



CHOREOGRAPHER INFORMATION PACKET

TABLE OF CONTENTS:

DanceWorks New York City Mission & Core Values	-----	2
Choreographer Audition Form	-----	3
Choreographer Auditions	-----	4
Choreographer Rates & Tuition	-----	5
Choreographer Showcase & Dancer Auditions	-----	6
Sample Choreographer "Welcome" Email	-----	7
Sample Choreographer Biography	-----	8
Leading a DWNYC Rehearsal	-----	9
Policies & Procedures	-----	10
CostumeWorks	-----	11
MusicWorks	-----	11
LightWorks	-----	11
PhotoWorks	-----	12
StudioWorks	-----	12

DANCEWORKS NEW YORK CITY MISSION

DanceWorks New York City 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 NEW YORK CITY 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 10 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 New York City 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 New York, 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.



HEADQUARTERS:

DanceWorks LLC

333 E 55th St #7K

New York, NY 10022

www.danceworksnewyorkcity.com

CHOREOGRAPHER AUDITION FORM

Please 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, follow the instructions at: www.danceworksnewyorkcity.com/choreographer-auditions

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 genre best describes your dance for the rehearsal schedule? _____
(for example: Hip-hop, Jazz, Contemporary, Broadway, Lyrical, Ballet, Tap, Other)

What song(s) would you like to choreograph to? *(list title & artist; if applicable, add back-up songs that you are open to choreographing to as well; the time limit for the final dance/song must be cut to a max of 3 minutes)*

1. _____ 2. _____
3. _____ 4. _____

What is your vision for the dance? *(describe the dance: tone, feel, costumes, lighting ideas. Make sure you research the artist/song/lyrics. Share below any historic, lyric, or cultural aspects that you learned. Are there any important cultural aspects to teach to your group, or include in your choreography, or in your costuming, to ensure authentic and respectful cultural engagement?)*

What **day(s) or time(s)** would be your **IDEAL** rehearsal time? _____

What days and/or times (if any) can you **NOT** hold a rehearsal? _____

I HAVE READ & UNDERSTAND:

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

Sign: _____ Date: _____

Initial: _____ Yes, I approve for DanceWorks New York City to utilize my choreography for any marketing purposes.

CHOREOGRAPHER AUDITIONS

- WHAT TO BRING:**
- 1 - Choreographer Audition Form
 - 2 - Music (on your phone, or other device, please remove case & turn on airplane mode/do not disturb)
 - 3 - \$10 Audition Fee (cash, or paid online if Video Auditioning)

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 at least 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. If you have any back-up songs, you can list them in #2-#4 as well. You will turn in your Choreographer Audition Form at the audition, interview with the Director, & then perform your 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. Music must be family friendly and contain no vulgar language.

SCHEDULE: Choreographers sign-up for a 10 minute audition time by following the directions at www.danceworksnewyorkcity.com/choreographer-auditions or by emailing director@danceworksnewyorkcity.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 or not prepared. Audition forms will not be provided on-site. 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!

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 New York City choreographer within one to two weeks after auditions. If you are selected, you must pay your discounted Choreographer Registration Fee upon the announcement of choreographer results.

All payments should be made online at www.danceworksnewyorkcity.com/choreographer-auditions.

Choreographers receive a significant discount on tuition as a part of the Choreographer Benefits Program. Several choreographers take advantage of this discounted rate by registering for other dances in the rehearsal schedule. 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, regardless of only dancing in their own piece, or not dancing in any pieces.
- The **Tuition Incentive Plan** is for choreographers returning from season to season:
 - **\$150** - Tuition rate for 1st time DWNYC choreographers
 - **\$100** - Tuition rate for 2nd time DWNYC choreographers
 - **\$50** - Tuition rate for 3rd time DWNYC choreographers
 - **\$25** - Tuition rate for 4th time DWNYC choreographers
 - **FREE** - Tuition rate for 5th time+ DWNYC choreographers
 - **FREE** - Choreographers dancing in only their own piece do so for FREE

*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 if not choreographing. The Choreographer Tuition Incentive Plan is only applicable for returning choreographers in DanceWorks New York City and is not transferrable between sister companies.

CHOREOGRAPHER SHOWCASE & DANCER AUDITIONS

- WHAT TO BRING:**
- 1 - Dancer Audition Form
 - 2 - Music (please email music to Director the week before the Choreographer Showcase. Also have music on your personal device the day of auditions in case of need)
 - 3 - pen to take notes!
 - 4 - Complete the online Dancer Registration Form and pay the discounted Choreographer Registration fee 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 minutes to take the floor and introduce themselves, 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 - iPhone (or the like)! Please send your music to the Director in advance and she will have the Showcase playlist ready for choreographers to help Showcase run smoothly.
- Please practice your 6-8 eight counts of choreography - dance with confidence!
- The audition process is explained on the website & we will explain in more detail during the Choreographers Meeting on Audition Day!

*The Audition 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 Dancer 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@danceworksnewyorkcity.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 you 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 Frank Sinatra School of the Arts policies about footwear in the studios & wear a mask!*
- *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!

#DWNyCLove

IMPORTANT: Please always use the Facebook groups as the main form of posting videos/comments and always CC director@danceworksnewyorkcity.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 New York City Choreographer, you have the opportunity to write a Choreographer Biography for the website. 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 New York City website.

BETSY MORAN

Betsy is the Owner & Executive Director of DanceWorks LLC. She directs both the Boston & NYC affiliates. Prior to DanceWorks LLC, Betsy was a Vice President at an international financial services company working in commodities. She has been a company dancer and member of the DanceWorks since 2013, and Director of DanceWorks New York City since 2016. Over the years she has choreographed both group and full cast finale productions for the DanceWorks community.

Betsy graduated cum laude from Boston University, where she concentrated in finance and served as captain of the BU Dance Team. She grew up in New Jersey and was an avid competition dance team member having won multiple titles and overall awards. In her adolescence, she studied dance at New Jersey Ballet, Dance By Darlene, and Fabulous Feel Dance Academy. Additionally, Betsy has participated in several NYC-based dance programs including: a post-show tap challenge with Savion Glover, Broadway Dance Center's student showcase with choreography by Michelle Dorrance, Jim Cooney and Justin Bocitto, and danced alongside the Radio City Rockettes in multiple Rockette Summer Intensives.

In addition to her love of dance, Betsy completed her yoga teacher training with Marianne Wells Yoga School in Costa Rica in 2014 and continuing education in prenatal yoga and yin yoga with YogoWorks in NYC. She teaches private yoga sessions and corporate yoga in NYC, and founded Green Apple Corporate Wellness to bring yoga and wellness classes into the home, office and beyond. She partners with yoga instructors and wellness professionals to carry out these services. From the beaches in Punta Cana to NYC residences and board rooms, Betsy has had the privilege of teaching yoga in a variety of unique environments!

An avid traveler, athlete and philanthropist, Betsy has hiked to the summit of Mount Kilimanjaro, bicycled through the Lincoln Tunnel with Bike MS, volunteered to teach dance and yoga to the girls of The Sacred Valley Project in Peru, and volunteers within her local community.

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All choreographer bios should be sent to the Director at director@danceworksnewyorkcity.com within 1 week after being selected as a choreographer. These should be updated each season.

HOW TO HOLD A DANCEWORKS NYC REHEARSAL

For the first week, the Director will be attending all of the rehearsals to make announcements and welcome dancers to DanceWorks New York City! 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 the 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 New York City!
- 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 7

- Continue with a fun name game as needed.
- Choreographer Feedback reviews will be conducted around Week 5/6 & feedback will be shared as necessary. ("Sticky Love/Note Week")
- Teach a bulk of choreography within the first 5-7 weeks.
- Start rehearsal either with a brief warm-up (5-10 min) then begin either reviewing or teaching choreography

Week 8 - Week 10+

- Aim to finish the choreography these weeks to allow time for cleaning, running the dance full out, and muscle memory to develop.
- Allow at least 3 rehearsals 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 dancers that meet 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.
- **Choreographers do not make the decision to cancel a rehearsal** – If you must miss your own rehearsal, please let the Director know at least 48 HOURS prior. 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.
- YOU ONLY HAVE 1 HOUR A WEEK! That one hour goes by 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).
- Choreographers are expected to START rehearsals ON TIME and END rehearsals ON TIME.
- 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 if they nailed the choreography!
- 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 New York City - Stay positive. Come prepared. Keep swearing to a minimum. And if you get frustrated, please contact the Director (gossiping is not tolerated). DanceWorks will not stand for gossipers, so please think before you speak.

DANCEWORKS NYC 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. If you have to miss rehearsal, you must EMAIL your choreographer & CC the Director at director@danceworksnewyorkcity.com. After missing 4 or more rehearsals, the choreographer & director have the right to release you from the 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, they must first EMAIL the Director at director@danceworksnewyorkcity.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 DWNYC Facebook page (www.facebook.com/danceworksnewyork) 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. Follow us on Facebook and check your email frequently if you think a rehearsal may be canceled.

Feedback Week

Around week 6/7 each rehearsal completes a feedback exercise where dancers will fill out a feedback post-it note to each choreographer. Post-it Notes and pens will be provided. Dancers will share something they like about rehearsal and any areas we could improve it. It's a short 3 minute exercise at the beginning of rehearsal, and choreographers take the sticky notes home with them to read in private. It's a great way to get a quick temperature check on the group and help us all improve the experience!

Tech Week & Show

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

Each dance receives 20 minutes to tech. Choreographers get 10 minutes on stage to set formations, and the other 10 minutes are used to review lighting and run the dance. The dance will be run full out at least one time with all cast members.

All choreographers are part of the Finale Dance. Choreographers will learn choreography by video tutorial prior to tech day.

Attending tech and the show is mandatory for all DanceWorks members, including choreographers. Any serious conflicts must be shared in advance and approved by the director.

*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 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 they 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

Choreographers will turn in a **lighting email** at least one month prior to the show complete with exact time cues in the music as to when and how the lighting should change. Please be as specific as possible, and be flexible with our lighting designer and the stage capabilities. Below is an example of lighting cues:

LIGHTING FORMAT:

Black curtain or white cyc? Please specify which one you are 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 is a professional photoshoot to promote DanceWorks and the upcoming show. All images are property of DanceWorks LLC. The images cannot be further cropped, edited, or used to market or advertise for any outside person, organization or company other than DanceWorks.

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. Additionally, Choreographers have the opportunity to take an action dance photo.

- Keep an open mind with poses/smiling/smizing and taking direction from our photographer & director.
- Do not bring your personal professional cameras/equipment to the shoot (leave the professional photo taking to the photographer please!)
- If you take behind the scenes photos (from your phone, for example), do not use those photos to promote yourself professionally in any other company or brand than DanceWorks. Behind the scenes photos/videos are okay for personal use and to promote DanceWorks - if you post on social, please tag and mention @danceworksnyc.
- Participation in PhotoWorks is optional, though we hope you can attend.

STUDIOWORKS

STUDIOWORKS traditionally takes place about a week before the show. It is an OPTIONAL rehearsal where dancers watch each other's dancers in show order, and sometimes learn the finale choreography. It's an opportunity to perform without the mirror and in front of our dance friends. Additionally, StudioWorks can also be 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 NEW YORK CITY PROJECT

The DANCEWORKS NEW YORK CITY PROJECT will be held at Frank Sinatra School of the Arts located at 35-12 35th Ave (between 35th & 36th Streets) in Astoria, NY. Additional show details will be announced at a later date.