



**ESO Arts Center**

<http://www.esoartscenter.org>

**Nutcracker Swings! Letter of Agreement**

Performance Dates: Friday, December 16<sup>th</sup> @ 7:00 pm  
Saturday, December 17<sup>th</sup> @ 7:00 pm  
Sunday, December 18<sup>th</sup> @ 2:00 pm

Performance Location: Nandua High School, Onley VA

**Thank you for participating in ESO's performance of Nutcracker Swings!**

This letter will serve as ESO's Letter of Agreement for each student and his or her parent(s) or legal guardian participating in The Nutcracker Swings!. By signing and returning the Agreement below, **you are indicating that you have read, understand and agree to all terms and conditions set forth in this Letter of Agreement.**

**Agreements must be returned no later than November 15<sup>th</sup> or a late fee of \$20.00 will apply.**

Successful performances require the full commitment and support of all Company members and their parents. Please let us know if you have questions or need any help with any aspect of the production. In addition, **volunteers are needed to help with all aspects of the production, including crew, house management and wardrobe. No experience needed! Please sign up on the Agreement form that you return to ESO.**

Included in your contract is an ad form for personal messages to our dancers or for advertising your business. Please show your dancer that you know how hard they work and support ESO at the same time!

Also included is a release for ESO to use your child's photographs or videos in any promotional or publicity materials. Again, in order to participate in the production, all company members must have a signed release on file with ESO.

**Terms and Conditions of Participation:**

1. More than 2 (unexcused) absences from rehearsals will result in **immediate dismissal from the performance**. Parents must notify the ESO office of any absence from rehearsals **prior** to the absence.
2. Parents (excluding volunteers), siblings, and/or friends of Company members **WILL NOT BE PERMITTED IN THE AUDITORIUM** during rehearsals. Siblings and friends, including boyfriends and girlfriends of Company members are also not permitted backstage during rehearsals or performances.
3. Company members will arrive **promptly** for Company Call in full make-up with hair done (as indicated in Rehearsal and Performance schedules). Failure to check in with an ESO staff member at Nandua rehearsals will result in an unexcused absence. Members should arrive early to warm up as applicable.

4. Company members, including all children in the production, will remain in assigned dressing rooms until called to the stage by stage managers or assistants. This means no running up and down hallways. **Adult volunteers assigned to each area are charged with maintaining order and quiet during rehearsals and performances. Company members not cooperating fully with an Adult Supervisor are subject to dismissal.**
5. Company members will arrive for all rehearsals and performances **having already eaten dinners or lunches as applicable. Nandua's policy prohibits food or drink anywhere in the building. There is a \$10 fine for violating this rule. Furthermore, eating in costume or going outside in ballet shoes will also result in a \$20.00 fine.**
6. Company members will conduct themselves in a courteous and professional manner at all times. Any fighting, name calling or other abusive actions will result in immediate dismissal.
7. Following curtain call of the final performance, Company members will turn in costumes to an assigned ESO staff member. Parents will be charged for any missing costume pieces.
8. Note that the rehearsal schedule is an estimate of the times needed to properly prepare for the performance and is subject to change.
9. Rehearsals held at ESO require that company members remain on premises. Lunches and snacks must be brought as time is limited and students will not be allowed to leave for meals. ESO accepts no responsibility for loss of personal items. **DO NOT** leave any valuable items such as phones, cameras, purses, etc. unattended in the Green Room.
10. Rehearsals at ESO require standard ESO attire; no jewelry or watches may be worn and hair must always be in a neat bun. Ponytails are not permitted. Pointe shoes must be worn by company members worn during rehearsals as applicable.
11. **IMPORTANT:** Tuition must be **paid in full** for September through December **BEFORE** Nandua rehearsals begin. Students with balances owing as of December 5<sup>th</sup> will not be permitted to rehearse until tuition has been paid in full.
12. **A production fee must be paid by November 15<sup>th</sup> and accompany the Agreement portion of this Letter. Fees received after November 15<sup>th</sup> will be assessed a late fee of \$20.00.** Production fees cover production expenses including but not limited to, costumes, props, sets, and production supplies.

**The production fees will apply as follows (check with ESO office if not known):**

**\$35.00 - Levels 1A and 1B**

**\$40.00 - Levels 2A, 2B, 2/3, 3 and 3/4**

**\$45.00 - Levels 4, 4/5 and Pointe, 5, 5/6A and Pointe**

**\$50.00 - Levels 6 and above**

13. **ABSOLUTELY NO FLASH PHOTOGRAPHY IS PERMITTED IN THE AUDITORIUM DURING REHEARSALS OR PERFORMANCES.**
14. Please carefully consider all terms and conditions as well as the attached Rehearsal and Performance Schedule before making your decision. We must have your Agreement **returned by Nov. 15<sup>th</sup>** so that plans for choreography and costuming can be finalized.

Please consider supporting that special dancer in your life by placing a personal message in the Nutcracker and/or Spring Ballet program. A sample personal message is shown below, although you may use your own artwork and wording.

If you own a business, take advantage of this cost-effective advertising space and support your dancer and ESO at the same time!

**SAMPLE PERSONAL MESSAGE:**



**CONGRATULATIONS TO \_\_\_\_\_!**  
**Love, Mom and Dad**

**2011 Nutcracker Swings Advertising Information**

Program page size is 5.5" x 8.5"	<b>Nutcracker Only</b>	<b>Spring &amp; Nut</b>
<b>Business Card Size (3" x 2")</b>	<b>\$25</b>	<b>\$45</b>
<b>Half Page (3" x 4")</b>	<b>\$50</b>	<b>\$95</b>
<b>Triple Card Size (3" x 6")</b>	<b>\$75</b>	<b>\$125</b>
<b>Full Page (4" x 8")</b>	<b>\$100</b>	<b>\$175</b>

**Please attach personal message information and/or business ad copy to this page.**

**Payment for ad attached**                       **Please Bill me – payment due by 12/31/11.**

**THANK YOU FOR YOUR SUPPORT!!**

-----Complete and Return This Page to ESO-----

By signing below, I hereby agree that I have read, understand and will fully comply with all the terms and conditions set forth above. My child \_\_\_\_\_,  will or  will not perform in the 2011 production of The Nutcracker Swings.

I, (parent's name, please print) \_\_\_\_\_, give the ESO Arts Center, Belle Haven, Virginia the absolute right and permission to use my [] child's photograph(s) or video(s) in its promotional materials and publicity efforts. I understand that the photograph(s) or video(s) may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet, World Wide Web), or other form of promotion. I release the ESO Arts Center, the photographer(s), the videographer(s), their officers, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

**I am willing to help with the following:**  Concessions  Ticket Sales  Flower Sales  
 T-shirt Sales  Crew  Room Volunteer  Other \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_