



**ALLEN CIVIC BALLET COMPANY  
AUDITIONS WILL BE HELD  
SATURDAY, JUNE 1st AT 9AM**

**PLEASE REVIEW THE ATTACHED  
INFORMATION AND EMAIL US WITH ANY  
QUESTIONS YOU MAY HAVE.**

**There will be a mandatory, pre-audition meeting on  
Saturday May 18<sup>th</sup> at 3:00pm**

**PLEASE SEND THE ATTACHED FORMS,  
FILLED OUT AND SIGNED, AND ALL  
APPLICABLE FEES WITH YOUR DANCER  
TO THE AUDITION.**

**THANK YOU!**

# **SAMPLE SCHEDULE**

## ALLEN CIVIC BALLET

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### **PERFORMANCE SCHEDULE 2023-2024 (as of 9/26/23)**

#### SENIOR CENTER PERFORMANCE

11/14/23 5:30-6:30PM (ARRIVE BY 5:00PM) SENIOR RECREATION CENTER

#### LIGHT THE NIGHT

11/18/23 4:30-6:30PM AT WATTERS CREEK

#### HOLLY JOLLY TREE LIGHTING CEREMONY

12/2/23 TIME TBA - BEHIND THE ALLEN PUBLIC LIBRARY

#### TEA WITH THE SUGAR PLUM FAIRY

12/3/23 TIME TBA PAC COMMONS AT ALLEN HIGH SCHOOL

#### NUTCRACKER BALLET

12/9/23 AND 12/10/23

PERFORMING ARTS CENTER/ALLEN HIGH SCHOOL

#### VARIATIONS WORKSHOP

1/14/24 1:00-4:00PM (TENTATIVE)

ALLEN CONSERVATORY OF DANCE

#### YOUTH AMERICA GRAND PRIX

2/1-2/4/2024

IRVING ARTS CENTER

#### PIROUETTES FOR PETS

MARCH 2024 - DATE AND VENUE TBA

#### DANCE PLANET

4/7/24 TIME AND VENUE TBA

#### BRAVO/SPRING RECITAL

5/25/24

LOWERY FRESHMAN CENTER

# ALLEN CIVIC BALLET

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## **Company Skills Requirement 2024-2025**

Excellent attendance in class and rehearsals

Can prepare your own shoes

Can do your own makeup, including application of false eyelashes

Ability to pick up choreography quickly

Knowledge of stage directions

Knowledge of body positions, including arabesques (Vaganova)

Proper use of head and arms

Ability to count music/musicality in dancing

Performance quality/expression

Must be fully on pointe with straight knees

Double pirouette on pointe (or close to achieving)

Splits both sides (or close to achieving)

Arabesque 90 degrees or higher

Developpe devant and a la seconde 90 degrees or higher

Entrechat quatre

Allen Conservatory of Dance, LLC  
Home Of The  
**ALLEN CIVIC BALLET**

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**RELEASE FORM**

Student Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
(Street, City, State, Zip)  
Mothers Name \_\_\_\_\_  
Fathers Name \_\_\_\_\_  
Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Dad's Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mom's Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Dancer's Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Preferred Email  
Address \_\_\_\_\_  
Dancer's Social Media Handle (if you would like it tagged)  
\_\_\_\_\_  
Emergency Contact and Phone Number \_\_\_\_\_  
Are there any medical conditions or food allergies to which we should be alerted?

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**ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY**

As the parent/legal guardian of \_\_\_\_\_, I hereby consent to aforementioned person participating in Allen Conservatory of Dance, LLC's (ACD) and Allen Civic Ballet's (ACB) programs. I recognize the potential for injuries which may occur in any activity involving motion. I understand that it is the express intent of ACD/ACB to provide for the safety and protection of my child and, in consideration for allowing my child to use the facilities, I hereby forever release ACD/ACB or its employees. As legal guardian of the aforementioned person, I hereby agree to individually provide for the possible further medical expenses which may be incurred by my child as a result of any injury sustained while training at, or performing for ACD/ACB. This acknowledgement of risk and waiver of liability, having been read thoroughly and understood completely, is signed voluntarily as to its content and intent.

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

I hereby grant the Allen Conservatory of Dance (ACD) and Allen Civic Ballet (ACB) and/or any of the authorized photographers and videographers permission to photograph and/or videotape me/my child during performances, classes, or otherwise during any event, and to use my/my child's likeness for broadcast or for use in any or all public relations and/or marketing efforts on behalf of ACD/ACB. I understand that I will not receive or be entitled to any form of compensation if ACD/ACB uses my/ my child's likeness for any form of broadcast, marketing, or any other purpose, and I willingly give my consent in return for being allowed to participate in classes and performances.

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

# AUDITION FORM

Dancers Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dancers Cell #: \_\_\_\_\_

Dancer's email: \_\_\_\_\_

Address: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Parents Email (primary contact): \_\_\_\_\_

Parents Phone #s: \_\_\_\_\_

Previous Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dance Classes Enrolled in For 2024-2025 Year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Dancer Not Available (attach separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of your school schedule. Also, tell us what extra-curricular activities you are involved in or are planning to be involved in, how many hours a week you spend on them and when they are scheduled (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that in auditioning for the Allen Civic Ballet, I am making myself available to the Ballet for any and all roles and any and all performances in which the Ballet wishes me to participate.

Dancer Signature \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## COMPANY DANCER'S AGREEMENT

Membership in the Allen Civic Ballet is determined by audition only. Company dancers are required to attend ballet class three times a week for ages 12-13 and four times a week for ages 14 and up. Company class on Saturday mornings is mandatory and counts for one of those classes. No dancer under the age of 18 will be permitted to perform with another company (or other dance entity) without express permission from the Board of Directors of the Allen Civic Ballet.

Dancers are allowed to miss a maximum of two rehearsals for "Nutcracker." Dancers may be replaced by their understudy at their third missed rehearsal. When a guest choreographer is present, Dancers are allowed to miss only one rehearsal of that choreographer's piece (with that choreographer's permission.). Dancers are allowed to miss a maximum of two scheduled rehearsals for any of the Company's spring pieces. Do not be late or leave early. Missing part of a rehearsal more than once will count as an absence.

By auditioning, the Dancer agrees to accept all roles in which he/she is cast. Refusal to dance any role results in the Dancer's forfeiture of company status. Likewise, the Dancer must be available to dance at all performances on the Company's schedule. Dancers must submit a list of dates for which he/she is unavailable PRIOR to audition.

The Dancer agrees that the Company will have the right to use the name and image of the Dancer for advertising, promotional or other purposes.

The Dancer is responsible for personal items needed for rehearsal and performance, such as make-up, Dress Code tights, nude leotard, shoes and trunks. Dancers must provide their own snacks and water. Dancer must have useable pointe shoes for all rehearsals.

Each dancer is required to bring one 40 count of water in August and again in January.

I agree that I will not hold the Allen Civic Ballet, its agents or employees, liable for property damage, injuries sustained or illnesses contracted by me or my child while working with the Company.

**I HAVE CAREFULLY READ THE ABOVE POLICIES AND LIABILITY RELEASE AND SIGN IT WITH FULL KNOWLEDGE OF ITS CONTENT AND SIGNIFICANCE.**

Dancer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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



## Company Requirements

The Allen Civic Ballet requires many hours of labor to make each season happen. Please know that we appreciate and value all of your contributions and efforts!

### Membership in the Allen Civic Ballet requires the following MANDATORY responsibilities:

1. Each dancer must will owe a \$400 Company Fee which goes towards the purchase, construction, alteration, decoration and maintenance of all Company costumes worn by the dancer as well as studio rental, theater space and rehearsal staff. **This fee must be turned in at the time of audition.**
2. Each dancer will owe a DEPOSIT of \$500, **this fee must be turned in at the time of audition.** This deposit will be returned to you at the end of the season unless:
  - a) A company dancer remains in the company the next season.
  - b) Your dancer resigns from company before the end of the season. (Failure to attend rehearsals, performances, etc., will be construed as resignation).
  - c) You do not honor your volunteer commitment.
3. Each dancer must work at the "Tea with the Sugar Plum Fairy"," Nutcracker" and other events where an ACB presence is necessary.
4. Each dancer must have one family member 16+ participate in the set up AND breakdown of the "Tea with the Sugar Plum Fairy," including the Boutique.
5. Each dancer must have one family member 16+ participate in the set up AND breakdown of "Nutcracker," including stage production, Boutique, and Intermission Treats Table. This includes working one performance in the boutique.
6. Each dancer must have one family member 16+ work at least one additional ACB Event.

Thank you for your interest in becoming a member of the Allen Civic Ballet!

Sincerely,  
The Board of Directors, Allen Civic Ballet

By my signature, I state that I have read and understood the above information. Please sign and return at time of audition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Area of  
Choice: \_\_\_\_\_



## VOLUNTEER OPPORTUNITIES

*These tasks may seem daunting, but don't worry!  
We have systems in place and you will be given plenty of direction.*

**Please place an X on the lines of the opportunities you or a family member is interested in helping.**

### **SERVICE AREAS:**

\_\_\_\_\_ MARKETING/PR

Identify publicity opportunities and submit articles, press releases, photographs, etc. (There is no need to generate them -- These will be provided to you.) Manage all online calendars and assist with social media (Facebook, Instagram, and Twitter). Contact/visit Day Cares, Private Schools, Girl Scouts, Retirement Centers, etc., and deliver publicity materials.

\_\_\_\_\_ BOUTIQUE (1 Head, 1 Assistant, min 5 others to help run boutique each event.)

Boutique Head and assistant will need to check in and price incoming inventory. Help organize display of merchandise and head up set up and take down of Boutique at Tea and Nutcracker. Log inventory.

\_\_\_\_\_ INTERMISSION REFRESHMENTS (1 Head, 2-3 others to run table at Nutcracker)

Oversee and set up the display of refreshments at Allen Civic Ballet events. Coordinate with food donors and manage donations bowl. (Need Food Handler's License for which you must take two hour online course).

\_\_\_\_\_ COSTUMES

2 people with garment construction and alteration experience to sew, alter, repair, decorate, clean, fit, distribute, collect all Allen Civic Ballet costumes, headpieces, props, etc. for all Allen Civic Ballet performances/appearances.

\_\_\_\_\_ COSTUMES

2 people willing to clean costumes as needed following cleaning instructions as to not damage the fabric or bleed colors, and help inventory, sort and put away garments.

\_\_\_\_\_ STAGE CREW HEAD

Need one man with a pickup to head up and assist the volunteers doing the following jobs: Transport, tape down, pull up flooring for all Allen Civic Ballet events. Transport large props and scenery where necessary. Work backstage as runner, stage hand or stage manager.

\_\_\_\_\_ STAGE CREW

Need volunteers to transport, tape down, pull up flooring for all Allen Civic Ballet events. Transport large props and scenery where necessary. Work backstage as runner, stage hand or stage manager and help with scene changes.

\_\_\_\_\_ ACB AMBASSADOR (3-4 people needed)

Manage promotional tables at events, hand out flyers, coordinate photo ops with ACB dancers at said events.



# Allen Civic Ballet – FAQ's

The Allen Civic Ballet is dedicated to presenting affordable and enjoyable dance performances for audiences of all ages, while providing valuable experience for young dancers considering a career in the profession.

## **What does the Allen Civic Ballet look for in a dancer?**

We look at the arch of the feet, the range of rotation in the hips, the flexibility of the body. We look for sound technique, musicality, quality of movement and performance quality or artistic expression.

## **How many dancers will the Allen Civic Ballet accept?**

As many as we can get who meet the above criteria!

## **Why are Allen Civic Ballet dancers required to put in so many hours in class and rehearsal?**

The time commitment is comparable to any other extra-curricular school activity, such as band, football, drama, etc. And we do offer Off Campus PE credit. The Company requires as much time as is necessary to train and rehearse dancers to meet the standards of our productions.

## **My child is only 12 years old and can't possibly know if she wants to be a ballerina.**

Unfortunately, one cannot decide at 16 to become a professional ballet dancer unless the groundwork was laid from a young age. It takes 8-12 years to train a ballet dancer. We strive to give our dancers the closest experience to being a professional ballet dancer as possible within the parameters of their childhood. Please understand that sacrifices will have to be made.

## **I already pay tuition, why do I have to pay/volunteer more to Allen Civic Ballet?**

Tuition is paid to the Allen Conservatory of Dance for the dancers' regular technique classes. The Allen Civic Ballet is a non-profit organization which is essentially providing your dancer with hours of extra instruction during rehearsals, extra performance opportunities, and Master Classes with professionals who are outstanding in their field.

## **My child works twice as hard as other Company dancers but has fewer and smaller roles. Why?**

Ballet is not fair. Children at this age have already realized that two people studying the same amount for the same math test will not necessarily get the same grade. Ballet requires hard work, but not ONLY hard work. Faculty (flexibility, foot structure, etc.), and a certain quality of movement and performance quality also play a huge role. Repeat - Ballet is not fair.

## **Can you still dance in "Nutcracker" if you're not in Company?**

Yes.

## **How do I keep informed about everything?**

We will try to communicate important information to you via email and/or handouts. Unfortunately, it will not be possible for us to convey every single piece of information to you in this fashion. Dancers are required to write down relevant information and relay it to you. If you have any questions, please ask! We would be happy to speak with you.

## **About YAGP**

The Allen Civic Ballet will invite a few dancers to participate in Youth America Grand Prix, the world's largest student scholarship competition. We feel the experience can be a valuable one, with a weekend full of performances and master classes.

The criteria emphasized at this event are extremely narrow. You may be invited to participate as a soloist, part of an ensemble, or both. We will not be issuing an invitation to everyone. That does not mean you are not good dancers, it means that you do not fit the criteria emphasized at this event.

We encourage you to visit [www.yagp.org](http://www.yagp.org) for information about these events.

**Initial** \_\_\_\_\_

# Company Dancer Etiquette

## IN CLASS AND REHEARSAL

Do not talk or create distractions while the teacher is talking, even if she is not talking directly to you. You will miss, or cause others to miss, potentially important information.

Do not talk or create distractions while others are dancing. It's rude and disrespectful. Watching others dance is a great way to learn.

In this country, ballet teachers are called "Miss," regardless of age or marital status. You will address Miss Mary as "Miss Mary" for the rest of your life, regardless of circumstances.

You should smile and thank teachers for their corrections. They are trying to help you and do not know if you understand or appreciate their corrections unless you acknowledge them properly.

If a teacher gives a correction to another dancer, you should listen and apply that correction as if she were addressing you personally; just because she does not call you by name, doesn't mean you could not benefit from that correction.

If you are late to class or rehearsal, it is necessary to apologize for your tardiness and ask permission to join class or rehearsal.

You should clap for your teacher/director at the end of class/rehearsal. It is considered polite to curtsy and thank your teacher before leaving the classroom.

If you have missed all or part of a rehearsal, it is your responsibility to find out what you missed and to learn it outside of studio time.

Dancers are expected to pick up and retain choreography quickly. Use time outside of class and rehearsal to review.

Listen to all announcements and take notes. It will be your responsibility to communicate information to your parents.

In rehearsal, when you are not dancing, you are understudying. When you are not dancing or understudying, you are doing schoolwork. When you are not dancing, understudying or doing schoolwork, you are curing cancer. Or helping Miss Stefanie plan her latest elaborate prank.

## AT THE THEATER AND BEYOND

- You may not appear outside of the stage, backstage or dressing room area in costume.
- You may not eat in costume.
- You may not ask your parents to photograph or record you during a performance. (OK during rehearsals).
- Never walk behind a cyclorama or backdrop unless you have been given express permission to do so. Never touch a cyclorama, backdrop, curtain or wings. Doing so creates movement in the fabric which is extremely distracting to the audience.
- While standing in the wings, be aware of your sightlines. If you can see the audience, the audience can see you. Be aware of other dancers' entrances and exits while in the wings. Never sit in the wings.
- You must treat any and all representatives, dancers and volunteers of the Allen Civic Ballet and the premises it occupies with absolute respect.
- Remember that at all times in public or on social media, you are representing the Allen Civic Ballet, whether it is your intention to do so or not.

**Initial** \_\_\_\_\_

# **Allen Civic Ballet and Allen Conservatory of Dance Policies**

- 1) Before class/rehearsal begins all cell phones must be placed in the cell phone rack at the front of the classroom. You will be allowed to check your cell phone once between class and rehearsal. Otherwise Cell phones must remain there for the duration of class and rehearsal. There will be no exceptions. If your parents need to reach you, tell them that they should call you instead of text. You will be allowed to answer your phone if it rings.
- 2) Birthday and other celebrations, especially those involving food, are not allowed during class or rehearsal without permission from the director.
- 3) You may not leave the classroom during class without permission. If you do leave without permission, you will not be allowed to re-join class and will be required to sit out.
- 4) Under no circumstances are you allowed to leave the building without permission from the director.
- 5) All decisions regarding casting, costuming, rehearsal attendance, etc. are at the sole discretion of the Board of Directors. Many factors are considered in these decisions, including private circumstances of the dancers and their families.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_