

## AUDITION WELCOME LETTER

Welcome newcomers and returning dancers. We are proud to announce our Spring, 2019 production of Hans Christian Andersen's "The Little Mermaid" on Friday, May 10th @7:00 pm and Saturday May 11<sup>th</sup> @1:00 & 6:00 p.m. All performances will be held at the Lake Zurich Performing Arts Center.

Auditions are open to ALL ballet students, regardless of studio affiliation. All Non-IDC students who wish to audition may continue to dance at their home studio, providing there are no conflicts with scheduled rehearsals. All fees for rehearsals and *most* costume needs are included in your production fee as well as a DVD and Cast T-Shirt from the production.

Please read the following informational notes and requirements. If you have any questions or concerns, please let us know as soon as possible. We are here to help make this a wonderful experience for you and your dancer. If you have questions, please do not hesitate to contact us at [info@iydt.org](mailto:info@iydt.org).

### Membership Requirements

**All IYDT Member Applicants are required to submit all forms, pay membership and production fees, fundraising fee deposit or buy-outs, and sign up for volunteer hours or pay all buy-out fees, at the time of auditions.**

- **To assure IYDT's high standards of training, all cast members must CURRENTLY be enrolled in a comparable ballet technique & pointe classes (when applicable) during the entire production year. Minimum hours of study for each dance level are listed below. If dancer is not currently enrolled with IYDT's home studio, Illinois Dance Conservatory, IYDT reserve the right to occasionally check on student's enrollment and attendance at their selected studio, to be sure requirements are being met.**
  - Pre-Professional Senior: *Must be enrolled in current IDC Senior Level Full Program* – weekly study includes at least four (4) ballet technique, four (4) pointe and at least one (1) contemporary style class each week.
  - Senior Level: Weekly study must include at least three (3) weekly ballet technique classes plus have a minimum of two (2) current years of pointe work.
  - Pre-Professional Junior: *Must be enrolled in IDC Junior Level Full Program* – weekly study includes three (3) or four (4) ballet technique (determined with IDC level), two (2) Pre-Pointe or Beginning Pointe and at least one (1) contemporary style class each week.
  - Junior Level: Weekly study must include at least two (2) ballet technique classes per week.
  - Junior Apprentice Level: Must be enrolled in at least one (1) ballet technique class per week.

### Volunteering

Each family is required to volunteer a minimum of ten hours of time per production. These hours must include volunteer hours during Pre-Show and/or Post Show as well as hours during production week. You must sign up for volunteer hours at Audition Check-in. If you are unable to dedicate this amount of time, then you can opt-out for a fee of \$500 per production. This fee is needed to cover the cost of hiring additional help. We will collect and hold a volunteer deposit (post-dated check or credit card) at the time of auditions to be *destroyed* once the member family achieves the minimum requirement. If minimum volunteer hours are not met, your volunteer deposit will be charged/deposited upon the close of the production.

**Tickets for Performances**

- IYDT uses an online Ticketing Program to sell and track all ticket sales. The IYDT Box Office is available through our website homepage ([www.iydt.org](http://www.iydt.org)). All tickets are processed through this program. We accept Visa, MasterCard and Discover.
- Will Call ticket orders will be accepted on prepaid ticket purchases only – NO TICKETS WILL BE HELD WITHOUT PAYMENT.
- IYDT offers a 10% ticket discount on any ticket order consisting of 10 or more tickets. This discount is automatically added to qualifying ticket orders through the box office.
- IYDT offers any 501(c)3 not-for-profit organization a special group rate for the Saturday matinee (1:00 pm performance only). Please help us spread the word. Flyers will be available. This is open, but not limited to, homeschool groups, Girl/Boy Scout affiliated groups, Senior Centers etc.

**Fundraising**

- IYDT will participate in several fundraising events throughout the production season. Each member family is required to either sell a minimum number of items as set by that particular fundraiser or pay a buy-out fee for that fundraiser. Participation requirements are outlined below. Additional rewards for selling over the minimum requirements such as free raffle tickets for cash raffle. Additional details to provided soon.
  - Cash Raffle: \$100.00 worth of raffle tickets per production. This is a mandatory fundraiser for each performance and is collected as part of the “Fee Worksheet” at the time of auditions. You may sell the tickets and recoup your money, or submit the tickets under your own name.
  - Super Bowl Square Fundraiser: This is a required fundraiser. We will supply standard Super Bowl Square Grid, each with 100 squares. Members are required to sell a minimum of 10 squares per family at \$20 per square. Ask about our incentive program for those who sell above the minimum amount. Buy-out for this fundraiser is \$200.
  - Candles and/or Pizza: This fundraiser requires the sale of 15 items. The first of two options for this fundraiser, sell handmade soy candles provided from a local business, that have a healthy reputation of burning organic ingredients without all the harmful chemicals found traditional candles. The second option is selling coupons that entitle a person to receive a frozen pre-cooked 9” pizza by visiting any Lou Malnati’s location. The prices will vary pending type of candles however the Lou Malnati’s coupons will be available for \$13 each. You may chose the buy-out option for this fundraiser for \$150
  - Spring Plants: This fundraiser requires the sale of 15 items. The prices vary pending on type of plants sold but to include a variety choices between vegetables, perennials and potted plants. Our vendor has not been chosen yet, but will have additional information on this soon. The buy-out option for this fundraiser is \$100.

**Rehearsals & Absences**

- Rehearsals are scheduled to be held on Tuesdays from 8:00pm-9:00pm (Seniors only), Thursdays from 8:00pm-9:00pm (Seniors and Intermediates), Saturdays from 3:00pm-6:00pm (all levels) and Sundays from 1:00pm – 6:00pm (Seniors and Intermediates mostly). Not all roles will rehearse each day. Schedules will be posted on the website each week. As a courtesy, IYDT will send each member an email alert when schedule is available for viewing. Please be patient as schedules will fluctuate week to week. Senior Level dancers should assume rehearsals on all weekly rehearsal days
- All IYDT Members are required to attend all scheduled rehearsals, performances, AND Tech Week.
- All absences must be reported to the IYDT staff via phone or email PRIOR to student’s absence. The number of total absences includes both excused and unexcused and are based on membership level and the number of weekly required rehearsals for that level. They are as follows:
  - Pre-Professional Senior Members, Senior Members will be allowed 5 total absences.

- Pre-Professional Junior Members & Junior Members will be allowed 5 total absences.
- Junior Apprentice Company Members will be allowed 3 total absences.
- Absences greater than the allowed amount could result in the dancer being removed from their assigned role(s) in the production and is at the sole discretion of the Artistic Directors. Fees will not be refunded.

*For the success of each dancer and to achieve a successful production, attendance is extremely important. Each dancer's weekly attendance will be monitored by the IYDT Board Members for compliance.*

**Costumes**

- Members use IYDT's professional costuming and props for all productions.
- Each member may be required to purchase some additional costume items, such as bra or bralette, tights, jazz pants, shoes, hair pieces or spankies depending on their role(s). Any additional purchases will be communicated in a timely manner after cast posting.
- All announced costume fittings for your member are mandatory to assure the best possible fit.
- Members will be responsible for all basic costume alterations if needed. You may be required to take costume home for any detail repairs or adjustments. If member is not familiar with ballet costuming, please ask one of our volunteers for recommendations or related questions.

**Member Communication**

- All notices will be sent using our email notification system and the Parent Page on the IYDT website (www.IYDT.org). Please make sure you have provided an email address which you will check on a regular basis, to stay informed on the latest updates. Such notices may include rehearsal schedules, cast listings, costuming information, exclusive IYDT member updates, ticket information, etc. If you do not have access to email you will need to check the bulletin board in the IDC family kitchen for any updates that were emailed. It is **YOUR RESPONSIBILITY** to check this regularly. For example, occasionally there may be last minute changes to the rehearsal schedules. It is always best to check the evening before or the morning of rehearsals for possible changes to your dancer's rehearsal schedule.

**Casting**

- **Assignments are non-negotiable.**
- Please see "Code of Conduct" for more information.

**Dancer Information**

Dancer #1	Full Name:
Dancer #2	Full Name:
Dancer #3	Full Name:
Parent/Guardian	First & Last Name(s):

**Production & Membership Mandatory Fees Worksheet**

Ballet Level: Pre	\$100.00	X ___ of dancers	\$
Ballet Level: 1	\$140.00	X ___ of dancers	\$
Ballet Level: 2 & 3	\$185.00	X ___ of dancers	\$
Ballet Level: 4 & 5	\$265.00	X ___ of dancers	\$
Ballet Level: Senior Co.	\$350.00	X ___ of dancers	\$
<u>Family Discount Calculation – In order by Ballet Level</u> Highest Ballet Level = Full-Price.....\$ _____ 2 <sup>nd</sup> Member = 20% Discount .....\$ _____ 3 <sup>rd</sup> Member = 25% Discount.....\$ _____ 4 <sup>th</sup> and subsequent Members = 40% Discount.....\$ _____			Total Discount (        )
<b>Production IYDT Membership Fee</b> (\$125 per dancer) _____ # of dancers <input type="radio"/> Membership fee was paid with 2018 “The Nutcracker” **Tax Deductible** Includes Cast T-Shirt & Cast ‘A’ DVD		\$125 <u>per dancer</u>	\$
<b>Cash Raffle Tickets</b> (20 Tickets @ \$5/each) \$100.00 per <i>family</i> Mandatory to all families. <u>No buy-out available</u> for this fundraiser. 1 <sup>st</sup> place: \$250 – 2 <sup>nd</sup> place \$100 – 3 <sup>rd</sup> place \$50		<b>Tickets Received</b> <input type="checkbox"/>	\$100.00
<u>Buy-out Options: (See requirements outlined in Welcome Packet)</u> <ul style="list-style-type: none"> <li>• Volunteer Hours: 10 hours of service required! BUY OUT = \$500</li> <li>• Super Bowl Square Buy Out = \$200</li> <li>• Additional Winter/Spring Fundraiser (TBD) Buy-Out option available!</li> </ul>		<u>Buy-Out Fees</u> Add all applicable selections.	\$
			<b>Application Fee Total</b>

  
Initial

 I have read and understand the **Required Volunteer Hours** and **Fundraising policies**

Continued next page

**Payments & Financing Options**

Option #1 - Payment IN FULL

Cash     Check # \_\_\_\_\_

Credit Cards (3% processing fee) = \$ \_\_\_\_\_ Adjusted Total: \$ \_\_\_\_\_

Visa     MasterCard     Discover

Option #2 - Payment Plan (Automatically charged to credit card ONLY)

Adjusted Total from above to be financed: \$ \_\_\_\_\_

Up to 4 payments will be allowed.

*\*\*IYDT will charge a \$50.00 service fee for all NSF*

Pay #1 - \$ \_\_\_\_\_

Pay #2 - \$ \_\_\_\_\_

Pay #3 - \$ \_\_\_\_\_

Pay #4 - \$ \_\_\_\_\_

Date Paid:

\_\_\_/\_\_\_/\_\_\_

Date Paid:

\_\_\_/\_\_\_/\_\_\_

Date Paid:

\_\_\_/\_\_\_/\_\_\_

Date Paid:

\_\_\_/\_\_\_/\_\_\_

**Refund Policy**

**\*Day 1 after audition: Refund less \$50 audition fee (allow 7-10 business days for processing)**

**\*Day 2+ after audition: NO REFUNDS – NO EXCEPTIONS!**

**Deposits**

Volunteer Deposit

\$500 Deposit by check or \$515 Deposit by Credit Card

Check # \_\_\_\_\_ OR     Credit Card

Credit Card HELD on file for account payments AND Deposit:

Visa     MasterCard     Discover

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**Acknowledgement and Term Acceptance**

\_\_\_\_\_  
Parent/Guardian Signature Required

\_\_\_/\_\_\_/\_\_\_  
Date

**Please read, sign and return prior to auditions.**

1. I understand that all my IYDT fees must be paid in full or establish a payment agreement prior to auditions, or I will not be allowed to audition. **Once auditions are completed, I understand that I have one (1) day following the audition to withdraw my application and I will be refunded any membership fees less \$50.00. If I withdraw my application two or more days following the audition, there will be no refunds for any reason.**
2. I will respect all IYDT dancers, Ballet Mistresses, IYDT Guest Artists and parents at all times. This includes not interrupting adults/instructors when they are speaking to others.
3. I will follow the rules of Lake Zurich High School.
4. I understand that there may be additional costume accessories that I may be asked to purchase such as performance tights, spankies, jazz pants or a hair piece.
5. I understand that I am responsible for cleaning up after myself at IDC and the Lake Zurich Theater.
6. I will arrive at the Lake Zurich Theater with hair and make-up completed according to the IYDT guidelines.
7. I understand that I am responsible to know my rehearsal schedule and attend all rehearsals on time. Missing more than the allowed absences for my IYDT Membership Level could lead to my dismissal from a specific role(s) or from the entire production. No refunds will be given in the event of dismissal from production. (Please refer to Welcome Letter for specific allowances by level.) I understand that all attendance is monitored weekly and I must report any absences to the IDC/IYDT office by either email or phone **PRIOR** to the scheduled rehearsal.
8. Proper care must be taken of costumes during the production. **No eating in costume.** Costumes must be hung properly – never leave them on the floor. Costumes or accessories found on the floor or left backstage after a performance will be reported in by the IYDT Staff. Each item collected will be held for the dancer to collect. *The dancer will be charged \$5.00 each time this service is needed and an invoice for charges incurred will be issued at the conclusion of the performances.* **We are strictly enforcing this rule.** Costumes are expensive and sometimes not replaceable. Please discuss this policy in detail with your dancer prior to arriving at the theater.
9. You must notify the Costume Mistress if any costumes are damaged or need repair work, such as hooks missing, tears or stains, trim coming loose, etc.
10. Costumes and accessories must be turned in to the Costume Mistress after the last show of the production. Dancers will not be dismissed until costumes and head pieces are checked in.
11. Please be thankful for the role you are assigned. Great thought and planning goes into the determination of the cast by the artistic staff. Role assignments are *non-negotiable*. Any challenges by members and/or family will not be tolerated, and IYDT membership will be forfeited. Artistic staff reserves the right to change/adjust any role. **NOTE: shows may be adjusted due to unforeseen circumstances.**



Initials  
Required

I have read the above items, discussed them with my dancer(s) and agree to the terms listed above.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Dancer Name/Signature Date

Check One:  Family Membership     Individual Membership

DANCER INFORMATION			
FIRST CHILD - LAST NAME:	FIRST NAME:	BIRTHDATE:	
SECOND CHILD - LAST NAME:	FIRST NAME:	BIRTHDATE:	
THIRD CHILD - LAST NAME:	FIRST NAME:	BIRTHDATE:	
HOME MAILING ADDRESS:	CITY:	STATE, ZIP:	
HOME PHONE:	MOM'S CELL: (    )    -	<b>EMAIL:</b>	
	DAD'S CELL: (    )    -		
<b>PLEASE LIST CHILD'S NAME FOLLOWED BY ANY NECESSARY INFORMATION:</b>			
ALLERGIES:			
OTHER IMPORTANT MEDICAL INFORMATION:			
COMPLETE THE FOLLOWING IF CHILD DOES NOT CURRENTLY DANCE WITH IDC			
CURRENT STUDIO NAME & ADDRESS	YEARS ENROLLED IN DANCE:	CURRENT LEVEL OF DANCE:	
PARENT/GUARDIAN INFORMATION: FILL OUT IF UNDER AGE 18			
MOTHER'S NAME:		FATHER'S NAME:	
MAILING ADDRESS IF DIFFERENT THAN ABOVE:		MAILING ADDRESS IF DIFFERENT THAN ABOVE:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
PLEASE LIST AN ALTERNATE PHONE #		PLEASE LIST ALTERNATE PHONE #	
OCCUPATION:	EMPLOYER:	OCCUPATION:	EMPLOYER:
EMERGENCY INFORMATION			
EMERGENCY CONTACT NAME:		RELATIONSHIP OF CONTACT TO MEMBER:	
AM PHONE:	PM PHONE:	CELL:	

If both the member's father and mother do not each have the legal right to make medical decisions on behalf of the dancer (i.e. due to death or divorce decree), please circle the correct information:

Mother ONLY has this right? YES NO      Father ONLY has this right? YES NO

If third person (not mother or father) has this right: Name: \_\_\_\_\_ Phone: \_\_\_\_\_