

2018 Spring Ballet Contract (Letter of Agreement)
“I AM Lincoln Center”

Performance Dates: Saturday, May 19th @ 7:00 pm
Sunday, May 20th @ 2:00 pm

Performance Location: Nandua High School, Onley VA

Thank you for participating in ESO’s performance of the Spring Ballet!

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 Spring Ballet production. By signing and returning the Agreement below (4th page), **you are indicating that you have read, understand and agree to all terms and conditions set forth in this Letter of Agreement. Additionally, please review the updated ESO School of Dance handbook with your dancer. Agreements (4th page) must be returned to the ESO office with Production Fee paid no later than May 3rd or a late fee of \$20.00 will apply.** *Production fees help cover production expenses including but not limited to, costumes, props, sets, and production supplies. Late fees are imposed for late payment of Production Fees due to the fact that costumes and accessories must be paid for before the show dates.*

Successful performances require the full commitment and support of all Company members and their parents/guardians. Please let us know if you have questions or need any help with any aspect of the production. Volunteers are needed to help with all areas of the production, including crew, lobby and wardrobe. *No experience needed!* Please sign up where you would like to help on the Agreement form that you return to ESO.

On the third page, please find the form for a personal message to your dancer. Show your dancer that you know how hard they work and support ESO at the same time! **Ad forms are due to the ESO office by Monday, April 30th due to printing deadlines.**

Also included is a release for ESO to use your child’s photographs or videos in any promotional or publicity materials.

Rehearsal schedules will be posted on the ESO website, ESO School of Dance Facebook and available in the ESO Office. To save on postage, contracts and schedules will not be mailed unless requested.

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 or Dance Director Dana Floyd of any absence from rehearsals **prior** to the absence.
2. Parents (excluding volunteers), siblings, and/or friends of Company members will not be admitted into the auditorium during rehearsals. Siblings (unless dropping off and picking up) and friends, including boyfriends and girlfriends of Company members are 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 or assigned backstage volunteer 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 crew managers. 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. Food and drink are prohibited in classroom, hallway and bathrooms spaces. As a general rule, eating or drinking (besides water) in costume is prohibited.
6. Company members will conduct themselves in a courteous and professional manner at all times. Any fighting, name calling or other inappropriate actions will result in dismissal.
7. Following curtain call of the final performance, Company members will turn in costumes to an assigned ESO volunteer. 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. Please be sure your dancer knows to clean up after themselves during lunch and snack breaks.
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 unless part of the costume. Pointe shoes must be worn by company members during rehearsals as applicable.
11. **Tuition must be paid in full for January through May BEFORE Nandua rehearsals begin. Students with balances owing as of May 1st will not be permitted to rehearse or purchase tickets from the Office until tuition has been paid in full.**
12. A production fee must be paid by May 3rd and accompany the Agreement portion of this Letter. **Fees received after May 3rd will be assessed a late fee of \$20.00.** Production fees help cover production expenses including but not limited to, costumes, props, sets, and production supplies.

The production fees will apply as follows:

\$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 Rehearsal and Performance Schedules before making your decision. We must have your Agreement returned by May 3rd so that show may go on.

Please consider supporting the special dancer in your life by placing a personal message in the Spring Ballet program. A sample personal message is shown below; providing your own artwork and message are encouraged. Any photos used from ESO Ballet Photo Disks must include a credit to Walt Roll, MD.

SAMPLE PERSONAL MESSAGE:



CONGRATULATIONS TO _____!
We are so proud of you!
Love, Mom and Dad, Grandma and Grandpa

2018 Spring Advertising Information – due by April 30, 2018

Program page size is 5.5" x 8.5"	Ad Price
Business Card Size (4 ½ " x 1 ¹⁵ / ₁₆ ")	\$25
Half Page (4 ½ " x 3 ¾ ")	\$50
Two lines of print, Up to 25 words (no images) (well wishes for your dancer)	\$5

Please attach personal message information and/or business ad copy to this page, or email ad copy to exec@esoartscenter.org.

Payment for ad attached

Please Bill me – payment due by 5/21/18.

THANK YOU FOR YOUR SUPPORT!

-----Complete and Return This Page to ESO by May 3rd-----

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 2018 production of the Spring Ballet.

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, photo CD, Internet), 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.

Name of performer(s) _____

Parent Signature _____

Date _____

Volunteers are CRUCIAL to a great show, and we need volunteer helpers in several areas both backstage and in the lobby: We can schedule something for you that won't interfere with seeing your child's performance.

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

Phone: _____

e-mail: _____