

Welcome to Missouri City Ballet Company! We look forward to an exciting season. Please read the following policies and procedures carefully. This is a 4 month agreement and the signature page must be signed and received by MCB by Tuesday, September 6, 2016.

WEEKLY CLASS and REHEARSALS *Rehearsals are the key to any successful production!*

- Company members are required to attend rehearsals on Friday evenings and Saturdays- expect Fridays from 5:00-7:00 pm and Saturdays hours between 10:00 and 5:30.
- The rehearsal schedule will be posted on the Call Board and on our website. Please check the board **frequently** and note the rehearsal times.
- Plan to arrive at the studio 15-20 minutes BEFORE class begins to prepare.
- Students will not be admitted into the studio if they arrive late. The student is to wait outside of the door to be invited in by the instructor.
- PLEASE DO NOT CALL THE STUDIO TO ASK WHEN YOUR CHILD REHEARSES!
- Parents/guardians must pick-up their company member at the designated time, no later. We understand that emergencies can happen. In that case, please call the studio at 281-969-7054 to let the MCB representative know that you will be late. Excessive tardiness will result in a \$20 late fee being charged to your account per incident.

Attendance Requirements/Policy

Each performer is required to attend all rehearsals. Any conflicts must be communicated to MCB on the Conflict Form (See attached) which is due the first day of rehearsal. Any illness should be reported directly to Ms. Sharon at 713-725-5056. Even if conflicts are reported in advance, be aware that missing a rehearsal may prevent the member from being staged into scenes.

- Only one (1) excused absence is allowed for both principal dancers and company members.
- Anyone exceeding these allotted absences is subject to a probationary period unless a doctor's note is provided.
- Excessive absences may result in removal from performances or the company itself.
- "Production Weeks" are the last two weeks prior to performances, and attendance is mandatory with no exceptions. Rehearsals, including tech and dress rehearsals, may run long and late into the evening during the immediate week prior to opening, so please be prepared for this.

Casting:

Final casting is at the discretion of the Artistic Director. Dancers may rehearse a role as a cover/understudy, but not perform the role on stage. ***Final casting for each production will be announced the week prior to the performance. Please do not call or email the Artistic Director regarding casting.***

Dress Code for Rehearsals

Students may wear any solid color leotard, tights, ballet shoes (pointe and flat). Hair must be in a proper ballet bun. Dancers may also wear leg warmers, shorts, and form fitting tanks.

COST OF MEMBERSHIP

Company class and rehearsals

MCB is a 501(c)(3) nonprofit, therefore, we rely on donations and sponsorships to support our organization. Your fee for this season includes theater rental, costumes, props, salaries for our professionals, guest artists, advertising, etc.

The cost per dancer for the contract running September 1, 2016 - December 31, 2016 is \$500.

THERE ARE 3 WAYS TO MEET YOUR FINANCIAL OBLIGATIONS

1. Sell Advertising - sell ads for our season program (you will be provided with forms)
 - you will receive a credit for \$25 less than the price of a business card or 1/2 page ad- for example: if you sell a \$250 ad, you receive a credit of \$225
 - you will receive a credit for \$50 less than the price of a full page ad
2. Solicit corporate/private donations. Your dancer receives dollar for dollar credit with each donation. These are also tax deductible for the donor. (forms will be provided soon)
3. Buy-Out - pay the full season fee of \$500 without participating in any fundraising

IF YOU FUNDRAISE:

There is 1 payment date

- If you choose to fundraise to help reduce or eliminate your financial obligation, the first installment of fundraising monies is due by October 14, 2016. Your account will be charged the difference between \$500 and the amount that you raised. (ex: If you brought in \$300 worth of donations, your account will be charged \$200).

IF YOU CHOOSE THE BUY-OUT:

If you elect not to fundraise, you may simply "buy-out" your fee requirement and make a payment to MCB for the full \$500. An opt-out form (attached) must be signed and turned in to MCB by October 1, 2016. Your credit card on file will be charged.

***** IMPORTANT *****

All families are required to volunteer at productions for a minimum of 2 hours per production whether you fundraise or opt-out. If you do NOT volunteer for the minimum hours required, your account will be charged a \$100 fee.

**** Should you have circumstances which prevent you from attending the productions and volunteering the required hours during the contract term, please speak to a board member. There are many other areas prior to production time for which we truly need volunteers and a board member can help direct you. ****

WITHDRAW POLICY

Anyone wishing to withdraw their membership from MCB is required to contact MCB at director@missouricityballet.org to request a drop form. The form must be placed in our lockbox at least 30 days prior to the date of withdraw. Anyone withdrawing for medical reasons MUST provide a doctors note.

IMPORTANT: If you withdraw after October 1, 2016, you are responsible for the full \$500. Production budgets are based on the number of company members and funds will have already been allocated for your child's participation. If your child is removed from the company for any reason by the Artistic Director, you will still be responsible for fulfilling your financial obligation. No refunds are given!

VIDEO/PHOTO RELEASE

I hereby consent to the reproduction and/or use of photographs, video/film, or audio recordings of my child for advertising and promotional purposes for Missouri City Ballet. I understand that my child's picture may be placed on the company website, Facebook page, and other local publications.

HOW WE COMMUNICATE WITH PARENTS

All information will be passed along to parents in the following ways:

1. Via email - please make sure that we have your correct email on file
2. Via text message - reminders will be sent via text using the Remind101 app. It is very important to sign up as this will be the primary form of mass communication! To sign up:
 - a. Send a text to 81010
 - b. Enter @mcbcomp in the message field
3. Website - www.missouricityballet.org
4. Call Board at studio - all schedules will be posted, please check it frequently, and have your child do so as well. Taking a photo is a good idea as well.

HOW TO COMMUNICATE WITH MCB

MCB representatives can be reached by:

1. [email: director@missouricityballet.org](mailto:director@missouricityballet.org) for company questions
2. phone-832-387-MCB1

MCB is a separate entity from Laeral Dance Academy/APAC - please do NOT call LDA or ask their front desk staff questions regarding MCB business.

Who's Who

Artistic Director - Sharon Teague - 713-725-5056 **

Executive Director - Lori Frazer - director@missouricityballet.org

Founder - D'Ann Shaver Gimenez - dann@missouricityballet.org

Board President - Stephen Uttrodt

Treasurer - Sonhui Chung - treasurer@missouricityballet.org

Treasurer's Assistant - open

Fundraising Committee Chair - Marija Trevino - marijuka@yahoo.com

Event Ticketing Chair - Amy Jaasma - tickets@missouricityballet.org

Special Events Chair - Karen Young

Program Advertising/Sponsorships Committee Chair - Omaira Castillo - advertising@missouricityballet.org

Event Ticketing Chair - Amy Jaasma - tickets@missouricityballet.org

Costumes Committee Chair - Andrea Kilgore - andreakilgore4@gmail.com

Boutique Committee Chair - Heather McFarlain - heatherandlee@outlook.com

Volunteer Coordinator- open

Publicity- open

Extras Coordinator - open

Parent Responsibilities:

1. Turn in all paperwork on time so your child can attend rehearsals without any delay.
2. Sign up for a committee and participate! A sign up genius will be sent by email in Sept.
3. Bring your child to rehearsal on time and pick them up on time.
4. Be sure that your child has cleaned up after themselves at rehearsal - do not just assume that they threw away their trash - come in to the studio to check! Please remind your child to respect the studio as LDA/APAC donates rehearsal time and space to MCB.
5. Check the call board and website for schedule updates.
6. Sign up for text alerts and add director@missouricityballet.org to your email address book.
7. Be sure that your child has the necessary items for their role - order all shoes and tights IN ADVANCE.
8. Share our emails and Facebook posts regarding our fundraisers and ticket sales.

9. Volunteer a minimum of 2 hours per production (Our staff will volunteer hundreds of hours getting the show to the stage and 32 hours the weekend of the production - we do not feel that 2 hours is unreasonable to ask!)

Schedule:

Friday rehearsals 5:00-7:00 (starting on September 16th, 2016)

Saturday rehearsals 10:00 am - 5:30 pm (starting on September 10th, 2016)

Brunch with the Sugar Plum Fairy (December 3, 2016) - Marriott Sugar Land

- Performers for this event will be selected by Ms. Sharon and notified in advance. All company members are needed for this event. All will be in costume to either perform, greet guests/take photos with them, and/or dine at a character table with guests.

Nutcracker (Nov 25, 26, & 27, 2016) - Stafford Performing Arts Centre:

- dress/tech rehearsal, Friday, Nov. 25, 2016 (tentatively scheduled for 3:00 pm-9:00 pm)
- 2 shows (2:00 pm and 7:00 pm) Saturday, Nov 26, 2016
- 1 show (2:00 pm) Sunday, Nov 27, 2016

December Performance at The Rise school (TBA) - The Rise School

- Will be a weekday performance during school hours - Event details TBA

December Senior Holiday Party (TBA) - Missouri City Community Center

- Will include a short performance and photo opportunity with seniors. Event details TBA

Lauren Anderson Company/Master Classes

Lauren Anderson will be conducting company/master classes at LDA/APAC various Saturday mornings (see detailed dates below). MCB dancers are required to attend these Lauren Anderson Co./Master Classes on Saturday mornings from 10-11:30 AM before rehearsals. There is a significant discounted fee for MCB dancers, at \$10/class. Please note that the presence and participation of Lauren Anderson is a great honor and it is very important to our Artistic & Executive Directors that our dancers take advantage of this opportunity. Should you have a concern or problem with a specific date, please email Director@missouricityballet.org or text Ms. Lori at 412-979-5034. Registration and payment for these classes will be through APAC (not MCB) and more info will be sent in the near future.

September 10, 2016

September 17, 2016

October 1, 2016

October 15, 2016

October 22, 2016

October 29, 2016

November 5, 2016

November 12, 2016

November 19, 2016

Signatures and Acknowledgments
(sign and turn in)

By signing below, I acknowledge that I have read the MCB Handbook and agree to the rules, policies, procedures, volunteer requirements and payment terms set forth in this 2016 Season Handbook. I understand that failure to comply with any of the rules, policies, procedures, and payment terms may result in my child being removed as a company member from Missouri City Ballet.

I understand that this agreement ends on December 31, 2016.

Parent name: _____

Parent signature: _____

Date: _____

Child's name: _____

**Forms to be turned in by September 6th, 2016
(in envelope provided)**

- Signature page from handbook
- Credit card authorization form
- Conflict form (please make sure name is on top of page)
- Release agreement
- Waiver of Liability
- Physical form (must be turned in by September 9, 2016)

***** ALL FORMS MUST BE TURNED IN FOR YOUR CHILD TO
ATTEND CLASS - NO EXCEPTIONS! *****

Missouri City Ballet
2016-2017 Company Handbook

Artistic Director - Sharon Teague

"I don't want dancers who want to dance, I want dancers who have to dance."
- George Balanchine

Opt-Out Form

If you do not wish to fundraise any of your financial obligation/season fee, please fill out, sign, and date this form and place it in the MCB lockbox by October 1, 2016.

I, _____, wish to opt-out of all fundraising and am choosing to buy-out my financial obligation/season fee. This is not to be considered a tax deductible donation to MCB, as it is a contractual fee, and services are being received in return.

I understand that my credit card on file will be charged \$500. I understand that choosing not to fundraise has no bearing on my volunteer requirements and that I am still responsible for participating on a committee and volunteering at each production, as outlined in the Company Handbook.

Child's name: _____

Parent Signature: _____

Date: _____

Student Handbook

Etiquette:

Please be aware that as a company member, you are now a representative of the Missouri City Ballet. Your behavior is a direct reflection on MCB and we strive to always have a positive public image. Make sure to conduct yourself properly in any public setting, including any social media on the internet. Should the staff of MCB come across any inappropriate comments, pictures, behavior, etc., immediate action will be taken that could lead to a probationary status or ultimate removal from the company.

Casting:

Final casting will not be determined until the week before each show. No casting is to be questioned. Please be aware that there are many variables that must be considered when casting (not only the skill level of the dancer). Should you want to learn how you can improve your casting for future performances, please make an appointment to speak with Ms. Sharon or Ms. Lori.

I understand the etiquette and casting policies. I have been given a copy of the synopsis of Nutcracker and Ms. Sharon's company rules.

Name: _____

Signature: _____