

**Virginia Commonwealth University  
Department of Dance and  
Choreography**

**2006-2007  
VCU Dance Policy Book  
VCU Dance Production  
Book**



# VCU Dance Policy Book

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# I. Attendance and Grading Policy

1999

## A. Technique/Workshop Requirements

Every semester all dance majors are required to take the majors' Modern Technique class which meets 10:50-12:20 or 12:30-1:50 p.m., four days a week. Dance majors are also required to take Dance Workshop every semester until they graduate.

## B. Departmental Attendance Policy

- i. Consistent attendance is highly valued in the department.
- ii. If you are extremely ill or you are experiencing another type of emergency, there are 2 allowable absences without grade deflation. Each absence beyond the 2 will drop the final course grade by one letter grade per absence. There are no make-up classes.
- iii. If a student accumulates a total of 6 absences, they will automatically receive an "F" in the class.
- iv. In the case of Modern Technique, which is team taught, 6 absences or more in one half of the course will be carried over to the other half of the course.
- v. Please notify instructors if you are injured or ill at the beginning of class. If you observe class you need to observe! If you are too injured or ill to stay awake, you should be at home or in a doctor's care.
- vi. Our discipline is dance. Please note: too many days or partial days spent observing will negatively affect your grade. The term "too many" is left to the instructor's discretion.
- vii. Lates will affect your grade! If the class starts at 10:50 a.m., you need to be there and ready to go at 10:50; not coming in the door at 10:50. Being prompt is a way to set your focus for the class, prevent injuries and is a form of courtesy to your instructor and other classmates. If you are late, your instructor may ask you not to take class.
- viii. Rule of thumb: 3 lates of any kind = 1 absence
- ix. If a student leaves class early without prior arrangement with the instructor, it is considered an absence.
- x. Students' modern technique grades will be lowered one letter grade for not fulfilling production obligations. For each missed obligation, THE GRADE WILL BE DROPPED ONE LETTER. (See VCU Dance Production Book for specifics on production obligations.)

## C. Departmental Performance and Choreography Requirement

Students are expected to participate in a minimum of FIVE projects in performance or choreography prior to approval of Senior Project. A recommended configuration is three projects in performance and two choreography projects. However the balance can be tailored to the interest of the student as long as the student's five projects include a mix of both performance and choreography. The five projects must be performed publicly in Departmental Concerts: Informal, Salon, Student Faculty Concert, Senior Project Concert, or other departmental projects. Outside Activities are considered part of this and must be approved by the faculty

- i. Student are recommended to engage in 3 projects per year
- ii. Students should not be engaged in more than five projects per year.
- iii. See golden goose guidelines

**D. Departmental Grading Policy for All Dance (DANC) Courses**

VCU students must maintain at least a 2.0 grade point average.

The Dance Department adheres to the University letter Grade Policy: However, individual instructors may have different numerical grading scales. Check each course syllabi for specific instructions for numerical equivalents.

A- Superior

B – Good

C – Average

D – Passing

F - Failing

In evaluating students, the faculty is looking at skill level, comprehension and/or creativity, progress, work habits, and fulfillment of potential. If a student fulfills minimum requirements of class, adheres to the attendance policy, and performs adequately in the above areas, the department considers that student to be doing average work which means a "C" grade. To attain a "B", a student must be do more than just fulfill minimum requirements, and excel in one or more of the above areas. To attain an "A", the student's work must be superior in all areas.

## II. A Dancer's Role in any Choreography Project

### A. Policies

If these policies are not followed, you may find yourself out of the piece with your grade affected in Repertory, if such is appropriate. If this occurs in a Senior Project, a memorandum will be written about your lack of consideration and commitment. This memorandum will be given to incoming Guest Choreographers as they audition for their repertory pieces! (Dance majors' directory will be handed out once it is updated.)

- i. Get the Choreographer's phone number and give them yours.
- ii. Inform the choreographer immediately of all future conflicts with projected rehearsals and performance dates. KEEP CHOREOGRAPHER INFORMED!!
- iii. Buy a date book.
- iv. Use it - write down all set rehearsal schedules in advance for the full semester. Once taken on, performance commitments and rehearsals are PRIORITY, and are to be missed only in an EMERGENCY!!
- v. If for any reason you have to miss a rehearsal, it is your responsibility to notify the choreographer. This should be done as far in advance as possible.
  1. Make a concerted effort to contact choreographer personally.
  2. Call a reliable cast member to get information to choreographer.
  3. If all else fails, you can call the Dance Office. Please make certain that you give the scheduled rehearsal time. The choreographer needs the information about your emergency BEFORE THE REHEARSAL!! (This is not Margaret's responsibility. She will deliver messages at the earliest convenience. It is YOUR responsibility to notify someone as soon as possible.)
- vi. Be ON TIME and in appropriate rehearsal clothes.
- vii. The choreographer depends on you to remember what you have done in previous rehearsals. All of the material generated is your responsibility. You are expected to practice on your own and to review material with fellow cast members on your own time.
- viii. Communicate with each other! Be responsible!

NOTE: Departmental cassette/ recorders are not available to students. It is highly recommended that as choreographers, you purchase a cassette/recorder.

## III. Modern 401/402 and Creative Exceptions <sup>7/04</sup>

Please refer to acknowledgement agreement signed as freshman beginning 8/2004 and the attachment of same form in this book.

### A. Modern 401 and 402

Beyond the first level of technique, students progress to the higher levels through audition or with permission of the instructor. Upper levels of technique are repeatable for credit. All dance majors must complete modern technique level 402 to be eligible for graduation with a bachelor of fine arts in dance and choreography. Exceptions are made only when the student demonstrates outstanding work in the creative track. The chair, in consultation with the full-time faculty, must approve exceptions.

## B. The Creative Exception

Students are eligible for the creative exception on the recommendation of faculty. Once recommended, the student will receive guidelines and an application.

The creative exception requires self-motivation and rigorous involvement as a choreographer in VCU Dance concerts.

# IV. Rehearsal Space and Security

6/26/2003

## A. Security

Dance Majors **MUST** have a VCU ONE card in order to enter the Dance Center for classes. Your VCU ONE card gives you access Monday-Friday from 8:00AM-5:30PM. It also gives you access Monday - Thursday evenings from 5:30PM-9:00PM. You swipe your VCU ONE card to enter the building. If you want to rehearse in the Dance Center at hours other than the ones listed above, this needs to be arranged with Lea Marshall. See **After Hours Dance Studio Access**.

We all need to be security-conscious. Here are certain precautions we can take to help ourselves:

- i. In case of emergency, inform the Police Department directly at 828-1234.
- ii. Never let a stranger into the building. Immediately report any suspicious person(s) or activities to the VCU Police at 828-1234. **DO NOT DIAL 911**. Since we operate on a University phone system, dialing 9 will only connect you with an outside line and your call will not be completed.
- iii. Do not walk alone late at night. Contact the VCU Security Escort Service. You can reach them by calling 828-WALK (828-9255). Their hours are 5:00 p.m. - 8:00 a.m.
- iv. Do not take shortcuts through deserted areas or alleyways.
- v. **DO NOT PROP EXTERIOR OR INTERIOR DOORS OPEN**. It causes an alarm to go off in the VCU Police Central Office. Not only does this practice invite intruders into our facilities, but when doors are propped open with rocks, bricks, sticks, broom handles and other objects, this causes undue force on the structural components of the door and it also gives the intruder a weapon. If you have dancers attending a rehearsal that is arranged after hours or on the weekend, have them use the doorbell to enter.
- vi. Become aware of police information telephones. Picking up these phones automatically connects you to the police. The Dance Department's police phone (red phone) is located in the front part of the lobby. There is a yellow phone box in the TT lot. They are also located throughout both campuses. These boxes are easily identifiable and can be used to report incidents, request escort service or information, day or night.
- vii. Please inform a faculty member, Dance Technical Director, Music Director or the Chair if you discover that there is a problem with the security system. If no faculty are available, call the police.
- viii. **If your VCU ONE card does not let you in, report it to Lea Marshall as soon as possible. This is so we can identify the problem and get you access. Do not count on others to let you into the dance center.**

## B. After Hours and Weekend Dance Studio Sign-Up Process

Dance Majors who wish to rehearse in the Dance Center must put their names on the authorized access list with Lea Marshall. Dance majors using dance studios have the following responsibilities:

- i. Your name and social security number must be given to Lea Marshall with a request for rehearsal schedule.
- ii. Keep the Dance Center doors closed AT ALL TIMES.
- iii. Choreographers who are working on group pieces should put their names on the access list but let their dancers in at the beginning of rehearsal, using the doorbell. NEVER PROP DOORS OPEN.
- iv. Students using the student space after hours and on weekends are responsible for following departmental policies about use of the space.
- v. Please close windows and turn off lights when finished.
- vi. If you are the last one to leave the building at a given time, do a walk-through of the building to turn off lights and close windows. Please take care of our dance center and keep yourself and your colleagues safe and secure!

**C. Studio Sign-Up Process**

Studios may be signed out for rehearsals according to the following procedure.

- i. Either check the rehearsal times posted outside the door of the studios or come to Lea Marshall's office to check in the book.
- ii. Sign up for space. Please note: classes always take priority. This is followed by the guest artists and producing seniors.
- iii. If a space is not available, Lea Marshall will work with you to find a solution.
- iv. Please note:
  - 1. In the interest of the safety and health of the students, the department discourages rehearsals that go beyond 10 pm.
  - 2. Students are responsible for checking that windows are closed and lights are turned out after rehearsals. Please make sure that your dancers do not bring food or drink into the studio.
  - 3. No shoes in studios.

**D. Basement Access**

Those students wishing to rehearse in the basement in the evenings need to notify Lea Marshall. Choreographers should provide a list of everyone working with them. Lea will then authorize security to have your card activated.

**E. Costume Shop**

The costume assistant will post the hours that the costume shop will be open during the semester. Only the costume shop assistant and those who have completed training with or are approved by the Costume Shop Manager will have access to the costume shop.

**F. Computer Lab**

The computer lab is available to all VCU Dance majors. Access is only during business hours (8:30 am-4:30 pm). The key for the computer lab will be available AT THE FRONT DESK IN THE DANCE OFFICE, 1315 FLOYD AVENUE. A work/study student will let you in the computer lab and return with the key to the Dance Office. The student using the computer lab is responsible for closing the door behind them and making sure it is locked.

## V. Equipment Use and Sign-out Procedures

### A. VCU School or the Arts Equipment

i. VCU School of the Arts students are only allowed to use University or School equipment, facilities, or licensed material (including software) off campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

ii. Student are not allowed to use University or School equipment, facilities, or licensed material (including software) on or off campus for professional projects of their own, as for example engaging in work for hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the University. The only exception to this policy is for projects formally sanctioned by a VCUarts department and supervised by a faculty member associated with that department.

If you have specific questions about this policy, please contact your Martha Curtis.

### B. VCU Dance Video camcorders

i. Video camcorders may be checked out and used by:

1. Students who are currently enrolled in the Video/Choreography Workshop DANC 319 or 320 and who have approval from Martha Curtis and Bruce Berryhill.
2. Students who have successfully completed DANC 319 or 320 and who are currently enrolled in at least one course in the Department of Dance and Choreography. These students must also have current approval from M. Curtis and B. Berryhill.
3. Priority will be given to those students who are currently enrolled in DANC 319 or 320.

ii. Equipment may not be taken outside the VCU Dance Center unless it is a camcorder that is checked out through the overnight check-out policy which is available for students enrolled in DANC 319 or 320, or who have approval from the Chair.

iii. Equipment may not be checked out on weekends unless it is a camcorder checked out through the overnight check-out policy.

iv. One hour and 20 minutes is the recommended check-out time. Longer time periods may be arranged if agreeable to the equipment supervisor.

v. If a student is late for his or her check-out time, he or she will lose access to the equipment for that appointment. If a student is late in returning the equipment, future access privileges will be suspended.

vi. When returning camcorders, please remove the battery and hand it to the Equipment Supervisor so that he/she can recharge it.

vii. Students are fully responsible for the security and proper use of equipment during checkout time. Upon return, the equipment will be inspected for damage.

viii. Privileges will be terminated for any student who returns damaged equipment. This equipment is a valuable resource that cannot be replaced. We currently have no budget for equipment repair. Please handle equipment with respect and care. Failure to follow these guidelines will result in removal of check-out privileges.

### C. Dubbing

i. Dubbing equipment for VHS to VHS is available in the Cabell Library Learning Resource Center.

#### **D. Editing**

- i. The editing system room is available for check-out to the following students:
  1. Students currently enrolled in Video/Choreography DANC 319 or 320 AND who have the approval of Bruce Berryhill and Martha Curtis.
  2. Appointments for editing sessions are made by contacting the editing supervisor 24 hours in advance of needed time. (Available check out times will be announced by editing supervisor.) Students are not guaranteed an appointment. Approval of appointment is based upon the availability of equipment and equipment supervisors. Please be advised that equipment supervisors are fitting check-out times into their busy schedules. Please be flexible and work with supervisors to find a time that is mutually feasible.
- ii. Important Notes about Editing
  1. If you are not finished at scheduled end of editing session, the supervisor will not be obligated to wait for you. You must make another appointment to finish your work.
  2. For security reasons, if you finish before the end of your editing session, you must stay with the equipment until supervisor returns.
    - a. DO NOT REPATCH THE SYSTEM!! NOT FOR ANY REASON!!
    - b. When you leave, save your work and power the system down.
    - c. Do not leave tapes, notebooks, or anything else in the editing room. Take everything with you.
    - d. NO smoking (EVER), eating or drinking in the editing room.
    - e. This is a very delicate, accurate and valuable piece of equipment. It cannot be replaced, and there is no budget for repair. Treat the system with care and respect, and it will serve us well.

#### **E. Overnight Policy for Video Camcorder**

- i. Designated camcorder(s) can be checked out overnight only by students enrolled in DANC 319 or 320 and who have approval from Martha Curtis and Bruce Berryhill.
- ii. Camcorder can be checked out overnight according the schedule distributed by the equipment supervisor.
- iii. Appointments for overnight check-out should be made with equipment supervisors 24 hours in advance or during the Video/Choreography class.
- iv. You will fill out an overnight camcorder checkout sheet when checking out camcorders. This form will serve as a check-list upon returning a camcorder. Upon returning camcorder you will receive a copy of the form, which will serve as proof that equipment has been returned.
- v. You are responsible for recharging battery before returning camcorder.
- vi. If you are late for check-out time, you forfeit that check-out appointment.
- vii. If camcorder is returned late, damaged, or incomplete, this is documented on the check-out form. Students' grades can be negatively affected if equipment is abused or treated irresponsibly.
- viii. If camcorder is damaged, lost, or stolen while checked out to you, your check-out privileges will be revoked. You are personally liable for repair or replacement of camcorders that are damaged, lost, or stolen while checked out to you.
- ix. Only designated camcorders that are checked out overnight can be taken out of the Dance Center. Camcorders checked out through the hourly policy must stay inside the Dance Center.

#### **F. Boombox use and checkout**

- i. Boomboxes may be checked out and used by:
  1. VCU Dance Majors
  2. Priority will be given to Seniors and to those students who are currently enrolled in Composition or Choreography and are working to fulfill class assignments.
- ii. Students must arrange an appointment with equipment supervisors for check-out and return. Appointments must be made 24 hours in advance. Students are not guaranteed an appointment. Approval of appointment is based upon availability of equipment and equipment supervisor(s). Equipment supervisor(s) are fitting check-out times into their busy schedules. Please be flexible and work with supervisor(s) to find a time that is mutually feasible.
- iii. Equipment may not be taken outside the VCU Dance Center. These boom boxes are for use in the VCU Dance Center only!!
- iv. One hour and 20 minutes is the recommended check-out time. Longer time periods may be arranged if agreeable to the equipment supervisor.
- v. If a student is late for his or her check-out time, he or she will lose access to the equipment for that appointment. If a student is late in returning the equipment, future access privileges will be suspended.
- vi. Students are fully responsible for the security and proper use of equipment during check-out time. Upon return, the equipment will be inspected for damage. Check-out privileges will be terminated for any student who returns damaged equipment. This equipment is a valuable resource that cannot be replaced. We currently have no budget for equipment repair. Please handle equipment with respect and care.
- vii. Failure to follow these guidelines will result in removal of check-out privileges.

## VI. Honor Code and Student Conduct

- A. The VCU Honor code is to be observed during all VCU Dance activities.**
- i. Virginia Commonwealth University recognizes that honesty, truth, and integrity are values central to its mission as an institution of higher education. Therefore, it must act to maintain these values, even to the point of separating from the University those who violate them. The VCU HONOR SYSTEM describes the responsibilities of students, faculty, and administration in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. Any persons enrolled in any course or program offered by VCU, and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.
- B. Student Conduct in the classroom.**
- i. The University is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective instruction. In order for faculty members (including graduate teaching assistants) to provide and students to receive effective instruction in classrooms, laboratories, studios, online courses, and other learning areas, the University expects students to conduct themselves in an orderly and cooperative manner. Occasionally, faculty members find that they cannot provide effective instruction because of disruptions which may result from such conduct as loud or prolonged side conversations; exaggerated movement of papers, books or other materials; excessive displays of affection; disruptions in online conversations; and unnecessary or repetitive questions or comments which seek to delay the normal instructional process.
  - ii. Recognizing that part of the University's mission is to provide instruction through classroom and online teaching, the following faculty guidelines are intended to supplement existing University policies and to suggest alternative methods of addressing student conduct in the classroom setting or in online courses or discussions. Because both University instruction and human behavior vary greatly, these guidelines are not intended to be exclusive. Accordingly, faculty members may and should exercise their best judgment in setting standards of conduct for their classes and taking a reasonable approach in responding to any disruptive situation that confronts them.

## VII. Costumes

### A. Costume Use and Return

- i. Selection
  1. The costume shop has a variety of costumes and dance wear available for CHECK-OUT by dance majors.
  2. All costumes accounted for by the costume assistant and Costume Shop Manager.
  3. Costumes are available for check-out for productions.
- ii. Check Out procedure
  1. Talk to Manager and costume shop assistant to arrange a time to review selection.
  2. Once selection has been made, sign out costumes with the costume shop assistant for photo shoots or productions.
- iii. Return
  1. CHOREOGRAPHERS must set a time to meet with the costume shop assistant to check costumes back in. Costumes must have been cleaned by the CHOREOGRAPHER. This **MUST BE DONE** within a week of the final performance or use of the costume.
  2. Manager will meet with the costume assistant on the Friday following the end of a concert to be certain all has been returned.
  3. Return costumes cleaned, ironed and in proper order for check-out for another faculty member or student.

## VIII. Academic Adjustments and Accommodations for Students with Disabilities

- A. “Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Virginia Commonwealth University to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Coordinator of Services for Students with Disabilities on the appropriate campus. After meeting with the Coordinator, students are encouraged to meet with their instructors to discuss their needs, and if applicable, any lab safety concerns related to their disabilities.”



# VCU Dance Production Book

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# I. VCU Dance 2006/2007 Season

## **Dance on Camera Screening**

A showing of films from New York Dance Films Association 2006 Dance on Camera Festival  
Friday, September 1, 2006  
Grace Street Theater, 8:00 PM \$5

## **Salon**

An informal showing of student works-in-progress providing audience members an opportunity to respond to and discuss the works with choreographers.  
Friday, October 13, 2006  
VCU Dance Center, 2:00 PM Free

## **Faculty Dance Concert**

New and recent work by VCU Dance faculty, performed by students, faculty and guest artists. Look for premieres by James Frazier, Martha Curtis, Jill Brammer Ware, Melanie Richards, and Judy Steel.  
Friday & Saturday, October 27 & 28, 2006  
Grace Street Theater, 8:00 PM \$15

## **Fall Senior Project Concert**

This concert of original choreographic works by graduating seniors is the capstone experience of the student's BFA dance program.  
Thursday, Friday, Saturday, November 16, 17 & 18, 2006  
Grace Street Theater, 8:00 PM \$10

## **Amaranth Dance Company**

The premiere concert of VCU Assistant Professor Scott Putman's contemporary dance company with the Experiment in White Project, a collection of work inspired by movements in contemporary art and investigating the parallel concepts of eastern philosophy and modern physics.  
Thursday, Friday & Saturday, November 30-December 2, 2006  
Grace Street Theater, 8:00 PM \$20

## **Urban Bush Women**

Dancing, singing, shouting at the sky—the Urban Bush Women in all their glorious diversity embody history, protest, resistance and transcendent hope. Founded in 1984 by Jawole Willa Jo Zollar, Urban Bush Women (UBW) is a performance ensemble dedicated to exploring the use of cultural expression as a catalyst for social change. UBW engages a diverse audience by producing bold and life-affirming dance theater and, from its inception, has been dedicated to encouraging cultural activity as an inherent part of community life.

Friday & Saturday, February 2 & 3, 2007  
Grace Street Theater, 8:00 PM \$15

## **Student/Faculty Concert**

This annual production features new choreography by students, faculty and guest artists, including Urban Bush Women's Jawole Willa Jo Zollar.  
Thursday, Friday, Saturday, February 22, 23 & 24, 2007  
Grace Street Theater, 8:00 PM \$15

## **Spring Informal**

A compilation of creative new student work features solos, collaborations and large group pieces by VCU students and dance majors.  
Saturday, April 7, 2007  
Grace Street Theater, 8:00 PM Free

### **Spring Senior Project Concert**

Graduating seniors fill the stage with fresh approaches to dance.

Thursday, Friday, Saturday, April 26, 27 & 28 2007

Grace Street Theater, 8:00 PM \$10

### **COMMUNITY MASTER CLASSES**

Jawole Willa Jo Zollar, Monday, September 25, 2006

The Richmond Ballet

407 East Canal Street

6:30 PM, \$5 tickets on sale at 6:00PM in lobby

To stimulate an interest in dance as a vital part of our culture and to celebrate community involvement in the art form, VCU Dance creates opportunities to share guest artists with Virginians and area dancers.

Intermediate and advanced dancers are welcome and will be admitted on a first come, first served basis.

Contact: Lea Marshall, lemarshall@vcu.edu, (p) 804/828-1711

Website: [www.vcu.edu/artweb/dance/community/comm\\_calendar.html](http://www.vcu.edu/artweb/dance/community/comm_calendar.html)

### **VCU DANCE GUEST ARTISTS**

#### **Jawole Willa Jo Zollar/Maria Bauman: August 24 - October 13, 2006**

Jawole Willa Jo Zollar (Artistic Director, Urban Bush Women) trained with Joseph Stevenson, a student of the legendary Katherine Dunham. She founded Urban Bush Women in 1984, and in addition to repertory for UBW, has created works for Alvin Ailey American Dance Theater, Ballet Arizona, Philadanco, University of Maryland, University of Florida, Dayton Contemporary Dance Company and others. Zollar received the Martin Luther King Distinguished Service Award from Florida State University where she is the Nancy Smith Fichter tenured professor in the Dance Department. Zollar was prominently featured in the PBS Documentary "Free to Dance", which chronicles the African American influence on modern dance.

Maria Bauman (Master Teacher, Urban Bush Women) began dancing at Douglas Anderson School of the Arts in Jacksonville, Florida, and went on to graduate cum laude from Florida State University with a double major in Dance and English. At FSU, she was thrilled to work with choreographers such as Sean Curran, Adele Myers, and Jawole Zollar. Through Urban Bush Women, Maria has become active in pairing dialogic learning with performance in order to reach broader audiences about a myriad of social issues. In addition to beginning her third season with Urban Bush Women, Maria is a student of capoeira, an African-Brazilian martial art form; an instructor at PACE Center for Girls (Tallahassee and Tampa); and a member of Inspirit Dance Company.

#### **Urban Bush Women: January 29-February 5, 2007**

The Urban Bush Women company residency will include public performance; teaching in the VCU Dance curriculum; and community engagement projects with partners such as the William Byrd Community House, Richmond City Public Schools, and the Henrico Center for the Arts. Founded in 1984 by Jawole Willa Jo Zollar, Urban Bush Women has performed throughout the United States and in Asia, Australia, Europe and South America, and in festivals including Jacob's Pillow, Spoleto USA, the National Black Arts Festival, Dance Umbrella UK and Lincoln Center. The company has been commissioned extensively nationwide. Its awards and honors include a 1992 New York Dance and Performance Award (a "Bessie"), the 1994 Capezio Award for outstanding achievement in dance and the 1998 Doris Duke Award for New Work from the American Dance Festival.

## II. Production Meetings and Timelines

7/2006

Following are complete timelines and descriptions for all dance productions and meetings. Please review these before you plan your crew sign up, choreography showings and projects, and performance schedule. Please note policies regarding the Department's expectations of Dancer, Choreographer and Crew which follow.

Attendees: Production Committee, Concert Director, Choreographers, Wardrobe crew member

Meet quickly with Stage Manager/GST Manager at beginning of meeting: Crew, Box Office, Ushers

Materials due: If applicable: choreographer's information sheet, costume inventory, choreographer bio, costume designer bio, musician/composer bio, bios of any other collaborators, for Stu/Fac press statement about work. All forms available on Blackboard, under Workshop, under Course Documents.

Materials posted on Blackboard: Production Schedule, Costume Inventory

Production Meetings are a vital part of your commitment to a performance. **If you schedule rehearsals at this time** be prepared to release students from them or to cancel your rehearsals. Failure to attend scheduled production meetings may result in non-participation in future department show.

**THE FRIDAY FOLLOWING THE CLOSE OF A CONCERT, A SHORT POST-PRODUCTION CHECK WILL OCCUR IN THE DEPARTMENTAL MEETING. THE RETURN OF ALL COSTUMES, MUSIC, SETS AND ANY OTHER OUTSTANDING PRODUCTION ITEMS WILL BE ADDRESSED THEN.**

# Dance Production Meetings

2006-2007

## **Production Meeting** **Dance Center, Studio 203**

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Salon	Friday, September 29 Studio 203, 11:45 AM
Faculty Concert	Wednesday, October 11 Faculty Conference Room (during Faculty Meeting)
Urban Bush Women	Friday, January 26 Studio 203, 11:45am
Student/Faculty Concert	Friday, February 9 Studio 203, 11:45 AM
Spring Informal	Friday, March 23 Studio 203, 11:45 AM

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**Dance on Camera**  
**Friday, September 1, 2006, 8:00 pm**  
**\$5**

Presenter: Martha Curtis  
Producer: Lea Marshall

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Mon, Aug 21	Time TBA Faculty conference room	Production Meeting
Fri, Sept 1	6:30 pm @ GST 8:00 pm	Crew Call Screening-Dance on Camera

# Salon Timeline

## Friday, October 13, 2006, 2:00 pm

Concert Director: TBA  
 Producer: Lea Marshall  
 Stage Manager: Adam Chamberlin

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Weds, Sept. 27	Return complete forms to Lea Marshall's mailbox in Dance Office, 1315 Floyd NO LATER THAN 4:30 PM!	<b>Last day to sign up for Salon.</b> Choreographer Information Sheet due Blackboard/ Workshop/ Course Documents/ or in the back of this packet
Fri, Sept. 29	Studio 203, 11:45 am	Production Meeting
Thurs, Oct 12	Dance Center, 5:30 pm Cast call 6:00 pm Crew call 7:00 pm Run through	Run through and Crew training
Fri, Oct 13	Dance Center 12:30 pm Cast call 1:00 pm Crew call 2:00 pm Curtain	Salon

# Faculty Concert Timeline

## Friday & Saturday, October 27 & 28, 2006

Concert Director: TBA  
Producer: Lea Marshall  
Stage Manager: Adam Chamberlin

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Weds, Oct 11	Faculty conference room, time TBA	Production Meeting
Wed, Oct 18	GST, 5:00 pm	Run through & Crew training
Sat, Oct 21	GST, TBD	Hang & Focus
Sun, Oct 22	GST, TBD	Hang & Focus
Mon, Oct. 23	GST, 5:45 pm	Tech
Tue, Oct 24	GST, 5:45 pm	Tech
Wed, Oct 25	GST, 5:45 pm	Tech/Dress
Thu, Oct 26	5:45 pm	Dress Rehearsal
Fri, Oct 27	5:45 pm-8:00 pm Curtain	Concert
Sat, Oct 28	5:45 pm-8:00 pm Curtain	Concert

# Fall Senior Project Timeline

## Thursday, Friday & Saturday, Nov. 16-18, 2006

Concert Director: Judy Steel  
 Producer: Lea Marshall  
 Stage Manager: Adam Chamberlin

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Thurs, Oct 5	Dance Center, 9:00 am	Sr. Proj Final Showing
Fri, Oct 6	Dance Center, 9:00 am	Sr. Proj Final Showing
Mon, Oct 30	1315 Floyd, conference room 3:30-4:10 pm	Production Meeting
Mon, Oct 30	GST, 5:30 pm	1 hour spacings – rigging set
Tues, Oct 31	GST, 5:30 pm	1 hour spacings – rigging set
Fri, Nov 10	GST, 12:30 pm GST, 3:00 pm 3:30 pm	Crew training Call Run-through
Sat, Nov 11	GST, Time TBA	Hang and Focus
Sun, Nov 12	GST, Time TBA	Tech
Mon, Nov 13	GST, 5:30 pm	Tech
Tues, Nov 14	GST, 5:45 pm	Tech/Dress
Wed, Nov 15	GST, 5:45 pm	Dress
Thu, Nov 16	GST, 5:45 pm – 8:00 curtain	Concert
Fri, Nov 17	GST, 5:45 pm – 8:00 curtain	Concert
Sat, Nov 18	GST, 5:45 pm – 8:00 curtain	Concert
Sat, Nov 18	Location TBD, 10pm	Reception

# Student/Faculty Concert

## Thursday, Friday & Saturday, Feb 22-24, 2007

Concert Director: TBA  
 Producer: Lea Marshall  
 Stage Manager: Adam Chamberlin

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Mon, Nov 20	Choreographer Information Sheet due, 4:30 pm	Last day to sign-up for adjudication by turning in CIS to Lea Marshall
Mon, Nov 27	Dance Center	Adjudication order posted
Fri, Dec 1	Dance Center, 9:10am	Adjudication
Mon, Dec 4	Dance Center, Board	Adjudication results posted
Fri, Dec 8	Dance Center, 11:30	Bring CIS, Bios, Press statement, wardrobe info
	Dance Center, 11:45	Photo shoot Meeting
Mon, Feb 5	GST, 5:30 pm	1 hour spacings – rigging set
Tues, Feb 6	GST, 5:30 pm	1 hour spacings – rigging set
Fri, Feb 9	Dance Center 203, 11:30	Production Meeting
Fri, Feb 16	GST, 2:30 pm 3:00 pm 3:30 pm	Crew Training Call Run through
Sat, Feb 17	GST, Time TBD	Hang and Focus
Sun, Feb 18	GST, Time TBD	Tech
Mon, Feb 19	GST, 5:30 pm	Tech
Tues, Feb 20	GST, 5:45 pm	Tech/Dress
Wed, Feb 21	GST, 5:45 pm	Dress Rehearsal
Thurs, Feb 22	GST, 5:45 pm – 8:00 curtain	Concert
Fri, Feb 23	GST, 5:45 pm – 8:00 curtain	Concert
Sat, Feb 24	GST, 5:45 pm – 8:00 curtain	Concert

# Spring Informal

## Saturday, April 7, 2007

Concert Director: TBA  
 Producer: Lea Marshall  
 Stage Manager: Adam Chamberlin

### Guidelines for Informals:

1. You may only sign up for one piece of choreography and/or one collaboration
2. Dancers in a concert cannot be ushers or running crew for that concert.
3. All your performers must be at the run-through, the tech/dress, meetings, as well as the performance
4. There will be only lights up and lights out with no internal cues
5. If you have sets or props that need to be set up, you must organize your own crew to do this for the run-thru, tech/dress and the performance
6. If you are using recorded music, your cassette tape with only your music for the piece must be cued up and ready to go. Your tape must be properly labeled with your name and the title of the dance. If a CD is used, label it with your name and the # of the selection
7. Be in costume and make-up for the tech-dress

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Tue, Mar 20	Blackboard/Workshop/Course Documents/Choreographer Information Sheet due, 4:30 pm	Last day to sign-up for Spring Informal by turning in CIS to Lea Marshall
Fri, Mar 23	Dance Center 203, 11:30 am	Production Meeting
Fri, Mar 30	GST, 2:30 Crew Training 3:00 Cast and Crew call 3:30 Run Through	Crew training and Run Through
Fri, April 6	GST, 5:45 pm GST, 8:00 pm	Call Dress rehearsal
Sat, April 7	GST, 5:45 pm Call 8:00 pm Show	Show

# Spring Senior Project Concert

## Thursday, Friday & Saturday April 26-28, 2007

Concert Director: Jill Brammer Ware

Producer: Lea Marshall

Stage Manager: Adam Chamberlin

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Thurs, Mar 8	9:00 Dance Center	Sr. Project Senior Showing
Fri, Mar 9	9:00 Dance Center	Sr. Project Senior Showing
Mon, April 9	1315 Floyd, conference room 3:30-4:10pm	Production Meeting
Mon, April 9	5:30 pm Grace Street Theater	1 hour spacings – rigging set
Tues, April 10	5:30 pm Grace Street Theater	1 hour spacings – rigging set
Fri, April 20	GST, 2:30 pm Training 3:00 pm Call 3:30 pm Run through	Crew Training Call Run through
Sat, April 21	GST, Time TBA	Hang and Focus
Sun, April 22	GST, Time TBA	Tech
Mon, April 23	GST, 5:30 pm	Tech
Tue, April 24	GST, 5:45 pm	Tech/Dress
Wed, April 25	GST, 5:45 pm	Dress Rehearsal
Thu, April 26	GST, 5:45 pm – 8:00 curtain	Concert
Fri, April 27	GST, 5:45 pm – 8:00 curtain	Concert
Sat, April 28	GST, 5:45 pm – 8:00 curtain	Concert
Sat, April 28	Scott House, 10:00 pm	Reception

# Photo Shoots

**Monday, August 21, 2006 (Faculty)**

**Friday, December 8, 2006**

**Monday, April 30, 2007**

Photographer: Bruce Berryhill  
Director: Martha Curtis  
Producer: Lea Marshall  
Stage Manager: Adam Chamberlin

The goal of the photo shoot is to capture images for the promotion of the department rather than to document a piece of choreography. Be prepared to collaborate with the photographer to make the shots work. Posing for a dance picture tends to capture poor images – be creative and think of shots that will show action or essential movement quality.

For photo shoot polices and recommendations see page 43.

<b>Date</b>	<b>Time and Location</b>	<b>Event</b>
Monday, Aug 21	GST, 6:00 pm	Faculty Shoot
Monday, Dec 4	In Workshop, on Blackboard/ Workshop/ Announcements and on the Bulletin Board	Pieces in shoot announced
Friday, Dec 8	11:45 am, Dance Center	Photo shoot meeting – limited amount of time to prepare shots but try!
	5:00 pm, GST	Photo shoot
Friday, April 20	In Workshop, on Blackboard/ Workshop/ Announcements and on the Bulletin Board	Pieces in shoot announced
Friday, April 27	11:30 am, Dance Center	Photo shoot meeting
Monday, April 30	GST, 5:00 pm	Photo shoot

# III. Production Policies

## A. Concert Policies

The purpose of this policy is to

- encourage professional dancer/choreographer conduct
- protect the quality of the work
- protect the choreographer and fellow dancers in the work

### Dancers

i. All dancers are required to attend all scheduled rehearsals including spacing rehearsals, run-throughs, technical rehearsals, dress rehearsals and performances.

ii. All dancers/performers/walk-ons involved in the concert must attend the pre-concert warm up and meeting. The pre-concert warm up is a way of building a sense of community among participants, allowing everyone to focus and prepare for the performance.

iii. If a dancer misses or is more than 15 minutes late to a run thru, dancer call, warm up, tech or dress rehearsal without prior approval\* from choreographer and concert director/stage manager, that dancer will incur one or more of the following:

- Suspension from performing in dance department concerts the following semester.
- Suspension from the present concert or from a work in the present concert.
- Grade deflation in Workshop and additional points of crew work for the next semester.

Penalty for lateness to concert calls is determined on a case-by-case basis by the faculty and chair in consultation with affected choreographers.

### Choreographers

- i. If a choreographer misses a production meeting, run-thru, concert meeting, tech or dress rehearsal without prior approval\* from concert director/stage manager, the choreographer will not be able to present work in the following semester's productions. This includes senior projects and adjudicated work for Student Faculty concerts, festivals, etc.

### Non-major dancers & choreographers

- i. If a non-major dancer/performer/walk-on or choreographer misses a production meeting, run-thru, dancer call, warm up, tech or dress rehearsal without prior approval\* from (choreographer and) concert director/stage manager, the appropriate action will be taken at the discretion of the concert director. There is a possibility that the dancer/performer/walk-on or choreographer's work could be pulled from the concert.

\*All requests for misses or lateness must be submitted in writing to the Concert Director/Stage Manager at the Production Meeting. This enables the choreographer, concert director and production staff time to consult.

## B. Profanity and Nudity

VCU Dance supports freedom of expression for all faculty and students. However, there is some content and material that is offensive to some audience members. It is important to weigh the fact that it is potentially damaging to the department if our audience members are offended. If a student work contains potentially offensive material the student's advisor, or concert director must notify the chair within two weeks of the concert. The chair must see the work with the potentially offensive elements prior to the tech week of the concert. The chair will determine, in consultation with the faculty and the student, whether the offensive elements are artistically necessary for the gestalt of the piece. If the department cannot stand behind the piece

artistically with the nudity or profanity, the choreographer will be asked to find alternative mode of expression or the piece will be pulled from the concert. No elements of nudity or profanity can be added during the tech week of a concert.

- i. For Senior Projects, all elements, including elements such as profanity and nudity must be presented at the final showing.
- ii. For the Student/Faculty Concert, all elements, including elements such as nudity and profanity must be presented at the adjudication.

### C. Use of Food in Creative Work

VCU Dance supports freedom of expression for all faculty and students. However, there are some props and objects, including food, drink etc. that are damaging to our facility and therefore potentially harmful to the program as a whole. If you are planning to use items such as food or drink or if you are planning to throw objects across the stage or out into the audience you must discuss this with a Concert Director at least 2 weeks prior to the performance. If the concert director deems that the planned element may harm the facility or an audience member then the choreographer will be asked to find an alternative mode of expression.

### D. Golden Goose Guidelines

As each student engages in the VCU Dance curriculum, progress and achievement in the studio and academic course work is the highest priority. In order to support each student's professional and creative development as artists in the field, VCU Dance Faculty are committed to guiding students in creating individually designed pre-professional work-plans. Our goal is to support the highest quality of student performance and choreographic exploration. These guidelines are designed to enable each student to design a program of concert activities that is of reasonable intensity that supports (rather than distracts from) the students' progress in studio and academic course work.

Faculty **recommends** that each student should plan to engage in **three** choreographic/performance projects each year.

Each student should engage in no more than three choreographic works or performance projects that are rehearsing simultaneously or during the same semester and **absolutely no more than five choreographic works or performance projects per year.**

Included in this count are:

- i. The student's own choreography presented in concert
- ii. Dancing in Faculty/Guest artist repertory CLASS (no more than one per year)
- iii. Dancing in Senior Project works (no more than 2 per semester)
- iv. Dancing in works by students, faculty or guest artists performed in concert.
- v. Dancing with external choreographers outside of class schedule, including students, faculty and guest artists
- vi. Dancing in choreography projects for the Choreography Classes are not counted as part of this calculation, unless the piece goes into one of the departmental concerts.

Students are expected to participate in a minimum of FIVE performance or choreography projects prior to the approval of Senior Project: a recommended configuration is three performance projects and two choreography projects. These five projects must be performed publicly in Departmental Projects: Informal, Salon, Student Faculty Concert, other departmental concerts or outside projects that are approved by the faculty.

## E. Reimbursable Expenses Incurred by Students

- i. Representing VCU Dance: There are several opportunities during the academic year to perform in concerts in Richmond, outside Richmond, at festivals and with guest artists. VCU Dance makes every effort to limit student costs when representing VCU Dance.
- ii. Student Choreographers: Historically, VCU Dance assists student choreographers with production expenses (costumes, music, set materials, etc.) in the following presenting opportunities:
  1. Senior Project Concerts
  2. Student/Faculty Concerts
  3. American College Dance Festival
  4. Black College Dance Exchange

**Note:** Please remember that the Costume Shop is an invaluable resource.

### iii. Student Performers

#### Student performers in student and faculty work

Student performers typically do not incur costs when working with student and faculty choreographers. The exception is student work presented at festivals for which the department pays 100% registration and flight costs unless a large number of students or the festival location require the department to request some assistance in advance from students.

Per diems and reimbursement of driving expenses to/from airports or regional venues are not provided. On some rare occasions the department is able to cover these expenses, and in that case funding is arranged for each student in an equal amount PRIOR to the event.

#### Student performers in guest artist work

Student performers appearing in guest artist work must discuss possible incurred costs prior to the start of a project. Per diems and reimbursement of driving expenses to/from airports or regional venues are not provided. On some rare occasions the department is able to cover these expenses, and in that case funding is arranged for each student in an equal amount PRIOR to the event.

- iv. Curriculum: For all productions that are part of the curriculum, students must purchase materials and incur any associated costs as part of the course. Included in this category is the Salon which is part of Workshop, Choreography Showings, and Freshmen Repertory. The only exception in this category is the Senior Project class.

## F. Grace Street Theater Box Office

As an integral part of each Dance Department production, the box office is responsible for the business of sales and recordkeeping of each ticketed event. Box office phone number is 804-828-2020.

- i. Advance Sales Box Office Hours begin two (2) weeks prior to each ticketed event. During the two week period, the office operates Monday-Friday from 12:00 noon until 4:00 pm each day. Tickets are issued on a best seat available basis.
- ii. Day of the performance tickets are available when the theater's lobby and box office open one hour prior to the performance (7:00 pm for an 8:00 pm concert). Only tickets for future performances of that event are available during the 12:00 noon- 4:00 pm period on that day.
- iii. Be sure to identify yourself as a member of the Dance Department (student, faculty, staff, etc.) when calling or visiting the box office to purchase tickets and/or arrange for your complimentary tickets. If you are involved in the production, please mention so at the beginning of your transaction. Keep in mind that GST box office assistants are often non-Dance department students who may not be familiar with you or your affiliation with the department.

- iv. You will be asked to provide identification in the form of your VCUcard when making a discounted ticket purchase or comp ticket reservation whether at the Box Office window or when picking up your tickets at Will Call.
- v. In order to receive a VCU student discount, EACH STUDENT MUST PRESENT THEIR VCUcard. For reserved seat ticketed events, you may arrange (pay or reserve comps) for tickets in advance in order to ensure seating together. However, tickets will be held at box office or at Will Call until each VCUcard is presented by each student for verification. Please do not bring a stack of other students' IDs with you.
- vi. Plan ahead and determine exactly how many and which night's tickets you are going to purchase BEFORE contacting or visiting the box office. Standard box office procedures prohibit ticket exchanges or returns. Don't call Mom while you are standing at the window to ask how many tickets you are supposed to buy. There may be others in line (or on the phone) waiting to buy their tickets.
- vii. Ticket On Sale Dates:

<b>Concert – Date/Time:</b>	<b>Tickets go on sale:</b>
<b>Dance on Camera</b> – Friday, Sept. 1 / 8pm	Friday, Sept 1 @ 7pm
<b>Faculty Dance Concert</b> Friday & Saturday, Oct. 27 & 28 / 8pm	Friday, October 13 @ 12Noon
<b>Fall Senior Projects Concert</b> Thursday thru Saturday, Nov. 16 - 18 / 8pm	Thursday, November 2 @ 12Noon
<b>Urban Bush Women</b> Friday & Saturday, Feb. 2 & 3 / 8pm	Friday, January 19 @ 12Noon
<b>Student/Faculty Concert</b> Thursday thru Saturday, Feb. 22 – 23 / 8pm	Thursday, February 8 @ 12Noon
<b>Spring Informal</b> – Saturday, April 2 / 8pm	Free admission. Not a ticketed event.
<b>Spring Senior Projects Concert</b> Thursday thru Saturday, April 26 – 28 / 8pm	Thursday, April 12 @ 12Noon

### **G. Complimentary Ticket Policy**

In an effort to encourage attendance for the VCU Department of Dance and Choreography 2006-2007 Season, we extend the following Complimentary Ticket Policy. Please encourage all of your family, friends and colleagues to attend. Support of your creative work starts with those closest to you.

We encourage you to remind your friends to arrange and pick up their tickets well in advance of the performance - not on the day or two before the date. This allows the box office to work more efficiently on the day of the event in serving walk-up customers and to work toward providing a sold-out house for your concerts, in addition to beginning events on time.

#### Reserving Complimentary Tickets

- i. Plan ahead and determine exactly how many and which night's tickets you are going to reserve BEFORE contacting or visiting the box office. Standard box office procedures prohibit ticket exchanges. Comp tickets may be issued only once.
- ii. Be sure to identify yourself as a member of the Dance Department (student, faculty, staff, etc.) when calling or visiting the box office to arrange for your complimentary tickets. If you are involved in the production, mention whether you are a performer, student choreographer or crew member at the beginning of your transaction.

#### Full-time & Part-time Faculty and Staff Complimentary Tickets

- i. Faculty and staff members are eligible for two free tickets over the course of the production, one of which is for personal use.
- ii. Reservations for tickets must be made by faculty or staff member well in advance of concert date.
- iii. Tickets must be picked up no later than ½-hour prior to performance or will be released for redistribution.

Dance Major & Production Member Complimentary Tickets

Refer to the following chart to determine how many complimentary tickets you may be eligible to receive. Note the following guidelines:

- i. Performers - If you are performing in the first half of the performance and want to see the second half of the performance, you must have a ticket (whether one of your allotted comps or a purchased ticket) for a seat AND you must be dressed in street clothes, including shoes.
- ii. Number of tickets listed for each Comp Type/Event represents the total number of tickets to be issued over the course of the event, not the number of tickets per each date of the event, unless otherwise noted\*\*.
- iii. Comp Types categories can not be combined (i.e., Student choreographer performing in another's piece is not eligible for Performer + Student Choreographer + Dance Major Comp. Only eligible for number of comps as a Student Choreographer).

COMP TYPE	CURRENT DANCE MAJOR *	PERFORMER GUEST COMPS	TECH CREW GUEST COMPS	STUDENT CHOREOGRAPHER GUEST COMPS	STUDENT CHOREOGRAPHER HOUSE SEAT **
EVENT					
DANCE ON CAMERA	1 COMP	N/A	2 COMPS	N/A	N/A
FACULTY DANCE	1 COMP	2 COMPS	2 COMPS	N/A	N/A
FALL SR. PROJECTS	1 COMP	2 COMPS	2 COMPS	4 COMPS	1 COMP per evening (event date)
URBAN BUSH WOMEN	1 COMP	N/A	2 COMPS	N/A	N/A
STU/FAC CONCERT	1 COMP	2 COMPS	2 COMPS	2 COMPS	1 COMP per evening (event date)
SPRING INFORMAL	1 COMP	2 COMPS	2 COMPS	2 COMPS	1 COMP per evening (event date)
SPRING SR. PROJECTS	1 COMP	2 COMPS	2 COMPS	4 COMPS	1 COMP per evening (event date)

\* For PERSONAL USE of currently enrolled VCU Dance Department majors who are not involved in the production as choreographer, performer or backstage crew. Not to be used by non-VCU Dance Department majors.

\*\* For personal use of Student Choreographer ONLY: Not to be combined with Guest or Dance Major Comps. Box office retains control of these house seats in Row P beginning with P1 for each night of the show. Notify box office of intent to use seat by no later than one (1) hour prior to show time on the night of the show. In a sell-out situation, choreographer may be asked to relinquish seat to sales. In this case, they will be permitted to watch show from A/V booth. If student choreographer elects to use of their guest comps in lieu of their Row P seat, their allotted Row P ticket will revert to box office for sale.

Picking up Complimentary Tickets

- i. Comp tickets may be picked up in advance during box office hours (12Noon – 4pm, Mondays through Fridays) on the days BEFORE the date of the concert.
- ii. Because Advance Sales are suspended on the day of for reconciliation just prior to the show, tickets are not available for pick up during 12Noon-4pm box office hours for that evening's performance.
- iii. Complimentary tickets held at Will Call must be picked up by no later than ½-hour prior to show time once lobby and box office open on the night of the performance or they will revert to box office for walk-up sales. For instance, tickets not claimed by 7:30pm for an 8pm concert will be pulled from Will Call to be sold. There is only a half-hour window (from 7 – 7:30pm) to pick up comp tickets at Will Call. Be sure to

communicate this to your family and friends who plan to pick up your reserved comp tickets held at Will Call!

- iv. Comp tickets for Senior Projects concerts – Due to the popularity of these concerts, there exists the potential of a sell-out crowd for each of these shows. In some instances, family and friends have been known to show up as late as 5 to 15 minutes after the start of the performance expecting to have their comp tickets waiting for them. Unfortunately, at this point, their tickets will have been released for sale. Again, there is only a half-hour window (from 7 – 7:30pm) to pick up comp tickets at Will Call.
- v. Our goal is to fill every seat in the house so as many people as possible will see you perform. If you know your reservation for complimentary tickets will not be used, alert the box office to release them as soon as possible so they can be reissued to other concert-goers. Call or stop by the box office during hours of operation.

## **F. Production Professionalism**

As choreographers, dancers and production crew, much of your time will be spent in the theater. Respecting the theater space and your peers in that space is of the utmost importance.

- i. Theater Etiquette
  1. If you must leave the theater, speak to your choreographer, the concert director and stage manager first.
  2. Participate in warm-up class unless excused by concert director. If excused, you are expected to watch class.
  3. Be aware of what is happening on stage when backstage/in the dressing room, paying close attention to noise volume.
  4. No yelling and clapping from backstage.
  5. Be a proactive participant in the theater, provide assistance to your colleagues.
  6. Always sign in when arriving at the theater.
  7. No talking in the wings.
  8. When watching from the wings, stand back as far as possible to allow plenty of room for dancers entering and exiting the stage.
  9. Stay out of high traffic areas.
  10. When in costume and make-up, remain backstage.
- ii. Costume care
  1. All costumes must be returned to their original hanger after use
  2. No eating, smoking, or drinking in costumes
  3. Do not warm up in costumes
  4. Should not be outside of the theatre in costumes and/or make-up
  5. No costumes or dance wear in the theater lobby with audience
  6. Report any costume problems/issues to wardrobe and choreographer
- iii. Backstage Cleaning

The checklist on page 33 will be posted backstage each night of a production. Each and every person in the backstage area is responsible for making sure the checklist is completed and adhered to by the end of the night. Failing on two occasions to satisfactorily meet the clean-up requirements means that backstage food is prohibited for the rest of the production.

## **G. Travel Policy**

VCU Dance students traveling to perform at festivals or other outside performance opportunities as representatives of the Department, *VCUarts*, and the University as a whole are expected to exhibit the highest degree of professionalism and of consideration for their fellow travelers. Failure to adhere to the policies outlined here could prohibit you from participating in future Departmental tour activities.

- i. Transportation & Lodging: Basic transportation and lodging costs and logistics are arranged by the Department. Once arrived at a festival or in the destination city, every effort will be made to assist you with directions, schedules, and transportation. If Departmental arrangements for group transportation have not been made, you are

responsible for making your own and adhering to the schedule provided for you.

**PLEASE NOTE:** Airline/train tickets and hotel reservations made by the Department are NON-TRANSFERABLE. No unauthorized guests (including other VCU students or alumni) may make use of transportation or lodging arrangements made by the Department; such use represents a misallocation of University funds. **If any unauthorized guests are found to have taken advantage of hotel reservations arranged by the Department, ALL occupants of that room will be responsible for reimbursing the Department for the cost of the room.**

- ii. Production: Students on tour with the Dance Department are expected to adhere to the same Production policies outlined in this document (see especially Sections III A and G). Rehearsal schedules, call times, and professional demeanor in the venue, classes, and rehearsal spaces are to be strictly observed.
- iii. Expenses: Please see Section III E, above, for guidelines on reimbursable expenses incurred by students when traveling. If you have been invited to participate in a Departmental touring event please be aware that, unless otherwise noted, you will be responsible for your daily expenses. Plan accordingly. Notify Lea Marshall immediately if you feel the expenses of a tour will place an undue burden on your finances.

## Grace Street Theater – Backstage Cleaning check-list

### During Production -

LAST NIGHT _(date)_ the dressing rooms were __ not clean      ___ satisfactory	Large Dressing Room	Small Dressing Room
TONIGHT _(date)_ did you...		
1. Pick up and throw away debris found on floor including from under make-up counters: hairpins, straight pins, paper and food trash, etc.?		
2. Throw GST towels into the washer along with detergent and begin wash cycle?		
3. Pick up and throw away debris from restroom?		
4. Place empty hangers on dressing racks?		
5. Hang up costumes?		
6. Clean up Hospitality area: Wash cups, kitchen utensils, coffee pot? Empty coffee filter holder?		
7. Turn off coffee warmers?		
8. Turn off steamer and iron?		
9. Put away steamer, ironing board and iron?		
10. Return chairs to their original positions?		
11. Empty dressing room trash into large hallway trash can?		
12. Turn off make-up lights?		
13. Turn off restroom light?		
14. Turn off room lights?		

### Last night of Production -

LAST NIGHT _(date)_ the dressing rooms were __ not clean      ___ satisfactory	Large Dressing Room	Small Dressing Room
TONIGHT _(date)_ did you...		
1. Pick up and throw away debris found on floor including from under make-up counters: hairpins, straight pins, paper and food trash, etc.?		
2. Remove personal items from make-up counters and wipe down all surfaces?		
3. Throw GST towels into laundry basket?		
4. Remove personal items from shower?		
5. Pick up and throw away debris from restroom?		
6. Place empty hangers on hallway rack above the refrigerator?		
7. Hang up costumes?		
8. Clean up Hospitality area: Wash cups, kitchen utensils, coffee pot? Empty coffee filter holder?		
9. Remove food and drinks from refrigerator?		
10. Turn off steamer and iron?		
11. Put away steamer, ironing board and iron?		
12. Return chairs to their original positions?		
13. Empty dressing room trash into large hallway trash can?		
14. Turn off make-up lights?		
15. Turn off restroom light?		
16. Turn off room lights?		

## IV. Student/Faculty, ACDFFA and BCDE Adjudication, Festivals and Time Lines

### A. Purpose

The purpose of the Adjudication is to select student works for production in the Student/Faculty Dance Concert, and to make recommendations of student works for presentation at ACDF, BCDE, and other festivals. Selections for Stu/Fac, in particular, should fulfill the following objectives:

1. Select the strongest works for the Student/Faculty Concert;
2. Represent a broad base of aesthetic points of view;
3. Support curriculum goals and standards of professionalism;
4. Create an evening programmed with attention to pacing, variation, appropriate length, and diversity. Artistic integrity and audience development should be considered.

### B. Participation

All dance majors may participate, after timely submission of a Choreographers' Information Sheet. Students are limited to submitting one piece individually choreographed and one piece co-choreographed. Students planning to adjudicate must be able to attend all meetings and adhere to all policies in order to participate. \*\*Please note that works shown in the fall Salon must be re-shown if submitted for adjudication. This is not the case for Fall Senior Project works (see below).

### C. Panel

The adjudication panel consists of all full-time faculty members; the department Music Director and Lighting Designer; two students nominated and elected by the dance majors, and of one guest artist or outside faculty. The panel views the works, and each adjudicator notes the following on ballots for each work:

- Ranking (1-10);
- Which concert/festival the piece is recommended for;
- If ACDF, recommended for Informal or Adjudication?
- Comments/feedback (optional). Choreographers may approach adjudicators for individual feedback once adjudication is over and results have been announced.

### D. Selection/Considerations

The final selections for the Student/Faculty Concert are made by the Concert Director and the Chair, based on the combined rankings of the work and programming considerations. The panelists are not restricted to a specific number of pieces or type of choreography. Final selection of works to be presented at festivals is subject to rankings, panelist comments, logistics, budget considerations, student availability, and other factors.

### E. Fall Senior Project Works

Please note:

- Fall Senior Project works may be submitted for presentation at festivals, but not in the Student/Faculty Concert;
- Fall Senior Project works do not need to be re-shown during adjudication UNLESS they have been shortened, re-choreographed or otherwise altered to meet ACDF guidelines;
- Fall Senior Project choreographers MUST SUBMIT a Choreographers' Information Sheet ON TIME to be considered for festivals.

### F. Adjudication Timeline:

Thursday, August 24	Choreographer Information Sheet available online (Blackboard)
Monday, November 20	Last day to hand in Choreographer Information Sheet to Lea Marshall
Monday, November 27	Adjudication order posted
Friday, December 1, 9:10am - 1:50pm	Adjudication in Dance Center Studio 203

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Monday, December 4

Decision posted on Workshop-Blackboard website (Announcements)  
and Bulletin Board in Dance Center

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# American College Dance Festival

Logistics and Planning: Lea Marshall,

- i. ACDF, Mid-Atlantic: March 14-18, 2007  
Host: Radford University – Radford, VA
- ii. If you are interested in attending ACDF, please read the following guidelines:
  1. Choreographers and dancers representing VCU at ACDF must be currently enrolled at VCU.
  2. All dancers and choreographers representing VCU must have at least a 2.0 GPA.
  3. Choreographers may submit no more than one work to be considered for ACDF.
  4. The maximum time for works going to ACDF is 12 minutes.
  5. Seniors graduating in the Fall of 2006 can be considered as performers or choreographers but if selected must be responsible for the logistics of arranging rehearsals.
  6. Members attending ACDF as representatives of VCU must commit to appropriate behavior and to representing VCU in a positive manner.

## **ACDF Timeline**

Thursday, August 24	Choreographer Information Sheet available online (on Blackboard, Workshop, course documents)
Monday, November 20	Last day to sign up for adjudication by handing in Choreographer Information Sheet to Lea Marshall
Monday, November 27	Adjudication order posted
Friday, December 1, 9:10am - 1:50pm	Adjudication in Dance Center Studio 203
Monday, December 4	Decision posted on Workshop Blackboard website announcements and Bulletin Board in Dance Center
Friday, Jan 19, 11:30 am	Logistics and planning meeting with attending faculty and students, studio 203
Wednesday, March 14	Festival
Thursday, March 15	Festival
Friday, March 16	Festival
Saturday, March 17	Festival

# Black College Dance Exchange

Faculty Attendee:

Logistics and Planning: Lea Marshall

- i. BCDE, April 12-14, 2007  
Location:
- ii. If you are interested in attending BCDE, please read the following guidelines:
  1. Choreographers and dancers representing VCU at BCDE must be currently enrolled at VCU.
  2. All dancers and choreographers representing VCU must have at least a 2.0 GPA.
  3. Choreographers may submit no more than one work to be considered for BCDE.
  4. The maximum time for works going to BCDE is xx minutes.
  5. Seniors graduating in the Fall of 2006 can be considered as performers or choreographers but if selected must be responsible for the logistics of arranging rehearsals.
  6. Members attending BCDE as representatives of VCU must commit to appropriate behavior and to representing VCU in a positive manner.

## **BCDE Timeline**

Thursday, August 24	Choreographer Information Sheet available online (on Blackboard, Workshop, course documents)
Monday, November 20	Last day to sign-up for adjudication by handing in Choreographer Information Sheet to Lea Marshall
Monday, November 27	Adjudication order posted
Friday, December 1, 9:10am - 1:50pm	Adjudication in Dance Center Studio 203
Monday, December 4	Decision posted on Workshop Blackboard website announcements and Bulletin Board in Dance Center
Friday, February 16, 11:30am	Logistics and planning meeting with attending faculty and students, Studio 203
Thursday, April 12	Festival
Friday, April 13	Festival
Saturday, April 14	Festival
Sunday, April 15	Festival

# IX. Production Crew

## A. Policies

In fulfillment of dance majors' requirements every student has the unique opportunity to learn various aspects of technical theater by assisting the department on the departmental and guest artist productions. Every student is required to fulfill **25 crew points**.

As a student of dance, take advantage of the opportunity to sign up for different crew assignments to enhance your skills in the field of dance production. This experience will help you understand the workings of a professional dance concert production. We encourage you to acquire as many skills as possible during your four years in the department and to pursue more in depth work in any particular area of production that interests you. Production Crew descriptions are provided.

- i. **Twenty-five** points of production crew work are required every academic year of every dance major. If your obligations as a crew member are not fulfilled for the semester, your technique grade will be lowered one full letter grade for every infraction. One absence = one full letter grade deflation; 2 lates = 1 absence = 1 letter grade deflation. "Late" is defined as anytime after the posted time of the crew call.
- ii. Adam Chamberlin will organize the production crew sign-up in the Dance Center, audit points and create crew lists for posting. Mandatory sign up for the crews will take place at the beginning of each semester. Please come to crew sign up with your class, work and rehearsal schedules so that you do not sign up for crew work that you cannot fulfill. If you are active performing or choreographing in departmental concerts throughout the year, it may be necessary for you to "sit out" for one concert in order to fulfill your crew obligations.
- iii. **If you have a conflict in your crew schedule, due to class or work, you must notify Adam Chamberlin, Stage Manager, immediately. It will be your responsibility to get a replacement for that crew assignment. You may trade the entire crew assignment with another person. Please notify Adam Chamberlin immediately if you have successfully traded crew assignments. An agreement signed by both parties (trader & tradee) must be submitted to Adam Chamberlin by crew training, or an e-mail from each person must be received by crew training for that performance.**

**If you anticipate a late arrival for scheduled crew work, a written note or e-mail must be approved by Adam Chamberlin, Stage Manager during crew training.**

**Approved excuse notes will be acknowledged on Blackboard/Workshop/Announcements. If your name is not on that list, you will not be excused. If you miss a crew call without going through this official procedure, your grade will be deflated one full letter grade.**

The following obligations can be an excused tardy with advance notice:

1. University academic classes (note: this means an excused tardiness for your theater commitment, NOT an excused class absence)
2. Unexpected emergencies on a case by case basis

The following obligations cannot be an excused tardy:

1. Work
- iv. If you are on the crew of a concert currently in the theater and you have an emergency, contact the Stage Manager (see ph. # on Tech Schedule call sheet) or at the theater 828-2401. Also, notify the Concert Director of that particular concert. If you do not notify the Stage Manager or the Concert Director you will be counted absent for the crew call.

- v. You must come appropriately dressed and ready to work at the time of your call. **You must acquire black pants and shirt and close-toed shoes without heels for backstage work, and black pants or skirt and a white shirt for front of house work, and appropriate comfortable shoes.**

## B. Sophomore Crew Responsibilities

All students enrolled in Dance Production Workshop are responsible for "Sitting out" (not dancing in) one of the department concerts during the academic year they are taking this course.

The students enrolled in this class are required to sign up for light board operator, sound board operator, or assistant stage manager for a twenty-hour assignment.

It is important to understand that this commitment is a priority and a requirement. Sign-up for these jobs will occur during the second meeting of the class. If you sign up for a Fall Senior Project crew, that means you are not available to a Fall Senior Choreographer as a dancer. If you sign up for crewing the Stu/Fac concert and a choreographer you have been working with decides to adjudicate the dance, you need to inform the choreographer that you will not be able to perform that piece in the Stu/Fac Concert, and you will need to find a replacement if that piece is accepted.

As per departmental policy, failure to fulfill your obligation will affect your Modern Technique grade.

Student crew assignments include the following:

- i. Stage Manager
- ii. Assistant Stage Manager
- iii. Light Board Operator
- iv. Sound Board Operator
- v. Deck Crew
- vi. Wardrobe
- vii. Box Office Staff
- viii. Ushers
- ix. Hang and Focus Crew
- x. Grace Street Theatre Assistant (spring or fall)
- xi. Costume Shop Assistant (spring or fall)
- xii. Media Lab Assistant (spring or fall)
- xiii. Video Checkout Assistant (spring or fall)
- xiv. First Aid Monitor (spring or fall)

## C. Technical Crew Job Descriptions

- i. **Stage Manager** - The stage manager supervises the running of the show during the technical rehearsals and performances. The SM is responsible for facilitating production needs, knowing a show's audio and visual cues, calling the show's cues, managing the running crew, and keeping time for the house and performers. Prior to the technical rehearsals, the stage manager should create the technical rehearsal schedule in consultation with the production manager. The SM should create sign-in sheets for crew and cast, and be familiar with all choreography. The stage manager should also be prepared with all necessary supplies including pens, clipboard, flashlight, and a fully stocked first aid kit. He/she must stay in constant communication with the technical director, lighting designer, concert director, set designer, sound designer, crew and cast. It is always important for a stage manager to sustain attention to details and maintain a calm yet alert demeanor.
- ii. **Assistant Stage Manager:** The assistant stage manager's responsibility is to keep the stage manager and the backstage in constant communication while ensuring that the backstage stays organized, calm, quiet, and safe. The ASM must be familiar with all equipment, assist the SM during tech rehearsals and performance, and help with backstage duties. The ASM informs the SM when backstage is ready for the next piece. Most importantly, the ASM must remain on headset when possible to ensure ongoing communication between backstage and the SM. The ASM must be familiar with cue sequences and headset etiquette.

- iii. **Light Board Operator:** The light board operator must be familiar with the layout and functions of the light board before tech rehearsals begin. The LBO should also be familiar with how to program the board before the first tech rehearsal. During rehearsals, the LBO enters, records, and runs all light cues as instructed by the lighting designer. The LBO must run the cues as called by the stage manager. The LBO must be familiar with cue sequences and headset etiquette.
- iv. **Soundboard Operator:** The soundboard operator must be familiar with the layout and basic operations of the mixing board and inputs prior before tech rehearsals begin. He/she is responsible for the care and safety of all tapes/CDs and sound equipment. The SBO keeps all tapes/ CDs labeled, rewind, cued up and in program order. The SBO records all sound levels and level changes as set by the Choreographer , Sound Designer, and Stage Manager. The SBO must run each cue as called by the Stage Manager. The SBO must be familiar with cue sequences and headset etiquette.
- v. **Deck Crew:** The deck crew helps to physically run the show. They are responsible for changing gels, performing set changes, and setting and striking all necessary props. They must be familiar with the location and operation of all necessary equipment, as well as each piece's backstage needs.
- vi. **Wardrobe:** The wardrobe master is responsible for the care of all costumes and wardrobe equipment. **He/she must attend the PRODUCTION MEETING for the assigned concert to create a costume inventory in conjunction with the choreographers and concert director. This list will include: costume list, each costume's launder needs, and which costumes are to be returned to the department after a concert.** He/she must launder each costume set out in the costume list, and as needed, and prepare all costumes for each rehearsal and performance. The wardrobe master must be familiar with any quick changes and how to operate all necessary equipment. The **CHOREOGRAPHER** is responsible for striking the costumes and returning them to costume stock. The Costume Shop Assistant is responsible for checking them into the department based on the costume inventory.
- vii. **Box Office Staff:** The box office staff is responsible for the selling, distribution of and accounting for tickets. They must all know the appropriate procedures set forth by the House Manager, have the money counted, and be ready to sell tickets and hand out reservations at 7:00 PM (one hour before curtain). At the end of the sales period, the audit stubs must be counted, the cash box reconciled and the performance reports completed. **The box office staff is responsible for their uniform as specified by the house manager.** At all times they must remain cordial, as they are representing the Grace Street Theatre and the Department of Dance and Choreography.
- viii. **Ushers:** An usher's duty is to seat patrons. They must be familiar with the House's seating arrangement and all pre-show, intermission and post show duties. **Ushers are responsible for their uniform as specified by the House Manager. It is important for ushers to be dressed, briefed, and ready when the doors open to the public.** At all times they must remain cordial, as they are representing the Grace Street Theatre and the Department of Dance and Choreography.
- ix. **Hang and Focus Crew:** The hang and focus crew assists the technical director and the lighting designer with hanging and focusing the lighting plot. These individuals must wear appropriate "work" attire, including closed-toe shoes, and be ready to work.
- x. **Grace Street Theater Assistant House Manager:** This position assists the House Manager of the Grace Street Theater throughout the course of departmental productions, from the first dress rehearsal in the facility to the last performance of the series. By providing assistance in managing the house and supervising front of house crews, this position helps to ensure the effectiveness of student crews and maintains the highest quality of assistance to the public, the theater and the department. Duties include but are not limited to supervising the house during all evening rehearsals held

in the theater during the final week of production; assisting in the training of ushers, ticket takers, ticket sales and will-call personnel for each evening's concert; and assisting the House Manager with box office reconciliation. During the concert production schedule, student must be available Monday through Saturday from 5pm until 11pm of the final production week.

- xi. **Costume Shop Assistant:** The Costume shop assistant must work a total of twenty points in the costume shop. The assistant can work with the Costume Shop supervisor, the Dance Department Technical Director, or Wardrobe Masters to fill the requirement. The assistant must document the hours working in the costume shop, the type of work done, and whom the assistant worked with. Each person the assistant worked with must sign the log and the Costume Shop Assistant must turn it in to the Dance Department Technical Director.
- xii. **Media Lab Assistant:** The Media Lab Assistant must work a total of 20 points in the Media Lab during the semester. The Assistant works with the Media Lab Supervisor to help with media needs and production tasks for the Dance Center. The Assistant must schedule his/her hours with the Supervisor, and document the hours worked.
- xiii. **Video Checkout: Assistant:** Check-out and check-in equipment in keeping with video check-out policy and procedure, using check-list Provide access to editing equipment in keeping with video check-out procedures. During Video Choreography workshop, work with instructors to design a viable approach to handle volume of use.
  - 4. Monitor use of equipment to assure that only authorized people use departmental video equipment.
  - 5. Articulate and enforce video checkout policies to students
  - 6. Upon check-in report missing/damaged equipment to  
  
Inventory video camera equipment at the beginning and end of each semester. Provide a copy of written inventory to Dance Center Manager AND Department Chair. Include a report on damaged or missing equipment and apparent camera equipment needs.  
  
Video Document each departmental audition. Students who are interested in this crew assignment must be available for audition dates and times.
- xiv. **First Aid Monitor:** The First Aid Monitor must work a total of 10 points during the semester. This position keeps track of first aid supplies on each floor of the Dance Center, and fills first aid baskets on a weekly basis.

# X. Production Calendar

## A. VCU Dance Fall 2006 Class conflicts

### i. Late Afternoon Classes

These classes will require a quick jaunt over to the Grace Street Theater to meet a 5:45 cast call. The 6:00 box office call and 6:30 crew call will allow more time for others to get to the theater.

1. Courses that end at 5:20pm, M, T, W, R
  - a. Performance and Choreography -Richards
  - b. Composition with Brammer
  - c. Composition with Richards
  - d. Dancer as Teacher with Putman

### ii. Evening Classes

Cast and crew will have scheduling difficulties with the following classes. Cast call is at 5:45 and crew call at 6:30. Box office calls on evenings of performances are at 6:00. IT IS YOUR RESPONSIBILITY to inform the teachers of these classes about scheduling conflicts by the third week of classes – **September 15, 2006**. Please note that an excused tardiness to a crew duty IS NOT an excused absence from a course.

1. 5:30-6:50 Timeslot, M, T, W, R
  - a. African Carribean with Walker
  - b. Ballroom with Massey
  - c. Improvisation with Wessells
  - d. Intro to Modern with Foster
2. 7:00-8:20 Timeslot, M, T, R
  - a. Ballroom with Massey
  - b. African Caribbean with Walker

## B. VCU Dance Spring 2007 Class conflicts

### i. Late Afternoon Classes

These classes will require a quick jaunt over to the Grace Street Theater to meet a 5:45 cast call. The 6:00 box office call and 6:30 crew call will allow more time for others to get to the theater.

1. Courses that end at 5:20pm, M, T, W, R
  - a. Performance and Choreography
  - b. Composition
  - c. Dance Science
  - d. Rehearsal and Performance (ends at 6:00 pm)

### ii. Evening Classes

Cast and crew will have scheduling difficulties with the following classes. Cast call is at 5:45 and crew call at 6:30. Box office calls on evenings of performances are at 6:00. IT IS YOUR RESPONSIBILITY to inform the teachers of these classes about scheduling conflicts by the third week of classes – **February 2, 2007**. Please note that an excused tardiness to a crew duty IS NOT an excused absence from a course.

1. 5:30-6:50 Timeslot, M, T, W, R
  - a. Improvisation
  - b. Ballroom
  - c. African Caribbean
2. 7:00-8:20 Timeslot, M, T, R
  - a. Ballroom
  - b. African Caribbean

**SEE PRODUCTION CALENDAR IN PACKET**

# XI. Photo Shoot Policies

- A. Works considered for a photo shoot include:**
  - i. Works in Senior Projects
  - ii. Works adjudicated for Stu/Fac, BCDE and ACDF
  - iii. Recommendations of faculty members
  
- B. Policies**
  - i. All costumes must be completed and prepared for photo shoot or work will not be included.
  - ii. Costume colors (dark vs. light) must be reported to Lea Marshall at meeting to determine background color during photo shoot.
  - iii. Dancers participating in shoot must attend all meetings.
  - iv. Choreographers must prepare three shots for review at the meeting.
  
- C. Photo Cast Call**
  - i. Call Times
    - 1. On the half hour, every hour beginning at 5:00.
  
- D. Recommendations for Shots**
  - i. Shots that dancers move into to capture motion
  - ii. Think about which camera angle will capture the most exciting image.
  - iii. Groups of three or less are typically best but this is not a rule
  - iv. Try to use different levels
  
- E. Hair, Makeup, Costumes and Backgrounds**
  - i. Hair
    - 1. Styled for photo
    - 2. No shiny clips or bright hair bands showing unless requested by choreographer
  - ii. Make-up
    - 1. Light stage make-up should be worn
    - 2. No fingernail or toenail polish!
    - 3. No earrings or jewelry unless requested by choreographer
  - iii. Costumes and Backgrounds
    - 1. Costumes must be complete and pressed for photo shoot
    - 2. Lea Marshall must know color (dark versus light) at meeting
    - 3. Background is black UNLESS special arrangements can be made
      - a. Dark costumes DO NOT stand out on the black background
  
- F. Ordering Prints**
  - i. See Lea Marshall

## **XII. Guide to using Blackboard**

### **A. Registration**

- i. You will need to have a valid VCU email account to log into Blackboard.
- ii. Email access is available by registering online at the VCU website:  
[https://aurora.vcu.edu/cgi-bin/cgiwrap/atucs/new\\_accts/new\\_acct.cgi](https://aurora.vcu.edu/cgi-bin/cgiwrap/atucs/new_accts/new_acct.cgi)
- iii. If registration online fails, visit the Academic Technology Information Desk in the basement of Cabell Library  
901 Park Avenue, PO Box 842033  
Richmond, VA 23284-2033  
Phone: 804/828-8240  
Hours of Operation: MON-FRI 7:30 AM - 5:30 PM

### **B. Logging In**

- i. On VCU's homepage go to courses and blackboard
- ii. Your log in name and password is the same as your email log in and password
- iii. Click on DANCE WORKSHOP under courses to enter the Dance Workshop website.

### **C. Getting around the site**

- i. Samples of website layout are attached.

### **D. What's on the site?**

- i. Everything!
  1. Announcements
  2. Policy and Production Handbook
  3. Production Calendar (to be completed by week 3 of fall semester)
  4. Information on guest artists
  5. Forms for wardrobe, signing-up for adjudications, salon...
  6. Production Schedules

## XIII. Department Forms

- A.** Forms that must be filled out and returned to Dance Department
  - Dance and Choreography Technique Track agreement (due 8/25)
  - Student information form (due 8/25)
  - Golden Goose Form (due 9/8)
  - Student Biography (due 9/15)
  
- B.** Informational Forms for Semester
  - Fall 2006 Workshop Syllabus
  - Production Schedule (calendar printout)
  - VCU Dance Community Calendar
  - VCU*arts* Events Calendar
  - Information on Guest Artists
  - Selected reading list
  - Choreographer Information Sheet
  - Costume Inventory check sheet
  - Grace Street Theater Backstage Checklist