting Rehearsal Date Request Form” which will be emailed to you. Only those conflicting dates written in, and approved, by the above mentioned due dates will be honored in the rehearsal schedule.

The ONLY exceptions to the conflicting dates policy are for graduating senior company members who are actively seeking professional contracts and admission into a college dance program. Graduating senior company members may submit audition dates for these purposes with prior approval from Artistic Directors. Dancers with too many conflicting dates may not be able to perform in Bravo! Dates submitted after the due date may also jeopardize a dancer’s performance status.

Dancers may submit conflicting rehearsal dates for a MAXIMUM of:

- Nutcracker: two rehearsals
- Bravo/Adjudicated pieces: one Saturday or Sunday rehearsal, one Friday rehearsal (Friday night rehearsals are mandatory), one week night rehearsal, or up to TWO summer intensive audition dates that are previously approved by the Artistic Directors. (Graduating seniors auditioning for professional contracts and college dance programs will conference with the Artistic Directors for additional audition dates.)

Dancers are encouraged to consult with Artistic Directors regarding all audition videos.

- Storybook: one rehearsal
- Dancers should expect to attend rehearsals on all Saturdays and some Sundays. Mandatory warm-up classes are provided for Sunday rehearsals and count towards your monthly class requirement.
- Senior Company members will have weeknight rehearsals in preparation for Bravo! **Friday night rehearsals will be mandatory until Bravo! for all dancers in Senior pieces.** There may be occasional weeknight rehearsals for Junior Company members cast in Bravo. In special circumstances, dancers may

receive permission to be excused from a weeknight rehearsal after speaking with the Artistic Directors. Dancers need to contact the Artistic Directors immediately if they have a conflict for a weeknight rehearsal.

- Emergency Rehearsals, if necessary, may be called at the last minute.
- All Dancers must write in conflicting dates for Sept. – Dec. by Wednesday, **September 11, 2019**. Junior company rehearsals begin **Saturday, September 7, 2019**.
- Apprentice dancers, whether attending festival or not, are required to participate in senior week rehearsals from August 24th thru September 1st.
- All Senior dancers are required to participate in the rehearsals at the end of December in order to participate in “Bravo!”
- Senior Dancers cast in Senior pieces must participate in Friday evening rehearsals until Bravo.

Summer programs auditions:

- All dancers who are eligible for summer program auditions must clear audition choices with the Artistic Directors. Dancers must write in conflicting dates for auditions for January-March no later than one week after the audition dates are published in Pointe Magazine.
- Dancers must submit conflicting dates for January-March 1 before Saturday, **December 28th, 2019** AND dates for March-June by **Saturday, February 29th, 2020**.
- Dancers Levels V-VII must write in summer plans when the form appears on the board. We use this to put together the summer schedule. Please include Summer Intensives and other vacations.
- Dancers are expected to contact the Artistic Directors while they are at summer programs to keep them informed of progress and program content. The Artistic Directors can be reached at:
Elijah Pressman (310) 487-1246 or sbb.aad17@gmail.com
Diane Lauridsen (310) 963-1247 or southbayballet@gmx.com or diane.southbayballet@gmail.com

CASTING POLICY

- Casting is at the sole discretion of the Artistic Directors.
- Interference by dancers or parents will not be tolerated and will jeopardize your Good Standing status and performance participation.
- Casting will be directly affected by the number of classes taken at Lauridsen Ballet Centre, including Summer Camp. Behavior in class and rehearsal may affect casting.
- A dancer’s commitment and attitude in previous seasons may influence casting.
- Dancers may make an appointment to discuss goals and casting decisions with the Artistic Directors at any time. The Artistic Directors will not discuss relative merits of other dancers.
- Many Nutcracker parts are repeated. This does not mean you have not progressed. There is value in re-performing a role after a year’s improvement.
- Dancers Levels VI & VII are considered Senior Company members and are eligible to be chosen by a choreographer to be in a senior adjudicated ballet. All senior company members may not be chosen.
- If an apprentice dancer is chosen by a choreographer to be in a senior piece, they will be considered to be a

senior dancer. They will still take the classes for their level and they will be accorded all privileges given to senior dancers.

- Levels VI, VII & VIII are required to go to the The Ballet Alliance (BA) Festival, unless excused by the Artistic Directors prior to signing contract. The BA Festival will be held in Long Beach, CA on April 9th thru 13th. Those seniors who are able to commit to the entire week of festival and who are not members of any other school dance program may be considered for the adjudicated pieces. All dancers levels IV and above (and at least 11 years old by May 2020) are welcome and strongly encouraged to attend BA Festival.
- Dancers aged 13 and older not chosen for a senior piece may be chosen for a junior ballet.
- Dancers and parents must understand that hard work is the only route to success but the physical make-up of each individual dancer is important and must be accepted.
- Being cast as an understudy is sometimes for the education and training of the dancer, and not necessarily for performance purposes. An understudy, depending on safety and readiness, may or may not step into a part if the cast dancer does not perform. This is at the sole discretion of the Artistic Directors. Understudies that surpass the dancers already cast may replace them at the discretion of the Artistic Directors or choreographers.

EMERGING CHOREOGRAPHY AND BENEFACTORS' CONCERT REQUIREMENTS

- The Benefactors' Concert bridges the weeks between the final summer intensive performance and the first day of the new Season.
- The new guest choreographer(s) will probably be at the Benefactors' Concert.
- Choreography opportunities are open to dancers who have been seniors for at least one year, and to professional alumni. The above may choose to choreograph, or just to perform. New seniors may perform in the Benefactors' Concert.
- The Emerging choreographer for the year is chosen from the Benefactors' Concert. The choreographer will then work on perfecting/expanding the piece in time for adjudication.
- The Artistic Directors must approve all facets of emerging choreography: music, concept and costuming. The Artistic Directors will also provide the emerging choreographer with a list of dancers.
- The Artistic Directors may change anything in the piece. Young Choreographers must understand that this is a learning process.
- Rehearsals for emerging choreography will be scheduled by the Artistic Directors, so as not to conflict with other rehearsal schedules.
- You may use costumes that we have, or you may provide your own costumes. The costume department will not make new costumes for this concert.
- All Senior dancers may apply to choreograph for the Benefactors' Concert. The same rules for emerging apply. The Emerging choreographer will be chosen from the Benefactors' Concert choreographers

FOOD, BELONGINGS AND CLEANLINESS IN THE STUDIO

- NO food or drink is allowed on the dance floor or pianos. Food is allowed ONLY in the lunch room.

- Dancers are not to use lotions, perfumes or body oils of any kind.
- No GUM is allowed in the studio or theatre ever.
- Respect the cleanliness of the studio facilities. Food, drinks and containers must be removed each day. Recycled materials need to be rinsed out before being deposited in recycling bin.
- Food trash may only be disposed of in the large trash receptacle located in the lunch room and in the trash bin in the back parking area of the studio.
- Do not use the outside trash receptacle on Sartori Ave. for disposal of papers or brochures from the studio/company. The City of Torrance will fine the studio.
- Dancers may use front cubbies during rehearsals and advanced classes. Dancers may also check in valuables in the office. Any valuables checked in must be checked out from office staff - do not go in and grab stuff.
- A dancer found taking items not belonging to them may be dismissed from the school and company.
- Use cubbies to store your belongings. Do not leave items on the floor, in the hallway, the prop room, or in Studio 3. Keep all belongings neatly zipped in bags, and off the floor in the dressing room. Boys/Men have cubbies in their dressing room. Senior girls may use the cubbies provided in the main studio. However, this is not a dressing room. Please remember that you are in public. Do not be disruptive to class.
- Studio 3 is a dance studio. Dancers may not use it to do homework or hang out. No belongings may be placed on the floor in this studio.
- Dancers' belongings left at the studio will not be saved. Label all of your belongings.
- The shower is available to dancers after rehearsals or classes. Dancers must bring their own supplies and take them home afterward. Dancers must leave the shower area clean.
- Dancers may use the refrigerator to store food items. Refrigerated items must be cleaned out daily.
- When finished using the restroom, leave door open. Female dancers are to wrap feminine hygiene products in tissue and dispose of them in bathroom trash can. Male dancers are to put down toilet seats. Wear unscented deodorant and no cologne at all. Dancers need to leave dressing room door open when not in use. Respect your fellow dancers.
- Dancers found with food in the dressing rooms will be required to vacuum the dressing room and sweep the floor in the lunch area. All food found in the dressing rooms will be confiscated.
- Dancers are to wear clean and appropriate leotards and tights with proper hair at all times.
- Use the prop room ONLY for warming up. Do not store your belongings in this room. Return weights and Pilates accessories to their proper places.

REHEARSAL AND PERFORMANCE GUIDELINES

Dancers are to check out all costumes and costume accessories prior to any dress rehearsals with the costume committee and check them in following the performance. The cost of damage to costumes or props will be paid by the dancer or parent immediately.

- No one under the age of nine may leave the studio at any time without an adult (no exceptions). No one between the ages of 9 and 18 may leave the studio at any time without at least two "buddies" (no

exceptions). No one goes out the back door through the alley. Use only the front door.

• **In Your Dance Bag:**

- Sewing kit and makeup kit (NO glitter)
- Large, heavy legwarmers and two sweaters. Theatres can be cold.
- Extra hairpins, rubber bands, pointe shoes and ribbons, tights, Band-aids, brush, comb, hair gel (NO hairspray), and hairnets.
- Clear nail polish may be used to repair tights OUTSIDE ONLY.

Not in Your Dance Bag:

- Valuables. If you want to keep it, do not bring it to the theatre nor to the studio. South Bay Ballet and Lauridsen Ballet Centre are not responsible for lost or stolen items.

In the Greenroom

- Healthy snacks, juice and water. Bring lunch/dinner for dress rehearsal.
- Bring healthy food for rehearsals. Clean up after your lunch. Absolutely no talking during rehearsals.
- After rehearsal, write down your corrections. Listen to your music. Go over your parts each day.
- Dancers may learn any part they wish, even if not the official understudy. Do not disrupt the rehearsal.
- Dancers must be picked up immediately after rehearsal. If a child is not picked up after 15 minutes, a fee of \$1 for every subsequent minute thereafter will be imposed and the child will not be able to take class until it is paid to South Bay Ballet. Senior dancers getting ready at the studio for a group activity after rehearsal must make prior arrangements for the studio to be properly locked. It is not reasonable to force staff to wait for the last person to leave.

STUDIO DRESS REHEARSALS AND COSTUME RULES

- Studio dress rehearsals are in FULL costume. This includes wearing a nude leotard and proper hair. No jewelry that is not part of the costume.
- No colored nail polish or hair spray (use these at home). Hair gel is acceptable.
- As soon as you are excused from one role, immediately change for your next role as this will help us to determine if there is a timing problem.
- Dance full out and do not protect your costume. If it is going to fall off, rip, or have any other problems, this needs to happen at rehearsal, so that it may be fixed before the performance.
- No sitting in costume. No eating in costume. No leaving costumes on the floor. Return costumes exactly as you found them. Remember you will be charged for damages to costumes and props.
- No dancer or parent may take any costume home without permission from the Costume Director or Artistic Directors.

THEATRE/TECH DRESS REHEARSALS

- Be on time. The technical crew is “on the clock.” If you are late getting there or being picked up, we have to pay the crew until we can begin. This is very costly and the dancers responsible for the delay may be charged for the extra cost incurred. At the Armstrong Theater, no one is to park in the parking lot inside the gates behind the backstage entrance. This area is for loading and unloading only and then move your car.
- Dancers are to sign-in upon arrival and sign-out upon exit of the theatre using the attendance sheets. Dancers 13 and under must be checked in/out by a parent/guardian coming into the green room area.
- Bring your dinner and plan to eat it during your longest break. Food and drink are allowed only in the Green Room, not the theatre house or dressing room. All food found anywhere other than the Green Room will be confiscated. Dancers must clean up after themselves.
- No costumes are allowed in the Green Room. You cannot put clothes over your costume and come into the Green Room.
- Tech rehearsal is in full costume. The nature of this rehearsal is to stop and start. Wear your sweaters, leg warmers, etc. offstage and stay warmed up. While the nature of a tech rehearsal is tedious, dancers should strive for a focused positive attitude.
- Whoever is running the rehearsal can see what problems you may be having. Please hold any questions and concerns during tech rehearsal. Use frequent stop times to quietly work out traffic patterns, entrances and exits, and spacing. You will have a chance to ask questions.
- Absolutely no talking in the wings or area behind the stage. Be quiet and pay attention. Even if you are working on a problem and solving it brilliantly, you are still responsible to hear everything that is said. Do not block the wings.
- Cell phone use is NOT permitted at the theater during rehearsals or performances. Cell phones are to be turned off while backstage.
- You will be asked to stand for a long time for lighting. Stay facing downstage until dismissed.
- Remain in the stage area until you are dismissed by the Artistic Directors.
- Treat the Tech Rehearsal as if it is a performance and dance full out. Tech/Dress is FULL makeup and full out as we will be setting lights and photographing.
- On stage it is safety first. The term “heads up” means look above you-get out of the way.
- No costumes allowed in the theatre house. Keep feet off theatre seats.
- No flash photography is allowed during any rehearsals or performances. No video cameras allowed in the theatre at performances. Parents of high school juniors or seniors who wish to photograph (no flash) or videotape (no light) are welcome to do so at the final theatre dress rehearsal. Professional photographs, videos and DVDs will be available for purchase.
- Always be respectful to the theatre personnel and obey their directives. If you have a problem, obey first, then bring your concerns to Elijah or Diane.
- **Warm-up classes with the company are mandatory on days of tech/dress rehearsals in the theatre and days of performances.**

PERFORMANCE DAY

- On the day of the performance, come to the theatre focused, well rested and well fed. Stay warm and concentrate. Please remember to be courteous to all volunteers. Do not play in the garden or run around the theatre. As you enter the theatre, all phones must be turned off. Personal musical devices are not allowed in the theatre at all.
- Pointe shoe ribbons must be securely sewn in place. Ribbons that pop out during a performance are unacceptable. If your shoes still do not stay on, use Elmer's glue. It will wash out with water.
- Be quiet backstage and in the greenroom. The audience can hear you. Dancers need to be aware of cues and instructions. It is extremely important that there is no backstage noise, including applause.
- Cell phone use is NOT permitted at the theater during rehearsals or performances. Cell phones are to be turned off while backstage.
- Everything seems different during the show. Listening to the music is the only way to be aware of what is going on so that you do not miss an entrance. Do not listen to other music during rehearsal or performance.
- DO NOT adjust the volume control in the dressing room.
- Warm-up classes with the company are mandatory on days of tech/dress rehearsals in the theatre and days of performances.

During The Performance

- Everything you do is seen or heard -- no talking, no whispering, no funny faces. No pulling or adjusting costumes, even if they are riding up or slipping down. In a genuine emergency, come off stage and someone will help you with your costume.
- If you make a mistake on stage, or even fall down, you will be forgiven. Mistakes happen. The mark of a professional is being able to go on as if it never happened.
- SMILE and show your audience that you are having a great time.
- It is okay to be nervous before going on stage. While you are waiting to go on, think about what you need to remember about this entrance. If you are well rehearsed, you will remember the step when you hear the music. If you happen to make a mistake, just try to hide it from the audience. Do NOT make a face. Look confident. Do not worry -- you are here to learn.
- It is important to keep the wings clear at all times. Only proceed to the wings shortly before your cue to enter the stage. Exit the wings immediately after your performance.
- Stay in your lines. Wait way off past the wings. The audience can see you even if you cannot see them. If you are not in a section, YOU DO NOT BELONG BACKSTAGE.
- If your music starts and the person you are dancing with is not there, go on without him/her.
- If the music keeps going, so do you, even if something else (like lights) goes wrong. If the music stops, you stop dancing and hold your nearest hold-able pose.
- As you run off stage, keep going full out. Stay in character until you are past the wings.
- Watch your "line leaders." When in doubt, left side of the stage crosses front.
- All walking/running starts on the upstage foot unless otherwise specified by the choreographer.

- Be sure to have extra pairs of pointe shoes. Shoes breakdown quickly on the stage floor.

After The Performance

- Remove costume right away and hang it up properly. Make sure all pieces of the costume are together. Check in all your costumes and costume pieces with the Costume Coordinator before leaving the theater.
- Put back all props to EXACTLY where you found them prior to the performance. You are responsible for all personal items left in the wings – they will not be saved.
- Dancers may greet friends in the lobby in costume after performances (not before performance or during intermission). Dancers must stay away from food and drinks in the lobby. Guests are NOT allowed back stage. Do not wear nude leotards in lobby, only street clothes or costumes.
- When visiting with your audience after a performance, thank them for coming and say only positive things. Never take direction from your audience, and please do not talk about your mistakes. Take directions/suggestions ONLY from the Artistic Directors.

REST Days after Performances

We will only have lower level classes immediately after performances. Dancers who are not behind on their class counts may take rest days. Dancers need to take at least one complete week of rest during summer vacation.

THE BALLET ALLIANCE FESTIVAL

One of the main objectives of The Ballet Alliance (BA) is to define and maintain the artistic standards of quality to which the regional companies are held. Each year, all BA member companies gather for a festival: days of classes, performances, and fun. This year the Festival is April 9th thru 13th in Long Beach, CA. Dancers attending BA and their parents must attend the BA Information Meeting on Saturday, November 9th at 6:30pm for complete details. Dance works are selected to be performed by each company through an adjudication process. The interchange among dancers, directors, choreographers, and world-class teachers over the intensive festival period is one of the greatest benefits of BA.

Only our most advanced dancers will be allowed to participate in the pieces that may be adjudicated. Adjudicated pieces are usually performed at our “Bravo!” Concert. Dancers cast in adjudicated pieces are required to go to the The Ballet Alliance (BA) Festival unless excused by the Artistic Directors before the contract is signed. Dancers Level IV and above and 11 years old are encouraged to attend BA Festival.

Attending BA is an additional cost including festival participation fee, travel, meals and accommodations. Deposit fees for dancers performing at festival are due in August. All other festival payments are due in January. All festival fees are **non-refundable** (including airfare and hotel charges).

MENTORING PROGRAM

The Mentoring Program is open to Company Members at Levels Pre-VII. The program is designed to help support ballet education and training. Mentors will be available to answer questions, encourage and advise mentees throughout the year. The Artistic Directors will match mentors and mentees. While all senior dancers are encouraged to participate, the program is only open to dancers that are participating in the full year's productions. All dancers who participate should attend the year-end cast party and may exchange a \$5 - \$10 gift with their Mentor/Mentee.

ADDITIONAL INFORMATION

- **Dancers are encouraged to consult with Artistic Directors regarding all audition videos.**
- Dancers may only take corrections from their teachers/choreographers/directors. Parents and dancers are not to give corrections. Parents must not discuss students while in the studio.
- Students may not be dropped off earlier than ½ hour before scheduled classes as there is no adult supervision until 3:30 pm on Monday-Friday. Dancers picked up late will be assessed a fee of \$1 per every minute the staff is forced to wait with the student.
- Each dancer may schedule individual confidential conferences with the Artistic Directors several times per season. Parents are not required to be at most conferences. Parents and students may call for a conference at any time.
- Female dancers are required to wear a nude leotard under costumes. Male dancers are required to have their elastic shoulder straps sewn on their tights.
- Unless otherwise specified, dancers are required to wear clean leather ballet slippers on stage.
- At all times, dancers must be properly dressed, top and bottom covered, when entering or exiting the theatre or the studio. Dancers must wear attire that will keep their muscles warm after classes.
- Dancers who do not drive are NOT allowed to wait outside the studio for rides. Parents must come inside to pick up their children. DO NOT park in front of businesses across the street. There is a public parking lot west of the Bank of America parking lot. DO NOT park in the Bank of America lot; you will be towed.
- Needles and scissors cannot be left on the floor. No pointe shoes are to be left in the dressing room, as they are too tempting and dangerous for young children.
- Dancers must provide updated contact information to the front office if there are any changes.
- Senior and Apprentice Dancers are expected to participate in the retaping and washing of the dance floors on scheduled days.

COMMITMENT TO THE COMPANY

A commitment to the excellence of South Bay Ballet is made by the dancer and the family. The company thrives on the teamwork and dedication of directors, staff, students, and volunteers. Working together with a positive attitude makes for a successful season. South Bay Ballet is able to keep annual dues at a minimum due to the hard work and dedication by all the volunteer committees behind the scenes. Volunteer needs are e-mailed on a weekly

basis. Dancers and their families are expected to support and participate in Company fundraisers.

Volunteer Hours

The dancer or the parent/guardian (of Ballet II thru Ballet VIII) will contribute a minimum of 48 hours of volunteer work to the company (16 hours per performance series). The family may choose to donate \$750 in lieu of the volunteer hours requirement **ONLY IF** it is paid by September 30th, 2019. Any unfinished volunteer hours at the end of the season are billed at \$20 per hour. Each family is responsible for logging their own hours on a **weekly basis** in the Volunteer Hours Log located in the Parent Observation room.

Greenery Sales

Greenery is one of our two main fundraisers of the year. Each family will sell a minimum of \$200 of holiday greenery or make a straight donation of \$150 to South Bay Ballet. **Greenery orders are due Saturday, October 19th, 2019.** The greenery deadline will be strictly enforced. Dancers who do not submit their greenery orders by 3 p.m. on the published deadline will automatically be required to do the buyout and will incur an additional \$25 late fee. If greenery is not paid, the performer may not dance in the upcoming performance. When the greenery is available at the distribution center, parents have two days to pick up their order. If not picked up within two days, the greenery shall be delivered to the dancer's home and a \$50 delivery fee will be assessed payable upon receipt of the order.

Nutcracker Silent Auction Donation

Our other large annual fundraiser is The Nutcracker Dinner & Auction Celebration. Each family must donate a minimum of \$25 towards an auction item or donate (or obtain from a business) an auction item valued at a minimum of \$40. Please remember that this is a fundraiser to benefit your children. Please try to find items people will find desirable. Silent Auction items/donations are due on **December 7th at 11:30am.** After this time, only a cash donation will be accepted and a \$25 late fee will be incurred.

Senior Company Fundraiser

Senior dancers are responsible for coordinating, budgeting, staffing, and participating in the carnival or other event. Senior dancers who organize this event may be eligible for the Excellence in Arts Leadership Award.

PERFORMANCE DATES:

2019 BENEFACTORS' CONCERT

Friday, August 23rd, 7pm – The concert of Emerging Choreographers is an exclusive concert, catered by Chef Shafer of The Depot restaurant. It is by invitation only to those people who have donated \$300 or more during the previous performing year.

THE NUTCRACKER @ Marsee Auditorium, El Camino College

\$36, Children 12 years of age and under- \$24

Wednesday, December 18th, 6pm -- Outreach Performance (tickets are not available for this performance)

Saturday, December 21st, 2pm

Sunday, December 22nd, 2pm

BRAVO! @ Armstrong Theatre, Torrance Cultural Arts Center

All Seats are \$26

Saturday, March 7th, 7pm

Sunday, March 8th, 2pm

STORYBOOK BALLET: Coppelia @ Armstrong Theatre, Torrance Cultural Arts Center

All Seats are \$26

Wednesday, June 3rd, 6pm -- Outreach Performance (tickets are not available for this performance)

Saturday, June 6th, 2pm and 5pm

Sunday, June 7th, 2pm

2020 BENEFACTORS' CONCERT

August --TBD – The concert of Emerging Choreographers is an exclusive concert, catered by Chef Shafer of The Depot restaurant. It is by invitation only to those people who have donated \$300 or more during the previous performing year.

ANNUAL COMPANY DUES AND TICKET PURCHASE REQUIREMENTS

- Payment of both Company dues and ticket requirements are due with this signed Contract. A \$25 service fee will be charged for all returned checks.
- ALL Returning Senior & Junior Company Dancers must pay full dues by **August 3rd, 2019**.
- Dancers will be cast only with submission of signed contract AND payment of company dues and ticket monies by the dates listed above.
- Dancers who have outstanding balances will not be eligible to receive letters of recommendation.
- Dancers who drop out of performances for any reason (including injury) are still required to support the Company by attending performances.

- Ticket requirements and volunteers hours are per family, not per dancer. The family ticket requirement is based on the dancer in the family at the highest level. Prepayment for Nutcracker tickets is based on the standard adult price of \$36.
- Prior to each performance, ticket redemption forms will be provided. Completed forms are to be placed in the white ticket mailbox. Seats are on a first-come-first-served basis. Please redeem early. There are no exchanges.

Tickets dues are NON-REFUNDABLE and are as follows:

Ballet Levels III through VIII = \$574

Nutcracker:	Eight (8) tickets @ \$36 =	\$288
“Bravo!”:	Six (6) tickets @ \$26 =	\$156
Storybook:	Five (5) tickets @ \$26 =	\$130

Ballet Level II = \$496

Nutcracker:	Eight (8) tickets @ \$36 =	\$288
“Bravo!”	Three (3) tickets @ \$26 =	\$78
Storybook:	Five (5) tickets @ \$26 =	\$130

Ballet Levels Pre and One = \$336

Nutcracker:	Five (5) tickets @ \$36 =	\$180
“Bravo!”	Three (3) tickets @ \$26 =	\$78
Storybook:	Three (3) tickets @ \$26 =	\$78

Total payment - company dues & tickets

You may pay by check or credit/debit card. If paying by check, please write one check payable to South Bay Ballet. A \$25 service fee will be charged for all returned checks.

- Levels IV – VIII: \$905 company dues and \$574 tickets = \$1,479
- Level III: \$760 company dues and \$574 tickets = \$1,334
- Level II: \$610 company dues and \$496 tickets = \$1,106
- Levels Pre – I: \$275 company dues and \$336 tickets = \$611

Other Important Dates – Fund Raising Opportunities

Ongoing	Ralph’s Community Partners, Sign-up or Renew Online after Sept. 1st!
Ongoing	SBB Clothing
October	SBB Wine Tasting
October/November TBD	Keepsake Photos (by appointment only)
October 5 th	SBB “Garage Sale”
October 19 th	Greenery Orders Due
December 7 th	Nutcracker Boutique at studio
December 22 nd	Silent Auction/Dinner
February	SBB Comedy Club Night
March 15 th	Senior Company fundraiser. Senior dancers are responsible for organizing this event. Senior dancers who organize this event may be eligible for the Excellence in Arts Leadership Award

Many children grow up at South Bay Ballet. Please participate in any of the optional fundraisers as you can, as they benefit the company.