

Nutcracker Ballet Contract 2019 (Letter of Agreement)

Performance Dates: Friday, December 13 @ 7:00 pm
Saturday, December 14 @ 7:00 pm
Sunday, December 15 @ 2:00 pm

Performance Location: Nandua High School, Onley VA

Thank you for participating in ESO's performance of the Nutcracker 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 Nutcracker 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. Agreements (4th page) must be returned to the ESO office with Production Fee paid no later than November 21st 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. We require late fees for late payment of Production Fees because costumes and accessories must be paid for in advance of a ship date.*

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.

Ad forms for dancers are due to the ESO office by Wednesday, November 20 due to printing deadlines. If you would like to advertise your business, please download a business form on our website or pick up a form from the Office.

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 a pre-designated volunteer/crew 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. 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. ONLY Volunteers signed up to be backstage are to remain backstage during performances.**
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.
6. Company members will always conduct themselves in a courteous and professional manner. Any fighting, name calling, or similar actions will result in immediate 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.
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 Dec. 10 will not be permitted to rehearse until tuition has been paid in full.
12. **A production fee must be paid by November 21st and accompany the Agreement portion of this Letter. Fees received after November 21st 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:
\$40.00 - Levels 1A and 1B
\$45.00 - Levels 2A, 2B, 2/3, 3 and 3/4
\$50.00 - Levels 4, 4/5 and Pointe, 5,
\$55.00 – Levels 5/6A/B/6/ and Pointe
\$60.00 - Levels 7 and above
13. **ABSOLUTELY NO FLASH PHOTOGRAPHY IS PERMITTED IN THE AUDITORIUM DURING REHEARSALS OR PERFORMANCES.**
14. Please carefully consider all terms and conditions before making your decision. We must have your Agreement returned by November 21st so that plans for choreography and costuming can be finalized. Rehearsal schedules will be handed out separately.

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

SAMPLE PERSONAL MESSAGE:



CONGRATULATIONS TO _____!
We are so proud of you!

Love, _____

2019 Nutcracker Advertising Information – due by Wednesday, November 20

Program page size is 5.5" x 8.5"	Nutcracker Only	Nut & Spring
Business Card Size (4 ½ " x 1 ¹⁵ / ₁₆ ")	\$25	\$45
Half Page (4 ½ " x 3 ³ / ₄ ")	\$50	\$95
Three lines of print (well-wishes for your dancer)	\$10	N/A

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

THANK YOU FOR YOUR SUPPORT!!

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 2019 production of the Nutcracker 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 _____

Please update your child's sizes below to ensure the best possible fit for costumes:

Street Clothing Size (S, M, L, etc.) _____

Shoe size _____

Leotard size _____

Tight size _____

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 Monitor (Backstage for ONE (1) Performance)**

(You will be contacted to set up a shift)

Phone: _____

e-mail: _____