



**OAK RIDGE CIVIC BALLET**  
ASSOCIATION  
AUDITION GUIDELINES – SPRING  
PRODUCTION 2021

We are glad that you have decided to audition for *PAQUITA and ALICE IN WONDERLAND*. Our goal is to make this an enjoyable and rewarding experience for dancers and parents. We ask that you carefully read the following guidelines established by the ORCBA Board, to avoid confusion, and to help us present a professional and well-organized production.

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### **PARTICIPATION REQUIREMENTS**

The audition is open to all ballet students ages **6 and older**. Students auditioning must be age 6 by the date of the audition. Dancers must be enrolled in a minimum of **one** ballet class per week.

Students and parents should consider the large time commitment required for rehearsals and performances before auditioning. A commitment of this level is viewed as a **family commitment**. If you are involved in other activities that meet regularly on Saturdays and/or Sundays, you should reconsider auditioning as the potential for conflict already exists.

Upon acceptance of a role in this production, participation in ORCBA and supporting responsibilities is a requirement, as listed on the attached "Family Volunteer Requirement" Form. These productions are not possible without the contribution of everyone's time, commitment and skills.

### **AUDITIONS**

Dancers should arrive 30 minutes before scheduled audition time to sign in and warm-up. Dancers should complete audition paperwork and bring with them, or one parent/guardian may complete paperwork at auditions. We will hold a zoom parent meeting to review all information regarding the production and to answer any questions.

### **ATTIRE AT AUDITIONS AND REHEASALS**

All female dancers should wear a leotard, tights, and ballet shoes (junior and senior level dancers should wear pointe shoes). Female dancers need to have their hair in a bun, if hair is short please secure off face. Male dancers should wear a fitted t-shirt, tights or athletic pants, and black or white ballet shoes.

### **CASTING POLICIES**

Casting is at the sole discretion of the artistic director and her staff. Dancers and their families are not permitted to make suggestions or question the director regarding any casting decisions. Roles in *PAQUITA and ALICE IN WONDERLAND* are cast according to skill level, not age. The directors make every effort to place each dancer into role(s) most appropriate for both the dancer and the production as a whole. All cast members are required to learn and dance the parts they are cast in, including any understudy roles.

ORCBA will post the cast list on our website [www.orcba.org](http://www.orcba.org). It is a password- protected site and the password will be included in the email you will receive notifying you the list is posted. **Once posted you will have 3 days to accept your parts.**

**There will be a mandatory parent/dancer zoom meeting on \_\_\_\_\_**

## REHEARSAL SCHEDULE

Rehearsals for *PAQUITA and ALICE IN WONDERLAND* are generally held Saturday and/or Sunday afternoons beginning 2/7/21. Tech Rehearsals begin Monday at Dance Centre 4/12 – 4/14 and at Civic Auditorium are Thursday – Friday 4/15 and 4/16. Dancers in *PAQUITA and ALICE IN WONDERLAND* must be available to attend **all rehearsals and performances**.

Rehearsal schedules are posted in advance on the website. **It is the responsibility of the cast members to check the website regularly for any changes.** Schedule revisions are clearly marked and posted by Thursday prior to the rehearsal weekend. *Costume fittings may be scheduled on a day you don't rehearse. Please check the schedule carefully.*

In general, rehearsals for a particular role are often held on the same day at the same time from week to week. **HOWEVER**, all cast members must be flexible to schedule changes.

Rehearsals are closed – parents are not allowed in the rehearsal studios. At the request of the Artistic Directors, and for the safety of the dancers, the taking of pictures is not permitted during rehearsals.

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## EXCUSED ABSENCES

Parents are urged to see that their children take their rehearsal responsibility seriously. While absences are strongly discouraged, there may be a time when a student must miss a rehearsal, come late, or leave early. **If your dancer is ill, or must miss rehearsal due to an emergency, you must notify Wendie Aurin at [orcba63@gmail.com](mailto:orcba63@gmail.com) or via text before the morning of the rehearsal**

Dancers/parents who are aware of a potential conflict date should submit the date/time **at auditions** via a *Conflict Form*. This form will be reviewed **prior to casting**. Conflicts not submitted at auditions will be considered an unexcused absence unless deemed an illness or other unforeseen emergency.

Again, it is the responsibility of the cast member to request in advance to be absent or tardy. Scheduled absences are recorded in the attendance book for review.

Cast members may be replaced if an absence from rehearsal due to illness or injury is viewed as hindering them from participating in the production.

**UNEXCUSED ABSENCES FROM REHEARSAL, REPEATEDLY LEAVING EARLY, ARRIVING LATE ARE GROUNDS FOR DISMISSAL FROM THE PRODUCTION. THE ARTISTIC DIRECTORS RESERVES THE RIGHT TO REPLACE ANY CAST MEMBER AT ANY TIME.**

**NO DANCER MAY MISS A REHEARSAL DURING TECH WEEK 4/10 – 4/16**

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## SOCIAL MEDIA/BULLYING

Bullying and harassment are not tolerated at ORCBA. Bullying refers to verbal acts, physical acts, or other acts of harassment by use of electronic devices. Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (aka cyber-bullying), making offensive remarks about a person's religion, gender, ethnicity, dance ability or socioeconomic status will not be tolerated and will result in the following disciplinary actions:

1st Offense: Name reported to ORCBA board and artistic director. Conference with a board member

and parent notification. If an immediate consequence is needed, it will be based on severity.

2nd Offense: Name reported to ORCBA board and artistic director. Removal from production and suspension from participating in future ORCBA productions and events.

**VOLUNTEERS:**

As a non-profit organization, we rely heavily on parent volunteers to produce a professional, well-organized and polished production.

Please complete a parent/volunteer form attached. After casting has been completed, parents/guardians will be contacted regarding their volunteer assignments for the production.

**CHAPERONES:**

One parent/guardian of dancers' apprentice level and below (usually 12 and under) is required to **chaperone for one performance and one Civic rehearsal**. A mandatory chaperone meeting will be held prior to the production. Chaperone assignments will be coordinated by the chaperone chair. We use Sign up Genius for this.

FEES - Non-refundable. No child will be allowed to perform if the production fee has not been paid.

**\$20 Audition Fee will be applied toward production fee.**

**Production Fee \$125.00 - Due at by 2/15/21**

**IMPORTANT DATES 2021**

<b>Auditions: January 1/31</b>	<b>Matinee Show: Saturday, April 17 at 2pm</b>
<b>Zoom Mandatory Parent Meeting: _____ Production fees are due</b>	<b>Evening Show: Saturday, April 17 at 7pm</b>
<b>Costume fittings begin February 7</b>	<b>Pictures: TBA</b>
<b>Rehearsals begin February 7</b>	
<b>TECH WEEK/DRESS REHEARSALS BEGIN APRIL 10 NO ABSENCES FROM THAT DATE UNTIL PRODUCTION</b>	



## ORCBA PARENT'S AGREEMENT & INFORMATION

- I will provide ORCBA with current telephone numbers, emails and emergency contact information.
- I will view the ORCBA website, check emails, the studio bulletin board, and ask questions regarding ORCBA news and updates.
- I understand that the directors and instructors at ORCBA have my child's best interest in mind when it comes to their dance education and that they want my child to succeed.
- I will take responsibility for all fees and deadlines.
- I will treat the ORCBA facility as if it were my own home, clean up after my child and not allow my child's siblings to disrupt rehearsals, etc.
- I will respect members of the ORCBA community including fellow parents, students, board members, artistic directors and instructors in person and online.
- I will address all concerns regarding ORCBA rules and policies to a board member and not the artistic directors. I will not discuss issues in the lobby or. I understand that the board will do their best to resolve the issue as quickly as possible.
- I will alert ORCBA if there are any significant changes, in my child's health, or well-being that may affect his/her ability to attend rehearsal or perform.
- Should there be any custody situations involving my child, I will alert an ORCBA Board member.
- I will not interrupt teachers before, during, or in between rehearsals. If you wish to speak to a director, please leave a message at the front desk or email [Orcba63@gmail.com](mailto:Orcba63@gmail.com).
- I will review the performer's rules of conduct with my child and make sure they are aware of their responsibilities, dress and behavioral requirements, and the need to take care of the costumes they will be wearing during performances.
- I will not discuss the abilities or role placement of any ORCBA dancer in the lobby, online, or with the artistic directors. I understand that complaints about casting may result in removal from the production.

ORCBA reserves the right to refuse service to anyone who does not comply with the above code of conduct.