

# Tempo Dance Academy Performing Company

## Guidelines 2007-2008

### **Welcome**

It is recommended that upon registration into company classes, that you read the guidelines provided for you below. This will allow us to assume that you are committed to the year in all areas that concerns company. If you are unsure of anything please be sure to discuss this with Irene. Once you are registered into company you will be expected to follow all the rules and regulations and take part in all the activities that your group has been asked to participate in. Those who choose not to follow the rules will be asked to remove themselves from company. Company fund raised by your group are non refundable when dropping out.

### **Performing Company**

In 2003, Tempo Dance Academy proudly created the Tempo Dance Performing Company. The programme has been created to encourage the development of performance, presentation, strength, technique and self expression in each dancer. Company allows students the opportunity to perform. Whether it be for local events, community events, festivals or travelling as far as Kamloops or Las Vegas, students enrolled in company classes are the chosen ones to represent Tempo Dance Academy. Company members are divided to form five separate groups: Some groups can be combined from year to year.

**Tiny Company** (dancers 7 to 8 years of age)    **Junior Company** (dancers 9 to 11 years of age)

**Intermediate Company** (dancers 12 to 13 years of age)    **Senior Company** (dancers 14 & up).

### **Teachers**

These groups of committed and advanced dancers are provided with additional performing opportunities. The choreography that they learn is created by, and taught to them by a selection of our own teachers in the school. The groups generally will learn one or two new pieces per school year. The companies are dedicated to learning choreography in all forms of dance to include, Ballet, Jazz, Tap, Hip Hop, Modern Stage and Modern. It is not necessary for a student to have experience in all these dance forms only ballet and one other discipline is required preferably Jazz.

Students are selected for company throughout the season by invitation only. These are hand delivered to students towards the end of the year to those who shows a great amount of dedication, commitment and performance qualities. Once in company, students are naturally invited to attend year after year. Once a child decides to leave company, the child would not receive an invitation to return, it would be up to the child to enquire about returning.

### **Start up Cost**

If a student and his/her parent agree to accept a position in company, there will be an additional fee aside from the regular class fee of \$100 per student. This does not include any travel fees.

This cost is to help start out the year with funds in the accounts. Each group will have an amount equal to how many are in your group: 6 students equals \$600 dollars.

### **Travel**

Company members travel to a location decided by teachers every second year. On the year that we travel, students are notified prior to registration. Travel can take place as far as Las Vegas, Los Angeles, Disneyland or Cruise Ships. We try to choose a destination that will benefit the students, with either a dance convention with performing opportunities or competitions. Travel expenses are not included in your annual fees. A portion of the fees are raised by fundraising throughout the season with the remainder of fees paid by parents. The year that the school travels, those students who register for company are required to commit to travelling with their groups. There is no exceptions in this area. On the off year that we do not travel, company members spend more time performing in the community. An example would be the Dancestream show held each year in January. We are sometimes asked to perform at malls or senior homes. We do this for community services as well as sometimes it comes with an extra benefit such as paid monies. Festivals are considered a part of company as it is part of performing and the children benefit greatly from this activity. The students will be expected to participate in the Nanaimo Festival each year and the Spring Showcase every second year.

### **Fundraising**

Students registered in performing company, with the help of their parents will be expected to host fundraisers throughout the season to help with costs incurred such as costumes, travel expenses etc. Each group will be responsible for their own fundraising. Each group will fundraise for what is needed in their group. One main fundraiser will take place per term (ex: bottle drive, purdy's chocolates, poinsettia sales) with the funds divided up by each group (5). Each group will have an accountant mom/dad. This person will keep everyone informed of their group account and if any monies are outstanding and owing to their group. Individual fundraisers will be an option for each student. Parents must notify us if their child will not be participating in any group fundraiser. Please see fundraising where this is concerned.

**Group Fundraisers:** Are mandatory from all students. All monies are brought back to the school in a form of cash only or by one cheque made payable to Tempo Dance Performing Company. When collecting money from your customers please ask for cash. If they prefer to pay by cheque they are to make it out to **your name**. Only one cheque with the total amount should be handed into the office. When all funds are returned to the school a total amount of funds raised is then divided up equally amongst how many students participated, including instructors. These funds are then put into the separate accounts.

**Please note:** When a student decides not to take part in group fundraising, that student will have to pay for their share of the amount raised in that group. For Example: total raised by all company members, divided by the amount of those participated equals amount child needs to pay. An invoice will be sent to the student.

**Individual Fundraising:** Individual fundraising is optional to students. All monies are to be collected by the student either by cash or cheque written out to the students name. When handing in fundraising money and order forms either cash only or one cheque made out to Tempo Dance Performing Company must be handed in with the amount owing for the individual fundraiser. Students keep their portion of funds raised and return the remainder of the order to the school.

### **Phone Moms/Dads**

For every group, there will be a phone mom or dad who will be in charge of contacting parents and students to advise them and to remind them of the events that will be happening. Your phone mom/dad would be the person you would contact to receive information that you are not sure of and in cases where Irene is not available.

### **Spring Showcase**

Every second year company members present a Spring Showcase. All members are required to attend this showcase. This spring showcase is a variety show, which includes performers within the community. Company members and their parents are responsible to sell tickets, host a concession stand, sell raffle tickets for gift baskets with all the proceeds to go towards company groups. We expect all students to sell tickets. We will designate each group to be in charge of one duty: example concession stand, flowers, raffle tickets and gift baskets, business cards in the program etc. A meeting is arranged to discuss all the details closer to the time.

### **Guest Teachers**

Guest teachers are occasionally brought in to work with company members. We cannot commit to how many guest teachers per season or when, as much of the class time is used for festival or a community event coming up. When the opportunity arises and guest teachers do come, they will teach the classes during their regular class times on Fridays.

### **Festivals**

All groups will attend the Nanaimo festival and all students are required to attend rehearsals and extra lessons. Each group will also decide prior to festival season if they wish to take part in any other festivals. If you are considering this for your group please be sure to let us know as soon as possible.

### **Extra lessons**

Extra lessons may be necessary throughout the year, when planning for a show or a community performance. These classes are not included in your regular school year fees. When this occurs an invoice will be sent to each child.

### **Company Meetings**

Group meetings will take place once per term (first and second only). Separate meetings with each group will only take place accordingly and if necessary.

### **Dancewear**

All students are required to wear appropriate dance wear, shoes and hair worn up appropriately for all the classes. For traveling and special events all performing company students are expected to have dance jackets. New jackets will become available in the fall.

### **Commitment and Attendance**

All students are to show commitment to their team. Attendance is mandatory in all classes as well as all rehearsals and extra lessons. If you are unable to attend a class or have to miss a rehearsal please be sure to let your instructor know by phoning the school. Missed lessons should only take place if due to sickness or a family priority that cannot be helped. If your family is deciding to travel during the course of the year please be sure to check with Irene to make certain that you are not missing any crucial days that may effect your team. We will try to accomodate students but in some cases if this occurs without our knowledge it will be up to the teacher to decide whether or not the child will perform or continue with company.

### **First Term Meeting**

Our first meeting for all company members will take place early in September. We will be calling all members once the school year begins.

**Thank you, Irene Booth**