



## VBC PRODUCTION POLICIES

These policies and expectations are designed to ensure the running of a smooth production and for the safety of our performers and volunteers. We aim to provide a positive experience for you, your family, and our patrons while aiming to preserve the traditions of ballet and the theater. Any infractions of these policies and expectations may be grounds for removal from current and future productions.

### PRODUCTION FEES / REGISTRATION

Production fee due dates are announced in the production calendar and can be paid online in the Parent Portal. A 25% late fee will be applied to all production fees submitted after the established due date. All production policy agreements and liability waivers will be signed when you register online. Any dancer with outstanding fees or forms will not be fitted in their costume until all outstanding items are received. All production fees are non-refundable.

### ATTENDANCE

Attendance is vital to the success of the performance. Consistent attendance helps the dancer to feel confident in the choreography and builds the connection between cast members on and off stage. Planned absences must be submitted to the front desk in writing. Any absences listed on the audition application will be considered excused. Illness and family emergencies will also be considered excused. All other absences will be considered unexcused.

Three or more absences (excused or unexcused) may be grounds for dismissal from the current production as well as denial of participation for future productions at VBC's discretion. Two or more unexcused absences may be grounds for dismissal from the current production as well as denial of participation for future productions at VBC's discretion. VBC may, at their discretion, rearrange casting should any performer have absences, planned or unplanned, in excess of 25% of Saturday rehearsals.

### WEEKLY BALLET CLASSES

Performers in Lead & Corps and Supporting Roles are required to take regular weekly ballet classes to ensure they are working on the technique required of their roles. Dancers who are not enrolled in the VBC School will be required to submit a signed *Weekly Class Hour Log* bi-monthly for the duration of rehearsal months leading up to the production. The log may be signed by any authorized personnel of their home dance studio.

### SUPPLIES

You will receive a supply list upon being cast in your role(s). You will be required to order your tights, leotards, and technique shoes through us to ensure the right colors and styles are ordered. We are not responsible for purchasing your pointe shoes, make-up and hair supplies. All orders received past the established deadline will incur a \$25 late fee in order to expedite your order. All performers are required to have their supplies checked off within the established supply check date range. Technique shoes must have elastics sewn to be checked off.

### BEHAVIOR

All performers and parents will handle themselves appropriately at all times. All cast members and parents are expected to adhere to the VBC Code of Conduct as outlined in the Student Handbook. As a cast member, you are representing the Vacaville Ballet Company. Any behavioral issues will be addressed with the performer and parent. An excess of issues may be grounds for dismissal from the production or future productions.

### VOLUNTEERING

All parents are required to volunteer for some aspect of the production. This can include chaperoning one or more performances, volunteering to sew prior to the production, working in the wardrobe room or side stage during the production, volunteering with prop construction, volunteering for load in or load out of the theater.

### MAKE-UP / COSTUMES

Stage make-up is NOT allowed outside the theater. Supporting role dancers will remove make-up prior to leaving the theater. Lead & Corps role dancers must remove make-up or wear sunglasses prior to leaving the theater.

Costumes are never removed from the theater. No food or drink allowed while in costume, with the exception of water. Performers are asked to wear antiperspirant to preserve the longevity of our costumes. Recommended brands can be found on your supply list. Performers may contact the Wardrobe Supervisor for alternatives to antiperspirant.

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### **THEATER CELL PHONE AND CAMERA POLICY**

Cell phones and any devices with camera capability are not allowed backstage at the theater at any time. Please do not bring your cell phones or cameras to the theater – leave them at home or in your car. In the event you bring them to the theater, we will store them while you are at the theater. The Vacaville Ballet Company is not responsible for any lost, damaged or stolen property while you are in, on or around the theater premises.

Cell phones and cameras will not be permitted in the backstage area of the theater at any time. This will be enforced beginning the date of theater load-in and will remain in effect until theater strike. Cell phones will not be permitted in the side stage area of the theater. This will be enforced beginning the date of the first dress rehearsal and will remain in effect until theater strike. This policy will apply to all performers and volunteers participating in the production. This policy does not apply to the front of house areas of the theater.

### **THEATER DROP OFF POLICY**

Dancer drop off times will be designated on the tech week schedule as “call times.” Dancers are not to arrive at the theater prior to their scheduled call time. Parents are to walk their dancer to the stage door to ensure they get into the theater safely. If dancers are driving themselves, we encourage them to walk around to the stage door with a companion for safety.

The theater requires a ratio of adults to minors during our theater occupancy to ensure minors are supervised at all times. The dancer and chaperone call times are scheduled to ensure we have enough chaperones for minors to be in compliance with the theater’s policy. If a dancer arrives prior to their scheduled call time, they will not be permitted to enter the theater until they are scheduled to be there due to a lack of chaperones. It is the Vacaville Ballet Company’s policy to call the parent or guardian listed on registration forms to come pick up their dancer or stay with them until they are scheduled to be at the theater.

If your dancer is dropped off early, you will receive a warning letter upon picking them up from the theater. A 2<sup>nd</sup> offense will result in a fee of \$50.00. Failure to submit the fee will result in a 2<sup>nd</sup> notice and an increased fee of \$100.

### **THEATER PICK UP POLICY**

Parents or guardians picking up dancers must go to the stage door to pick up their dancer. Dancers will not be released through the theater or lobby. Parents or guardians will be asked to show identification to ensure dancer safety.

It is the responsibility of the parent or guardian to ensure that their dancer is picked up by the scheduled end time outlined in the tech week schedule. If a parent or guardian is unable to pick up their dancer by the scheduled time, alternate arrangements must be made. In the event of alternate arrangements, parents or guardians must notify VBC in writing with the name and phone number of the individual they have designated to pick up their dancer. In the event a parent is performing in the production or working as a chaperone or stagehand, the parent is still responsible for making alternative arrangements to have their dancer picked up by the scheduled end time.

In the event that a dancer is left at the theater 10 minutes past the scheduled rehearsal or performance end time, it is the Vacaville Ballet Company’s policy to call the parent or guardian listed on registration forms. In the event that a parent cannot be contacted, it is VBC’s policy to call an emergency contact. If a parent or guardian or emergency contact cannot be reached, the Vacaville Police Department will be called to ensure the safety of the child. This policy will not go into effect until the scheduled end time in the event that a rehearsal or performance ends early. We will always have a chaperone with minors at the theater until the scheduled end time in the event a rehearsal or performance ends early.

We understand that emergencies come up and are unavoidable. If a last minute emergency comes up that will prevent you from picking up your dancer on time, please call VBC at (707) 880-7896.

A late fee of \$50.00 will be charged if a dancer remains at the theater for 15 minutes beyond the scheduled end time. Failure to submit your late fee will result in a 2<sup>nd</sup> notice and an increased fee of \$100. Dancers will not be permitted to participate in future VBC productions until their account is in good standing. More than three early drop-off or late pick-up offenses will result in denial of participation in any VBC productions.