

# DE LA Dance Company

## *Giselle Handbook and Contract 2025*

Welcome to DE LA Dance Company's production of *Giselle*! In this handbook, you will find all of the dress rehearsal and performance dates. You will also find information on rehearsal expectations and many other bits of info that will help us work smoothly through this process.

***PLEASE SIGN AND RETURN THE BACK PAGE OF THE HANDBOOK  
BY FEBRUARY 17, 2025.***

### **Performance Dates**

There are 12 total performances, which will take place at The Theater @ de la Dance Center.

Friday, April 25	7:30
Saturday, April 26	2:00 and 7:30
Sunday, April 27	2:00
Friday, May 2	7:30
Saturday, May 3	2:00 and 7:30
Sunday, May 4	2:00
Friday, May 9	7:30
Saturday, May 10	2:00 and 7:30
Sunday, May 11	2:00

### **Performance Week**

Performance week is when we put all of our work onto the stage before the audience arrives. Props, scenery, costumes, and lights are added to the choreography, and this requires a tremendous amount of time and patience. We do our best to make it as easy on the dancers and parents as possible, but we ask for your cooperation and patience up front, as this period can be long and tedious. **We expect every cast member to be available for these rehearsals.**

**General times are listed below for dress rehearsals, and a detailed schedule will be posted closer to the shows.**

Saturday, April 19	1:30-6:00
Thursday, April 24	6:00-9:30

# DE LA Dance Company

## Rehearsal Days and Times

The *Giselle* rehearsal schedule will be posted on the calendar on our website linked here. <https://www.deladancecenter.com/google-calendar>

## Parent Volunteers

Parent volunteers are a vital resource for the school and are essential in making performances possible for the dancers. Volunteering for performances helps create a stronger de la community and offers an inside perspective on the theater, productions, and dance as a whole.

Parents of all *Giselle* student dancers are committing to volunteer for **at least three performances**. The volunteer sign-up schedule will be emailed to parents to choose **three or more** volunteer roles. There are several positions to choose from with varying time commitments.

- Costume Sewing - **Commitment occurs prior to performances.**
- Backstage Chaperone (female)
- Backstage Make-up - Volunteer can buy a ticket and see the show.
- Backstage Hair - Volunteer can buy a ticket and see the show.
- Ticket Sales - Volunteer can buy a ticket and see the show.
- Boutique Sales
- Usher - Volunteer can buy a ticket and see the show.

Parents of older dancers have the option to sign-up for any of the roles above. Parents of students in Ballet 2 and under need to volunteer as a **backstage chaperone for at least one performance** and can choose from any of the options listed above for their other roles. Our volunteer coordinator is Martina Berger, and she can be contacted at [info@deladancecenter.com](mailto:info@deladancecenter.com) or 513-871-0914 with questions.

## Theater Fee

*Giselle* is a full production with many costs. We must pay for the theater for an entire week; we must construct, alter, clean, and order costumes; and we must build scenery, among other things. In light of this, we charge all dancers a Theater Fee of \$150 dollars (\$125 for any additional family members in the cast). This fee helps to offset costs so that we can produce quality performances. The due date for the Theater Fee is **February 17th** for all students.

**After Feb 17th, a charge of \$25 will be added to any late Theater Fee.**

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## Rehearsals

DE LA Dance Company productions are top quality and crafted by professional directors who nurture and expect professional results. All dancers are expected to attend all of their rehearsals. It is imperative that all performers are in every designated rehearsal so that we can be efficient and complete what needs to be accomplished for that day. Please understand this policy and plan accordingly.

## Missed Rehearsals

If it is absolutely impossible to be at a rehearsal, you must notify de la as soon as possible so that we can perhaps plan around that dancer. We certainly understand family emergencies and illness, but we ask that you make every possible effort to be in rehearsal. If your child is sick but not contagious, she/he should still come to watch the rehearsal. Please email Meridith at [deladancemeridith@gmail.com](mailto:deladancemeridith@gmail.com) with any absences. (If communicated beforehand, excused absences due to spring break trips, etc. are not included in the below policy.)

**\*Children's roles are allowed only two unexcused absences. If a performer misses more than two rehearsals, she/he may be removed from that role.\***

## Missed Classes

It is extremely important that all dancers maintain their class schedule. Steps for their roles are polished during class time. If a dancer misses too many classes during the rehearsal period, this may affect casting and/or participation in the performances.

**There are NO CLASS ABSENCES allowed for advanced students during any theater week.**

## Rehearsal Conduct

There is an expectation that all dancers are on time for rehearsals and performances. **Girls on pointe must arrive 20 minutes before rehearsal to warm up to avoid injury.** It is also expected that the performers are quiet and mannerly during their rehearsal and the off-time between rehearsal and performance. Please help your child understand that their conduct affects the entire cast. You could consider sending a quiet activity, book, or homework to entertain your dancer during their off-time. We make our rehearsals fun and enjoyable, but we do this in a disciplined atmosphere so everyone can enjoy this wonderful experience.

## Theater Rules

**When theater week arrives, the energy is high, and the air is full of excitement. The theater is a great, fun place to "get lost." We insist that the**

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**children understand that they need to stay in their dressing room and follow any directions given by the chaperone. Here are a few simple rules that must be followed:**

*\* Be on time. \* No eating or drinking in costume. \* Keep shoes and tights clean and free of runs and holes. \* Stay quiet backstage. \* Stay in appointed areas with a chaperone. (When dancers arrive at the theater, they will go to their appointed dressing room.) \**

Before each performance, there may be a few notes; please follow the staff members' instructions and stay on stage until you are dismissed. After you are dismissed, you are responsible for your own makeup and hair. We generally have 45 minutes to one hour of preparation time before curtain. Practice hair and makeup at home so you can be sure to be ready in plenty of time. At the end of each performance, **please hang up your costumes with all pieces together** (e.g. headpiece, sash, belt, flowers, pants, skirt).

### **Lunch/Dinner**

Please pack a healthy lunch/dinner for your child to eat in between performances. It is best not to send snacks high in sugar, as this will get them wound up at first, and then, when it is time for the second performance, they will "crash." We want to make sure they have enough energy for both performances. Fruit, nuts, cheese, crackers, and granola bars are good things to snack on.

**Please do not pack any colored juices.** (Apple juice is acceptable, but we want to avoid any red, blue, or orange drinks from spilling on costumes.)

### **Communication**

We use our email network for easy communication, but rehearsals and other information can all be accessed via the [deladancecenter.com](http://deladancecenter.com) website. Please do not hesitate to reach out for clarification if needed.

# DE LA Dance Company

Please sign and return this form to the front desk  
by February 17th, 2025.

I have read the DE LA *Giselle* Handbook 2025 and understand ALL that is covered. I am committed to abiding by the rules as they are outlined. I understand that I may not be able to participate in this year's production if I miss more than the specified number of rehearsals and classes.

☐ I authorize DE LA Dance Company to use photos of my child during class, rehearsal, and performance for marketing purposes such as social media postings, website postings, newspaper articles, and ads.

☐ I will commit to a volunteer position for at least three performances.

**Student** \_\_\_\_\_ *date* \_\_\_\_\_

**Parent** \_\_\_\_\_ *date* \_\_\_\_\_

Below are my known conflicts with the established rehearsal schedule for DE LA's *Giselle*. (Any conflicts that arise after this signing will not be excused. See above policy.)

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