

UMBC Department of Dance  
**CHOREOGRAPHER CONTRACT**  
Semester \_\_\_\_\_

**This contract applies to ALL students who choreograph for Dance Department productions. Students enrolled in DANC 400 may have additional requirements.**

**YOU ARE ELIGIBLE TO SUBMIT CHOREOGRAPHY FOR DANCE DEPARTMENT PRODUCTIONS IF:**

- You have taken DANC 290 Independent Projects in Choreography
- You have registered for DANC 400 Independent Studies in Dance, or you have obtained faculty permission to submit a piece.
- You are not on artistic probation
- You have signed this contract

**AGREEMENT**

I, \_\_\_\_\_, verify that I am eligible to choreograph, and agree to follow the policies for student choreographers set forth below.

**CASTING AND SCHEDULING**

- I may use no more than seven dancers in my piece. Any number above seven must be approved by the Concert Director prior to beginning work on the piece.
- If I am enrolled in DANC 399, I may not perform in my piece.
- I will not schedule events that conflict with production rehearsals and performance dates.
- I will inform the Concert Director at the beginning of the semester, of any university class conflicts during production/tech week.

**REHEARSALS**

- I will establish a rehearsal schedule for the semester, reserve rehearsal space in the Dance office, and I will notify my DANC 400 Faculty Advisor and/or the Concert Director, and my dancers well in advance.
- I will schedule sufficient rehearsal time (confirmed by the Concert Director) to complete and polish my piece.
- I will be on time, warmed up and prepared at all scheduled rehearsal times.
- If I anticipate being late, or missing a rehearsal, I will notify my dancers in advance.
- I will arrive at scheduled photo shoots on time with necessary costumes.
- I will arrive at the performance venue at the announced call time for all scheduled tech and dress rehearsals.
- I will remain at tech and dress rehearsals until released by the Concert Director.
- I will make sure that my dancers know the schedule for rehearsals, photo shoots, showings, tech rehearsals, dress rehearsals, and performances.
- I will treat my dancers, Concert Director, Technical Director, and technical crew with respect.

**SHOWINGS/AUDITIONS**

- I will be on time for all scheduled auditions or showings of my piece.
- My piece must be completed (a "first draft") by the date of the first showing/audition. Incomplete pieces will not be considered for the Showcase.
- The week after the showing, I will be notified as to whether my piece has been accepted into the Showcase, ranked as "Provisional" for the Showcase, or accepted into the First Works Concert.
- If my piece is ranked "Provisional," I must improve or re-work sections of the piece and re-submit the piece by showing it at a later date, to be announced by the Concert Director.

**MUSIC AND PROGRAM INFORMATION**

- I will submit all required music information to the Music Coordinator no later than seven weeks before the concert.
- I will submit all program information to the Concert Director and Technical Director no later than four weeks before the concert.

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**FEEDBACK SESSIONS**

- I will arrange for the Concert Director to attend one or two rehearsals in order to obtain feedback and critique on the progress of my piece.
- I will maintain a positive, open attitude and encourage my dancers to do the same.

**PERFORMANCES**

- I will be on time for all performance calls.
- My dancers are required to participate in scheduled pre-show warm-ups. If my dancers do not attend warm-up, they will not be allowed to perform.
- I will acknowledge all calls and directions from the Concert Director, Technical Director, stage crew and stage manager with a polite "Thank you."

**SET UP AND STRIKE**

- I will participate in set-up and strike, and perform the duties assigned by the Concert Director and/or Technical Director
- I will remain at strike until released by the Concert Director or Technical Director.
- I will make sure that family and friends respect the requirement that I stay for strike after the last performance.

**MAKEUP AND COSTUMES**

- Costumes should not be purchased until the concert list is posted.
- Use of unusual makeup, body paint, costume or sets must be cleared with the Concert Director at least three weeks prior to the concert date.
- I will collect and return costumes, sets, props and equipment owned by the Dance Department.

**OTHER PRODUCTION ELEMENTS (SETS, VIDEO, SLIDE PROJECTIONS, LIVE MUSIC, ETC.)**

- All production elements must be approved by the Concert Director before beginning work on the piece.
- All production elements must be shown in progress, at the scheduled showing date.
- I will arrange for set up of projectors, microphones or any other elements prior to the showing.
- I will assist with set up and strike of other production elements during production rehearsals and performances.

By signing below, I verify that I have read the Choreographer Contract and I agree to its terms. If I do not comply with the requirements of this contract, I risk being placed on artistic probation, and will not be permitted to perform in or choreograph for Dance Department productions for a full semester. This may mean that I do not graduate on time.

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

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date