



## **CHOREOGRAPHER INFORMATION PACKET**

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## DANCEWORKS BOSTON MISSION

**DanceWorks Boston** provides an outlet for trained dancers (18+) to continue choreographing and performing in a professional, yet fun and flexible environment after college and into their adult life.

## DANCEWORKS BOSTON CORE VALUES

- 1) **Know each other's name.**
- 2) **Come prepared.**
- 3) **Break a sweat.**
- 4) **Don't take yourself too seriously.**
- 5) **Be respectful, flexible, helpful & professional.**
- 6) **Build a family-like community.**
- 7) **Maximize your performance potential.**

**Know each other's name.** We've all been in dance classes where you don't know the name of the dancer standing next to you. You've just spent 17 weeks rehearsing next to this person, yet somehow no one ever made you remember their name. I know...learning people's names is difficult. But it's a must. We can't be DanceWorks Boston unless we know the names of the people that make it up.

**Come prepared.** Whether you're a dancer or choreographer, come prepared to rehearsal. Choreographers should have the rehearsal planned out - whether it's teaching new eight counts or reviewing from the week before, come prepared and know what you're doing. Dancers should come prepared to work hard and learn. Know the expectation of the other and keep each other on the ball.

**Break a sweat.** Come ready to work and come ready to sweat. We all know how good it feels to leave the studio after a great workout. Put forth the effort that's necessary to break a sweat.

**Don't take yourself too seriously.** Be ready to laugh, be ready to make friends, and be ready to mess up. We're all in this together - let's have some fun while we're at it!

**Be respectful, flexible, helpful & professional.** We all come from different dance backgrounds, we all have different levels of experience, and we all have different strengths and weaknesses. Be respectful of your fellow dancers throughout the learning process. Be open-minded to trying something new. Offer a hand to dancers who may be struggling with a move or missed a rehearsal. And when in doubt, always act in a professional manner.

**Build a family-like community.** This experience will only be shared by those dancing next to you. Embrace them. We are all working toward the same goal.

**Maximize your performance potential.** For every dancer who joins DanceWorks Boston, they should strive to become a better performer. It is very special to have the skills of a dancer; but very rare to be a terrific performer. When given the platform to perform, find your inner "X" factor. Be confident.



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## CHOREOGRAPHER AUDITION FORM

Complete the form below & turn it in at the time of your audition with your \$10 audition fee. To sign up for an audition time, or submit a video audition, email [director@danceworksboston.com](mailto:director@danceworksboston.com).

### CHOREOGRAPHER INFORMATION:

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Choreography Experience: *(please provide a brief description):*

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

Previous Dance Experience: *(please include groups, companies, teams, styles of dance, number of years, etc.)*

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

What style best fits your dance? *(please circle):* Hip-hop Jazz Contemporary Broadway Lyrical Ballet Tap Other

What song(s) would you like to choreograph to? *(please list title & artist; if only one song, please list by #1; 3 min maximum time limit)*

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

What is your vision for the dance? *(please walk me through the dance: tone, feel, costumes, lighting ideas, etc.)*

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

What **day (Sun-Thurs.)** & **time (after 6:30pm)** would be your *ideal* rehearsal time? \_\_\_\_\_

What days **(Sun-Thurs)** and/or times of the week can you **NOT** hold a rehearsal? \_\_\_\_\_

### I HAVE READ & UNDERSTAND THIS CONTRACT:

As a DanceWorks Boston Choreographer, I am accepting responsibility to meet all deadlines & assume the leadership role to create and teach an original work for DanceWorks Boston. I understand this is not a paid position, and that I am solely volunteering my time and creative talent for DanceWorks Boston. I also accept all tuition & fees and will ensure full payment to DanceWorks Boston is made in a timely manner.

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

Initial: \_\_\_\_\_ Yes, I approve for DanceWorks Boston to utilize my choreography for any marketing purposes.

# CHOREOGRAPHER AUDITIONS

**WHAT TO BRING:**

- 1 - Choreographer Audition Form
- 2 - Music (iPod, please remove case & turn on airplane mode/do not disturb)
- 3 - \$10 Audition Fee (cash/check payable to DanceWorks Boston)

**WHAT TO WEAR:** Please wear dance clothes you can move in. Some choreographers like to dress the part or bring accessories or props that help bring their vision to life.

**WHAT IS REQUIRED:** All choreographers should fill out the Choreographer Audition Form in advance & prepare 6-10 eight counts of choreography to the song listed as your #1 choice on the Choreographer Audition Form. If you have a mix or other song choices, include those as well in the spots provided. You will turn in your Choreographer Audition Form at the audition, interview with the Director, & then perform your 6-10 eight counts of choreography for a panel of about 1-2 previous choreographers as well as the Director. Finished choreography can be no longer than **3 minutes in length** come showtime.

**SCHEDULE:** All choreographers should sign-up for a 10 minute audition time by emailing [director@danceworksboston.com](mailto:director@danceworksboston.com). Sign up early to reserve your time.

All choreographers should arrive at least 15 minutes before their scheduled audition time. Points may be deducted if you are late. No audition forms will be provided. No feedback will be provided unless at the Director's discretion.

Choreographers should arrive, stretch, and stay in the waiting area directly outside of the studio. When it is your audition time, we will come out to greet you. Don't forget to smile & HAVE FUN!

**IMPORTANT:** **Choreographers will not receive feedback post auditions. Due to the high number of auditioners, we cannot provide feedback for every choreographer who auditions.**

## CHOREOGRAPHER RATES & TUITION

All choreographers will be notified if they have been selected as a DanceWorks Boston choreographer within one to two weeks after auditions. If you are selected, If you are selected, you must pay your Choreographer Registration Fee upon the announcement of choreographer results.

All payments should be made online at [www.danceworksboston.com/choreographer-auditions](http://www.danceworksboston.com/choreographer-auditions).

Choreographers receive a significant discount on tuition as a part of our Choreographer Benefits Program. Several choreographers take advantage of this discounted rate by registering for other dances in the rehearsal schedule rotation. Choreographers must audition for dances just like every other dancer, except for their own piece.

### Choreographer Benefits Program

- **\$30 Registration Fee** - Required by all choreographers each season
- Choreographers dancing in only their own piece do so for **FREE**
- The **Tuition Incentive Plan** is for choreographers returning from season to season:
  - **\$150** - Tuition rate for 1st time DWB choreographers
  - **\$100** - Tuition rate for 2nd time DWB choreographers
  - **\$50** - Tuition rate for 3rd time DWB choreographers
  - **\$25** - Tuition rate for 4th time DWB choreographers
  - **FREE** - Tuition rate for 5th time+ DWB choreographers

\*Discounted Choreographer Rates are only applicable for choreographers during the season in which they choreograph. These discounts do not carry over from season to season. The Choreographer Tuition Incentive Plan is only applicable for returning choreographers.

# CHOREOGRAPHER SHOWCASE & DANCER AUDITIONS

**WHAT TO BRING:**

- 1 - Dancer Audition Form
- 2 - Music (iPod, please remove case; turn on airplane mode/do not disturb)
- 3 - pen to take notes!
- 4 - Complete an online Dancer Registration Form before arriving at auditions

**WHAT TO WEAR:** Please wear dance clothes you can move in (whatever you feel comfortable in!). Please also bring sneakers for hip-hop. Several dancers prefer to dance barefoot, but you can also bring dance shoes if you prefer.

## **SCHEDULE:**

Choreographers Meeting with Director  
Choreographers take their audition photo, begin to stretch & practice their choreography  
Dancers arrive & sign-in  
Choreographer Showcase  
Dancer Auditions (audition by genre)

The **Choreographer Showcase** is an opportunity for dancers to preview all of the dances in the show before selecting which pieces they would like to register for. Prior to auditions, each choreographer will have 5-10 minutes to take the floor and introduce himself/herself, describe their piece, their vision, and then perform 6-8 counts of choreography from their dance. This allows dancers to better understand each choreographer's style, ask questions, and decide whether or not they would like to register or audition for that particular dance.

**Remember, this is your opportunity to sell your dance! You want dancers to register for your piece so bring a lot of energy to the room and speak with confidence when you are addressing the dancers.**

## IMPORTANT FOR CHOREOGRAPHERS:

- Choreographers are responsible for bringing their own music - iPod/iPhone (or the like!)
- Please practice your 6-8 eight counts of choreography - dance with confidence!
- The audition process is explained on our website & during the Choreographers Meeting on Audition Day!

\*The ranking system gives both the Choreographer & the Dancer an equal opportunity to rank which dances they would like to be chosen for. Details will be explained at Auditions.

## SAMPLE CHOREOGRAPHER "WELCOME" EMAIL

Once registration closes and dancers are selected for your piece, you will receive everyone's name, email and phone number. Please contact all dancers over email within the first 2 days of receiving their contact info. You should welcome them to your dance, introduce yourself, and get them excited for the weeks ahead!

Below is a sample "welcome" email from a choreographer to his/her dancers:

*Hey dancers! Congrats! I'm so excited to start season (X) with you all. This is going to be a blast! This is my first season as a choreographer so I'm still learning the ropes but I promise these next few months will keep you on your toes & we will have a lot of fun with this piece! Here are some notes that I suggest saving!*

- *Make sure if you are missing rehearsal to contact me at this email AS WELL as the Director! Please CC her at [director@danceworksboston.com](mailto:director@danceworksboston.com)*
- *If I'm ever absent, I'll elect a "captain" to run a captain's practice and review rehearsal. We will not cancel rehearsal unless confirmed by the Director or an emergency.*
- *If want to contact me my number is (XXX) XXX-XXXX. If you have questions, missing rehearsal, or if you just want to chat!*
- *Please take the time to watch back the Facebook videos we will take at every rehearsal. I don't mind going over & reviewing in class but please do your best to be on top of the choreography because these rehearsals will FLY by!*
- *Make sure you review the Boston Athletic Club policies about footwear in the studios & parking*
- *Some of you are not friends with me on Facebook yet! I had trouble finding a few of you so please add me & I'll add you to the "secret group"*
- *I've attached the music to this email! Please download and become familiar with it. It's not the final cut version, but it's a great song to add to your library!*

*Again, I'm so pumped to meet all of you! See you Sunday at 6pm (Tomorrow) Can't wait!*

*#DWBLove*

**IMPORTANT:** Please always CC [director@danceworksboston.com](mailto:director@danceworksboston.com) when sending emails to dancers. It's the easiest way to stay informed with what is going on in all of the rehearsals and will alleviate me from seeking you out to ask you :)

## **SAMPLE CHOREOGRAPHER BIOGRAPHY**

Once selected as a DanceWorks Boston Choreographer, you are responsible for writing a Choreographer Biography. This bio should highlight your previous choreography credits, dance training, experience, styles, awards, accolades, and a little bit about you. Please read the sample below and write your bio in a similar format. All biographies will be posted on the DanceWorks Boston website.

### **LISA MARA**

Lisa Mara is the Founder of DanceWorks LLC and directs both the Boston & [New York City](#) affiliates. As a principal choreographer, Lisa began her training in Bedford, MA at the age of seven. A 2008 graduate of Syracuse University, Lisa spent four years involved with the University's student-run dance organization and was elected Director after her sophomore year. Along with overseeing the program, she organized workshops and auditions for over 200 students and choreographed and performed for crowds of over 3,500 each spring. A finalist for the Boston Celtics, Washington Wizards and New England Patriots Cheerleaders, Lisa continues to work with various local artists and organizations. Most recently, Lisa's professional credits include: performing with DanceWorks Boston at the New England Patriots NFL season-opener in September 2015 during their Championship banner raising ceremony. Additionally she's performed with alternative rock band OKGo at Hubspot's INBOUND 2014 Marketing Conference; choreographer for Santander Bank's Annual Conference; and principal choreographer for HGTV's series Spontaneous Construction, which aired nationally on February 15, 2013. While not in the studio, Lisa spends time in Vermont and is an avid runner, completing two Boston Marathons in qualifying time.

All choreographer bios should be sent to Lisa at [director@danceworksboston.com](mailto:director@danceworksboston.com) within 1 week after being selected as a choreographer. These should be updated each season.



# HOW TO HOLD A DANCEWORKS BOSTON REHEARSAL

For the first week, the Director will be attending all of the rehearsals to make announcements and welcome dancers to DanceWorks Boston! It will also be important to make sure there is consistency among each of the choreographers' teaching styles. Each choreographer will teach differently, however it's important we all run rehearsals in a similar format. For example, here is a brief overview of how 16 weeks of rehearsals may run:

## Week 1 & Week 2

- Begin each rehearsal with the dancers introducing themselves. Play a fun (but brief) "name game" that will help everyone remember each others names. Knowing everyone's name is the key core value of DanceWorks Boston!
- Following introductions, you may want to talk a little about yourself, your experience, teaching style and your vision for the dance.
- A brief warm up (please don't have dancers stretch for longer than 5-10 minutes every week)
- Teach choreography!

## Week 3 - Week 13

- Continue with a fun name game as needed.
- Choreographer Feedback reviews will be conducted around Week 5/6 & feedback will be shared as necessary.
- Teach a bulk of choreography within the first 10 weeks.
- Start rehearsal either with a brief warm-up (5-10 min) then begin either reviewing or teaching choreography

## Week 14 - Week 17

- The remaining 4 rehearsals will be used to clean the dance, fix formations, and get it ready for the stage! This is good time for "Show & Tell". Invite the other choreographer's dancer that meets at the same time to come and watch the end of rehearsal and perform for each other!

## IMPORTANT NOTES:

- Keep teaching new material every week (or so). Review weeks are important but don't have two review weeks back to back - if people miss, they are responsible for learning it on their own time.
- If you must cancel a rehearsal, you must let the Director know at least 48 HOURS prior. **Choreographers are not allowed to cancel a rehearsal** - usually a captain's practice will be held or another choreographer will use the extra time. Email the Director any dates you cannot make your OWN rehearsal. If you are sick, email or call as soon as you know you cannot hold a rehearsal.
- The Director will be responsible for letting dancers and choreographers know when rehearsals are canceled due to snow emergencies, etc.
- Please be careful to utilize the time you are given. **YOU ONLY HAVE 1 HOUR A WEEK!** That one hour goes by extremely fast. Come prepared with choreography to teach. Come prepared to review. Come prepared to manage the dancers (if you are doing group work....make sure the dancers that are waiting are still reviewing choreography). The dance can be no longer than 3 minutes in finished length.
- Make rehearsals fun! As long as you come prepared to rehearsal every week, there will be time for FUN! Maybe you bring in cake or cookies to celebrate someone's birthday, or warm-up to a fun 90s throwback mix, or let the dancers go a little early since they nailed the choreography! Whatever it may be...as long as you get the job done, there's always time for fun!
- Keep open and honest communication with your dancers - make sure they feel comfortable with the moves they are doing. Dancers come with various levels of training, so please be patient and extend an extra hand if someone is having trouble. Please treat everyone with respect and speak to the Director immediately if you are having trouble with a particular dancer.
- Represent DanceWorks Boston -- Stay positive. Come prepared. Keep swearing to a minimum. And if you get frustrated, please contact the Director before gossiping. DanceWorks will not stand for gossipers, so please think before you speak.

# DANCEWORKS BOSTON POLICIES & PROCEDURES

## Class Cancellations & Absences

- \* Dancers are only allowed to miss up to 2 rehearsals per dance due to sickness or scheduling conflicts. Please make your absolute best effort to make every rehearsal -- we only have 17 weeks of rehearsals. If you have to miss rehearsal, you must EMAIL your choreographer & CC the Director at [director@danceworksboston.com](mailto:director@danceworksboston.com). After missing 4 or more rehearsals, the choreographer has the right to release you from his/her dance. If you know you cannot make a rehearsal in advance, please let your choreographer know as soon as possible
  
- \* If a choreographer has to cancel rehearsal, he or she must first **EMAIL the Director** at [director@danceworksboston.com](mailto:director@danceworksboston.com); once approved, the choreographer must **EMAIL all dancers** as soon as they know they cannot hold rehearsal. Please allow at least 2 hours advanced notice. A Captains Practice will be held or offered to another choreographer to use.
  
- \* Choreographers do not have the right to cancel rehearsals due to **inclement weather or snow emergencies** -- the Director will make ALL cancellation decisions due to weather. If there is a storm, please check your **email, the DWB Facebook page** ([www.facebook.com/danceworksboston](http://www.facebook.com/danceworksboston)) throughout the day for rehearsal updates & possible cancellations. You will also receive an email from either your choreographer or the Director. Please consider all rehearsals going on as planned, unless you see a cancellation announcement. Please follow us on Facebook and check your email frequently if you think a rehearsal may be canceled.

## Tech Week & Show

The DanceWorks Boston Project will be held at the a professional performance venue in Boston. Location & directions will be shared with you directly once the season starts.

\*A complete schedule will be provided to dancers a few weeks prior to the show.

## COSTUMEWORKS

It's never too soon to start thinking about costumes for your dance! What would look great on stage? What would complement your piece? At least one month before the show, all costumes should be purchased and dancers should be fitted.

### IMPORTANT QUESTIONS:

- Are you self costuming? If so, please ask your dancers to start rummaging through their closets!
- Are you buying costumes? All dancers are responsible for buying their own costumes. Please be aware that many dancers tend to be in multiple pieces, therefore please stay within a budget of below \$30/dancer.
- All dancers are responsible for their tights, shoes, booty shorts, leotards -- all items that are "hygiene pieces" and are typically not shared.
- If you see a costume you'd like to purchase, please either buy one of them in the store and bring it in to show your dancers...or find a link online and share with the Director.

Once approved by the Director, you can either:

- 1 - purchase all costumes for your dancers and they can reimburse you.
- 2 - Or you can send dancers out to purchase on their own in the store/online.

One month prior to the show will be "**COSTUMEWORKS**". This will be a week in which all dancers must bring in their costume for that particular dance on that day of rehearsal. **NO EXCEPTIONS.** All costumes should be in the final stages at this point - it's your opportunity to dance in your costume and see what works and what doesn't. Dancers should also start to practice in the shoes you plan on wearing in the show (or no shoes) depending on the dance!

## MUSICWORKS

The **FINAL** version of your song must be sent via email to the Director at least one month prior to the show. All edits are the responsibility of the choreographer. The piece must be 3 minutes in length or SHORTER. All profane and vulgar language must be removed from final edits.

## LIGHTWORKS

All choreographers must turn in a **lighting email** at least one month prior to the show complete with exact details and cues in the music as to when and how the lighting should change. Please be as specific as possible. You must provide answers to the following questions for your piece:

### LIGHTING FORMAT:

Black curtain or white cyc? Which one are you using?

CUE 1: 0 sec - lights come up with music (intense blue background)

CUE 2: 30 sec - white side lighting comes in

CUE 3: 1 min - back to CUE 1 (blue)

CUE 4: 1.15 - stage goes black with white special upstage on 2 dancers

CUE 5: 2 min - back to CUE 2

CUE 6: 3min - White lights flicker against red backslash

CUE 7: 5min - Blackout

(as you see above, there are 7 lighting cues, but I reuse cues 1 and 2. Please be organized in strategic in your Lighting cues and stick to it. Don't change your colors too often.)

## **PHOTOWORKS**

**PHOTOWORKS** will be held approximately 1-2 months after the start of rehearsals. This is an opportunity for all dancers to have a professional headshot taken that will be on display at the show.

## **STUDIOWORKS**

**STUDIOWORKS** is a non-formal show & tell of your pieces with other dances that meet at the same time. Use the last 2-3 weeks of rehearsal to perform for the other group that meets at the same time for the last 5 minutes of class!

## **DANCEWORKS BOSTON PROJECT**

### **TECH & DRESS REHEARSALS:**

**MONDAY - WEDNESDAY** -- Evening Tech & Dress Rehearsal - 5:00pm-11:30pm

### **SHOW:**

**THURSDAY - SATURDAY** -- Dancers arrive at 5:30pm. Show runs from 8:00-10:00pm; Matinee Saturday from 3:00-5:00pm