



*57 E Main St.  
Rexburg, ID 83440*

*Artistic Directors:  
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## **Company Letter of Agreement**

Welcome to Ballet Etude, Rexburg's resident ballet company. It is important that we inform you of the responsibilities and commitment involved as a member of our company. **Our 2024-2025 Fall/Spring season begins August 24th, 2024 and ends May 31st, 2025.**

**To accommodate varying schedules, Ballet Etude offers its performance members the option of half-season or full-season contracts.**

**Please indicate which option you are committing to:**

- Option 1: August 24, 2024, to November 23, 2024.**
- Option 2: January 4, 2025, to May 31, 2025.**
- Option 3: The full-season contract, from August 24, 2024, to May 31, 2025.**

### **Communications:**

All schedule and calendar information will be sent to you via WhatsApp or hard copy so please make sure that you download WhatsApp and that we add you to the Ballet Etude Company Chat. Please be sure to stay connected and read through messages thoroughly, as they will contain up to date information. Also, please make sure you check messages for to-the-minute updates on weather issues and other last-minute information. WhatsApp is also used to inform everyone about rehearsal updates or cancellations.

### **Choreography:**

All choreography, photography and video pertaining to or created for the company is the property of the company and choreographer(s). Members will not be permitted to use any company choreography without the express, written permission of the company directors and choreographer. Directors reserve the right to decide what outside venues are appropriate for choreography use. Dancers may be required to audition for certain pieces or soloist roles as all works created by Ballet Etude may not involve every dancer.

## **Physical Conditioning and Technique:**

Members of Ballet Etude will be required to keep their bodies in healthy and strong physical condition. Company members and Apprentices agree to participate in **at least 5 ballet technique classes per week** at the studio or facility of their choosing. Company members are welcome to take any Ballet Etude Academy classes, free of charge. Other suggested local options for ballet classes are BYU Idaho and Idaho Falls School of Ballet. There are also many quality ballet classes offered for free on YouTube. Please feel free to utilize those at home as they will count toward your weekly quota of technique classes. **Company dancers will also have access to our studio space any time it is not being used for classes or rehearsals, starting at 8am each day.** Dancers who will perform on pointe need to ensure that they are doing enough pointe and/or strengthening work that they are able to perform at a proficient level.

Ballet Etude promotes good body image to its spectators and reserves the right to suspend any members with suspected health or eating disorders in the manner decided upon by the affected member and the directors in conferencing.

For the individual health and safety of our dancers, pregnant members will be asked not to perform after 6 months gestation. Pregnant dancers past this term may still attend rehearsal and may resume performing after delivery. This is in no way related to image, as we all know that pregnant women can still dance- and do so beautifully. However, Ballet Etude does not wish to risk the health of the mother or baby through injury or accident and will not be held responsible for such.

## **Sponsorships, Fees, and Funding Information:**

Company dues are **not** required as long as each dancer actively participates on one of the following committees: (details to follow).

**Half-season members are required to dedicate a total of 13 hours to their chosen committee, while full-season members must contribute 26 hours.**

Members will track their volunteer hours using Ballet Etude's software, which will be shared during the first rehearsal. Each committee will need to appoint a Chair who will be responsible for maintaining proper functioning. Each committee should hold a monthly meeting to go over goals, tasks, etc.

Please keep in mind that this is the only way that Ballet Etude can exist and function, so contribution on the part of every dancer is vital.

**In cases where participation on a committee is not feasible, we provide a buyout option: \$200 for half-season dancers and \$400 for full-season dancers. Should you choose the buyout option, fees are due no later than September 1st.**

Ballet Etude Company Committees:

### **1. Advertising Committee**

#### **Responsibilities:**

- **Marketing Strategy:** Develop and implement a comprehensive marketing plan to promote the ballet performances.
- **Media Relations:** Establish and maintain relationships with local media outlets for press releases, interviews, and coverage.

- **Social Media Management:** Create, schedule, and manage posts across all social media platforms to engage and grow the audience.
- **Print Materials:** Distribute posters, flyers, and brochures to local businesses, schools, and community centers.
- **Online Presence:** Update and maintain the company's Instagram and Facebook with current performance schedules, ticket information, and news.
- **Advertising Campaigns:** Plan and execute paid advertising campaigns, including online ads, radio spots, and newspaper ads.
- **Audience Engagement:** Develop strategies to engage and retain the audience, including newsletters and email marketing.

## 2. Fundraising Committee

### Responsibilities:

- **Fundraising Strategy:** Develop a year-round fundraising strategy to meet the company's financial needs.
- **Sponsorships:** Identify and approach potential sponsors for financial support and in-kind donations.
- **Fundraising Events:** Plan and execute fundraising events such as galas, silent auctions, and benefit performances.
- **Donor Relations:** Maintain relationships with current donors, ensuring they are informed about how their contributions are being used and recognized appropriately.
- **Campaigns:** Organize crowdfunding campaigns and other innovative fundraising initiatives.
- **Merchandise Sales:** Manage the design, production, and sale of Ballet Etude merchandise.

## 3. Costuming Committee

### Responsibilities:

- **Search for Costume Options:** Collaborate with the artistic director and choreographers to find costumes that align with their artistic vision.
- **Material Sourcing:** Source and purchase fabrics, trims, and other materials needed for costume creation.
- **Costume Construction:** Oversee the sewing and assembly of costumes, either by volunteers or professional seamstresses.
- **Alterations and Repairs:** Manage fitting sessions and make necessary alterations to ensure costumes fit all performers perfectly.
- **Inventory Management:** Keep an organized inventory of all costumes, including storage, maintenance, and cataloging.
- **Budget Management:** Track and manage the costuming budget, ensuring all expenditures are within the allocated funds.
- **Coordination:** Work closely with makeup and hair teams to ensure a cohesive look for each performance.

## 4. Event/Performance Action Committee

### Responsibilities:

#### Setup and Take Down of Performances/Events

- **Floors:** Gather volunteers and ensure marley floor is installed in performance venues.
- **Pre-Show Setup:** Arrange scenery, decor, tables, chairs, etc
- **Post-Show breakdown:** Gather volunteers to help haul the marley and any scenery to the appropriate locations.
- **Cleanup:** Gather volunteers and make sure dressing rooms, backstage areas, and venue is clean following

performances/events.

### **Organize Backstage Help for Shows**

- **Team Recruitment:** Determine needs and recruit volunteers.
- **Informing and Coordination:** Communicate responsibilities, assign roles, and involve helpers in rehearsals.
- **Performance Management:** Supervise, maintain communication, and ensure emergency preparedness.

### **Find Volunteers for Moving Floors/Scenery**

- **Volunteer Recruitment:** Announce needs, commit volunteers.

### **Set Up and Take Down of Show/Lobby Ticket Table and Decor**

- **Pre-Show Setup:** Arrange the ticket table, decorate the lobby.
- **Post-Show Breakdown:** Dismantle the ticket table, remove decorations, clean up, and inventory items.

### **Attire and costuming:**

Dancers are responsible for supplying their own ballet attire and pointe shoes (where applicable.) The needed items for performance will be disclosed to members at the beginning of the season according to casting. All production costuming purchased by the company will be kept as property of Ballet Etude.

T-Shirts and sweatshirts with the Ballet Etude logo are available for purchase. T-shirts are \$15 and sweatshirts are \$25. Payments can be made with cash, check or Venmo at @Madissen-Fujimoto.

### **Performances:**

#### **Haunted Forest: Masquerade Gala**

Woodman Ballroom  
Saturday, October 26th

#### **Christmas at the Ballet: The Perfect Christmas Tree and Excerpts from The Nutcracker**

Madison Junior High School Auditorium  
Saturday, November 23rd

#### **For the Love of Ballet Gala**

Woodman Ballroom  
Saturday, February 8th

#### **Peter Pan**

Madison Junior High School Auditorium  
Friday, May 30th and Saturday, May 31st

### **Time Commitment:**

Ballet Etude holds a required company class every **Saturday from 2-3:30pm**, followed by rehearsals to run no later than **7pm**. Additional morning rehearsals may be scheduled based on availability. As a member of Ballet Etude, dancers are expected to be committed to attending all company classes and assigned rehearsals. By signing this contract, you agree to the duration. Losing members mid-season costs the company time, money and possible venue cancellation fees.

### **Absences:**

The success of this company is a direct result of the directors' and members' participation and commitment to our company and audiences. Directors must be notified of any absence whether it be illness/family functions/or school related events at least 24 hours in advance. If you know you will be absent from any rehearsal during our season, please make us aware as soon as possible. If you are absent from a rehearsal during learning day of a new piece of choreography, it will be up to the choreographer and director's discretion to decide if you will still participate in that piece of choreography.

### **Photo and Video:**

I agree that Ballet Etude, or their representatives, may take and use any photos or video in which I am a subject. I release any ownership of these photos or videos and give my permission to Ballet Etude to use them for publicity or any other legal purposes. I do not claim any monetary compensation for their distribution or sale in any way, or from any company profit from said photos or video.

All new members will receive a professional headshot. Headshots will be scheduled as needed throughout the season.

**Our rehearsal studio is located at:**  
**57 E Main St.**  
**Rexburg, ID 83440**

### **Etiquette at Our Rehearsal Facilities:**

Our rehearsal studio on Main Street is beautiful, charming and full of rich history. The building is 117 years old! We are in the rather unique situation of neighboring with several residential tenants that are located inside the building. Please strive to be quiet and courteous upon entering our rehearsal space. If you have children and are unable to find childcare during rehearsal, we will do everything we can to accommodate this. Please help to ensure that your children are able to sit calmly during our rehearsal period, so as not to disturb residents or cause any damage to the building. Please do not use the studio space before 8am or after 10pm.

### **Performing Member Conduct:**

The Board of Directors, by a two thirds majority vote, may terminate the membership of any member who becomes ineligible for membership or suspend or expel any member for reasonable cause. Reasonable cause may be considered but not limited to the following:

- Any member that does not follow the contract requirements of Ballet Etude.
- Any member who shows disrespect for the authority of the Board of Directors.
- Any member who works to the detriment of the functioning of Ballet Etude.
- Any member who posts disparaging or derogatory remarks on social media regarding Ballet Etude.
- Any behavior unbecoming a member representing Ballet Etude.

**Mission Statement:**

*At Ballet Etude, our mission is to elevate the art of ballet in Rexburg by fostering a community dedicated to excellence in training and performance. We are committed to enhancing the ballet experience, both for students and performers, by providing exceptional instruction and creating diverse and enriching performance opportunities. In addition to cultivating individual growth, we are dedicated to expanding the accessibility of ballet within our community.*

*A note from the directors:*

*We hope that your experience with Ballet Etude provides you with the opportunity to amplify your career as a dancer, and brings you joy and gratification. We are excited to work with you, and look forward to a fulfilling and successful season.*

*The written portion of this contract is for your use and referral. After reading all forms, please sign the following page and return at our first rehearsal.*

*I have read the Ballet Etude Letter of Agreement and accept these conditions. I understand that violation of the above contract legally requires compliance to the consequences and/ or fees stated above.*

*SIGNATURE:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Company Member Information:**

*Dancer's Name:* \_\_\_\_\_

*Date of birth:* \_\_\_\_\_

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

*Phone Number:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Emergency Contact:* \_\_\_\_\_

*Phone number:* \_\_\_\_\_

*Any other pertinent information:*

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