**UMBC Department of Dance CHOREOGRAPHER CONTRACT**

**Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check one: [ ] Senior Works; [ ] First Works; [ ] DANC 400**

This contract applies to ALL students who choreograph for Dance Department productions. Students enrolled in DANC 400 may have additional requirements.

**YOU ARE ELIGIBLE TO SUBMIT CHOREOGRAPHY FOR DANCE DEPARTMENT PRODUCTIONS IF:**

* ●  You have registered for DANC 335
* ●  You have registered for DANC 475\*
* ●  You have registered for DANC 400\*
* ●  You are not on artistic probation.

\* Prerequisite: DANC 335

* **AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, verify that I am eligible to choreograph, and agree to follow the policies for student choreographers set forth below.

**AUDITION**

* I will be on time for the scheduled dancer audition specific to the course I have registered for.
* I will come prepared to the audition.
* **CASTING**
* I may use no more than the maximum number of dancers permitted for my concert.
* I may not use any dancers who are unavailable for all my scheduled rehearsals.
* As a student choreographer, I may not perform in my own work.
* **SCHEDULING**
* Rehearsal scheduling will be coordinated during the first class - sessions for DANC 335/475 and for DANC 400 via email or in-person meeting with the course instructor.
* I will notify my dancers of my rehearsal schedule when I have confirmed my complete cast list with the course instructor.
* I will not schedule events that conflict with production rehearsals and performance dates.
* I will inform the course instructor at the beginning of the semester of any university class conflicts during production/tech week.

**REHEARSALS**

* I will not hold rehearsals outside of my arranged time, either on- or off-campus, without the approval of my instructor/advisor. Additional rehearsals will be allowed only in rare circumstances, such as an injury or extended illness.
* I will be on time, warmed up and prepared at all scheduled rehearsal times.
* If I anticipate being late or missing a rehearsal, I will notify my dancers in advance and my course instructor.

**MIDWAY SHOWINGS**

* DANC 335/475: I will adhere to the showing guidelines specified in the course syllabus.
* DANC 400: A date for preview showing will be provided by the course instructor a minimum 14 days in advance.
* DANC 400: invited faculty members will review a cohesive “first draft” / I am responsible for being prepared to talk  about the work to the guests.
* DANC400: I will be notified as to whether my work has been accepted into the Showcase, ranked as “Provisional”  for the Fall Showcase, or scheduled into the First Works Concert (Spring) or an informal showing (Fall).
* DANC 400: If my work is ranked “Provisional,” I must improve or re-work sections of the work and re-submit the  work by showing it at a later date, to be determined by the Concert Director.
* **MUSIC AND PROGRAM INFORMATION**
* I understand that I must obtain the appropriate music rights for all music used in my work.
* If I need assistance from the Music Coordinator such as help with locating artist contact information, I must do so  no later than 6 weeks prior to tech week.
* I will submit all program information to the course instructor and Technical Director no later than four weeks  before the concert.
* I will upload all my music files in high-quality or CD-quality formats (at least 44.1 sample rate and .AIF, .WAV or  AAC) as specified by the Technical Director, to the designated production drive folder provided by the Technical  Director.
* The department supports music licensing fee for senior works only, and for amounts no greater than $100.
* **FEEDBACK SESSIONS**
* I will arrange for the course instructor to attend one or two rehearsals (as specified in the course syllabus) to provide feedback and critique the progress of my work.
* I will maintain a positive, open attitude and encourage my dancers to do the same.
* **TECH & PERFORMANCES**
* I understand that if I have a crew role, I must attend all tech rehearsals, not just my own.
* I will arrive at the performance venue at the announced call time for all scheduled tech and dress rehearsals.
* I will bring all costumes to my tech rehearsal and hang them on the show costume rack. Costumes must remain on  the rack until after the final performance. Department-owned costumes must be hung on the rack after the final performance. Items that are not owned by the department can be taken home following the final performance ONLY. **INITIALS\_\_\_\_\_**
* I will acknowledge all calls and directions from the Concert Director, Technical Director, stage crew and stage manager with a polite “Thank you."
* I will remain at tech and dress rehearsals until released by the Concert Director.
* I will make sure that my dancers know the schedule for rehearsals, showings, tech rehearsals, dress rehearsals, and  performances.
* I will treat my dancers, Concert Director, Technical Director, and technical crew with respect.
* I will remind my dancers that they are required to participate in scheduled warm-ups (dress + concerts).
* **REQUIRED PRODUCTION HOURS**
* I will sign up for and complete required production hours during the semester as specified in the course syllabus– and perform the duties assigned by the Technical Director.
* I will adhere to the policy on choreographer production hours.
* DANC 475: I understand I will be part of the concert run crew and have a role assigned by the Technical Director.
* **MAKEUP AND COSTUMES**
* Costumes should not be purchased until communicated by course instructor (DANC 475 only) 20
* Costumes can be checked out from department inventory. Please follow the guidelines displayed on the costume closet doors.
* Use of unusual makeup, body paint, costume or sets must be cleared with the Concert Director at least three weeks prior to the concert date.
* I will return costumes, sets, props and equipment owned by the Dance Department immediately after the last performance.
* **OTHER PRODUCTION ELEMENTS (SETS, VIDEO, SLIDE PROJECTIONS, LIVE MUSIC, ETC.)**
* All production elements must be approved by the Concert Director and Technical Director
* All production elements must be shown in progress, at the scheduled showing date.
* I will arrange for set-up of projectors, microphones, or any other elements prior to the showing.
* I will assist with set up and strike of other production elements during production rehearsals and performances.
* By signing below, I verify that I have read the Choreographer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I risk my work not being presented in the concert. If I do not comply with the requirements of this contract, I risk being placed on Artistic Probation, and will not be permitted to perform in or choreograph for Dance Department productions for a full semester. This may mean that I do not graduate on time.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date