

**CHILDREN'S
DANCE
FESTIVAL**

**PARTICIPANT'S
PACKET**

***PLEASE READ THROUGH THIS PACKET CAREFULLY! IT
CONTAINS MANY FORMS TO FILL OUT AND
THE ANSWERS TO LOTS OF QUESTIONS.***

SEE YOU MAY 3, 2020!

CHILDREN'S DANCE FESTIVAL

Dear Director,

Thank you for applying and Welcome to the Children's Dance Festival! We believe that it will be a wonderful day. We have always envisioned this as a simple, fun experience for all. Children come together to meet, learn, and then have a performance to share what they are dancing in their home location. Teacher/directors meet each other, see what is going on around town, and enjoy the camaraderie. It still works this way because we all take charge. We need everyone's help to make this festival a success.

The Children's Dance Festival was and is organized by participating teacher/directors (rather than some outside organization) to allow their young dancers to meet and dance with other young dancers. Every director must have specific involvement in the workshops and performance details. Each group must provide 1-2 volunteers to work for the festival, moving chairs, folding programs, etc. *Please follow the checklist below to meet all deadlines.*

If you need more information or have any questions, please call Jeanne Traxler at 617-738-7688 or contact us at childsdancefest@bjdanceco.org. We can send any forms by email if you need us to. We look forward to meeting you!!!

After the festival is over, we want to go over this year's program to decide how to proceed in future years. We will have a meeting over the summer. It is important for everyone to attend. We need your input and your help in organizing future festivals!

See you soon! The Organizers

READ ALL FORMS CAREFULLY *Much info on each page!*

CHECK LIST of FORMS & TASKS

PAGE	DEADLINE
<input type="checkbox"/> CDF FLYER for Your Dancers Copy both pages for each dancer. Copy first page for posters.	Distribute to families soon.
<input type="checkbox"/> SOUND/LIGHTS FORM Email Music to Renata.Celichowska@tufts.edu	<u>Email Music</u> before and Bring the completed paper form to the Festival, May 3
<input type="checkbox"/> REGISTRATION/RELEASE/EMERGENCY CONTACT FORM Copy for each dancer. <u>Required for participation.</u>	Bring a completed paper form for each dancer to the Festival, May 3
<input type="checkbox"/> TUITION We will not be collecting money from individual families at the festival. You may send in advance - contact us for more details.	Bring a check to \$20 per dancer to the Festival, May 3.
<input type="checkbox"/> RESOURCE MATERIALS There will be a small Resource Table so folks attending the performance can learn more about the participating groups. If you would like, please bring 25-50 copies of materials about your group and activities. Summer camps, fall session, concerts etc.	Bring to the festival!
<input type="checkbox"/> AD FORM Ads will help us with expenses and scholarships. Please ask parents if they are interested in a tribute or know businesses that might be interested.	Email copy to jvmcgowan@charter.net

CHILDREN'S DANCE FESTIVAL

a special day of dance for young dancers ages 6- 18:

- workshops for children – dance performances by each group: 12:00~6:00 PM

SUNDAY, MAY 3, 2020

starts at 12 PM

at

**Tufts University Department of Drama and Dance
Aidekman Arts Center
40 Talbot Avenue
Medford, MA 02155**

\$20 per Dancer

PERFORMANCE 4:00 PM

PERFORMANCE ADMISSION FREE for FAMILIES OF PERFORMERS!!

For more information about the Festival call 617-738-7688.

CHILDREN'S DANCE FESTIVAL

SUNDAY, MAY 3, 2020 from 12:00 - ~5:30 PM

Tufts University Department of Drama and Dance
Aidekman Arts Center, 40 Talbot Avenue, Medford, MA 02155

(cell phone: 617-429-0864 for day of festival emergencies)

The Children's Dance Festival is an afternoon full of dance for kids! Dance teacher/choreographers and their groups from a variety of dance styles are attending CDF. Young dancers will perform works from their repertory and get a chance to dance together and meet each other in a supportive, creative, fun, and exciting environment. During the day, the students will get to work with different teachers.

Please:

- 1) Come in a leotard or appropriate dance clothing to participate in the workshops. You must be able to change into your costume in the dressing studio with all the other dancers. Dancers may not change in the locker rooms or toilet stalls. The toilets need to be used for their plumbing function only!
- 2) Bring a large bag to hold and carry around your things. Put your name on clothing, etc.
- 3) Leave jewelry and valuables at home.
- 4) Bring a snack and a drink for the break. (Dancers may not leave the building.) Please eat before you arrive. There is no scheduled "lunch" period. Kids may eat during the dressing time at 3:00 PM. No skipping workshops to eat.

SCHEDULE

12:00	Directors & Dancers Arrive <small>You must be in the building by this time with permission slips, fees, and forms</small>
12:30	Dancers ice breaker & practice group bow
1:30-3:00	'Taste of Dance' workshops by teachers for dancers <small>(each group will have 3 different teachers each teaching 25 minutes of their 'thing')</small>
1:30-3:45	Space check <small>(each group will coordinate with the sound people)</small>
3:00-4:00	Snacks and dressing
4:00-5:30?	Performance <small>(doors open at 3:45. Families of Dancers Free! No intermission, show may be shorter or longer, all participants must stay until the end.</small>

For more information, call Jeanne Traxler at 617-738-7688 or email at childsancefest@pbjdanceco.org.

Parking is available on weekends for free ON CAMPUS. This does not include along College Avenue. If you turn off of College Avenue and follow signs for the Aidekman Art Gallery parking, that will take you to the back of the Jackson Gym building. The front entrance to the Jackson Gym building is at 50 Talbot Avenue. If there are spots available, you can park along Talbot as well. As you face the building, you will see Cohen Auditorium and Alumnae Lounge to your left. We are up a short flight of external concrete stairs. We have a few "Dance" signs and I think there is a Jackson Gym university sign. The Building will be marked with a Children's Dance Festival Sign.

CHILDREN'S DANCE FESTIVAL

SOUND/LIGHT INFORMATION & FORM FILL IN AND BRING TO FESTIVAL

Please email your music to [Renata Celichowska](#). We suggest you bring a back up CD or mp3.

Group Name _____

Contact Person _____

Telephone _____

To be filled in by
Rehearsal Coordinator

ORDER #

Please describe your technical needs. Only simple sound is possible.

How does your piece begin? Music on when? ie, after the dancers get on stage or before they come onstage?

Do you need music off/on during the dance? Please plan to be standing by the sound operator during the performance to let them know.

How does your piece end? Music off when? ie, after the dancers leave the stage or while they are still on stage?

How Many Dances are you performing today: _____ (not music selections but different pieces with separate titles and casts)

MUSIC # of Selections to be Played _____

Name of Musical Selection _____ **Length** _____
Brief description of action

Name of Musical Selection _____ **Length** _____
Brief description of action

Add more sections on back, if necessary

How do you see the lighting of this piece? Dancers on, then lights, or lights first? When do the light go out? Please describe.



Children's Dance Festival wishes to be responsible about hosting children without parents. We assume that each director bringing a group has information on each of their students. We assume that every registrant is able to fully participate. Directors may wish to have more contact info.

Registration/Release/Emergency Contact Form

Due at CDF - one for each child.

Every child must have this form signed by parent or guardian or they may not participate.

Child's Name _____

Group _____

Child's Address _____
Street City ZIP

Child's Telephone _____

Permission: I have read the Children's Dance Festival Program Information and agree and hereby give my permission to have my child participate in the activities outlined therein. I understand that participation in this program is at the discretion of the Directors and can be terminated without completion.

I also hereby waive Children's Dance Festival, Tufts University, and/or teacher liability for injuries or damages incurred during, before, or after workshops, rehearsals, or performances. I hereby certify that my child is in good health and may participate in physical activity. I have listed any health considerations on the following Emergency contact page. I hereby give permission for emergency medical treatment. I understand that the Children's Dance Festival does not hold insurance and hereby certify that my child(ren) are covered by medical and accident insurance. I also hereby give my permission for my child's photograph to be used for publicity purposes by the Children's Dance Festival.

Parent's Signature _____

Print Name _____

EMERGENCY CONTACTS

Name	tel #

Health Problems/Allergies

.Please consider the following medical conditions when listing health issues: Heart Condition or disease, Asthma, Diabetes, Seizure Disorder, Allergy to Medications, Allergy to Insect Stings, **FOOD ALLERGIES**. If children have these or other serious health considerations, please note below (and on reverse), explaining the situation, listing any current medications, and detailing any special restrictions or limitations, or treatment that should be followed during the course of the day. We will only use this information in case of an emergency.



Registration/Release/Emergency Contact Form for *Adults*

Due at CDF - *one for each participating adult.*

Name _____

Group _____

Address _____

Street

City

ZIP

ADULT's Telephone _____

Permission: I have read the Children's Dance Festival Program Information and hereby agree to participate in the activities outlined therein. I understand that participation in this program is at the discretion of the Directors and can be terminated without completion.

I also hereby waive Children's Dance Festival, Tufts University, and/or teacher liability for injuries or damages incurred during, before, or after workshops, rehearsals, or performances. I hereby certify that I am in good health and may participate in physical activity. I have listed any health considerations on the following Emergency contact info. I hereby give permission for emergency medical treatment. I understand that the Children's Dance Festival does not hold insurance and hereby certify that I am covered by medical and accident insurance. I also hereby give my permission for my photograph to be used for publicity purposes by the Children's Dance Festival.

ADULT's Signature _____

EMERGENCY CONTACTS

Name	tel #

Health Problems/Allergies

Please consider the following medical conditions when listing health issues: Heart Condition or disease, Asthma, Diabetes, Seizure Disorder, Allergy to Medications, Allergy to Insect Stings, **FOOD ALLERGIES**. If you have these or other serious health considerations, please note below, explaining the situation, listing any current medications, and detailing any special restrictions or limitations, or treatment that should be followed during the course of the day. We will only use this information in case of an emergency.

CHILDREN'S DANCE FESTIVAL

ADS FOR PROGRAM

It is important to raise funds to pay various expenses this year. This festival also needs funds to grow for next year. We also wish to keep tuition costs low and provide scholarships.

Please ask your families if they would like to place an ad or tribute or if they know a business that would like to place an ad. Studios can also place ads.

Ad Sizes & Prices for Children's Dance Festival Program
The program is a black and white 8½ by 11 inch sheet folded in half.

Whole Page (vertical).....\$90
Half Page.....\$50
Quarter Page/Biz Card....\$30

We will also have a Tributes Section.
You may place a two-line message in memory or honor of someone or with good luck wishes. It can be no longer than 160 characters including spaces.
Tributes.....\$10

Ads must be camera ready in black and white and emailed to Jennifer McGowan at jvmcgowan@charter.net. Tributes should be written out in capitals letters and sent to Jennifer (above); we cannot check them for accuracy.

Ads/Tributes must be accompanied by a check.

Make checks out to "Jeanne Traxler (CDF) and put "CDF ad" in the memo. Send ads/tributes/checks/ to CDF, 86 Greenough Street, Brookline, MA 02445

All materials must be in by April 15.

Whole page Ad
Vertical Only 4.5 x 7.5"
\$90

Half Page Ad
4.5 x 4.5"
\$50

Quarter
Page
Vertical Ad
2 x 3.5" \$30

Business Card Size Ad
Quarter Page
Horizontal
3.5 x 2" \$30



EXTRA INFO

RESOURCE MATERIALS

Please a few copies of brochures, flyers, cards or whatever that tell about your group and its activities. Be sure to include contact information.

CDF Policies and Rules

Each group will have 6-7 minutes to perform: You may not exceed the 7-minute limit. You are presenting a 'taste' of what your program is about. This includes costume changes and time between shorter pieces. All of your group's dances must be performed together, we cannot split your dances between other groups. There will be no speeches before each piece. Information about the piece can be printed in the program, please include it with your email to Jennifer, who is doing the programs. We also ask that you not do more than two dances. It is OK to do less than 6 minutes. All groups sit in the performance studio and are called out of the audience to perform. If this is a problem for your group please let us know.

Groups Must be accompanied by Directors: Groups must be accompanied by directors or designated chaperones who can serve as directors: know costumes, personnel, sound cues, etc. They must be able to see to the attendance, management and well-being of the group throughout the day.

Groups must plan to be there the whole day: It is a part of this festival to be a part of the workshops and the group bow; groups/dancers may not just come for the performances. Groups must plan to stay to the conclusion of the concert through the final bow. It is very disappointing and unfair to be the last group and have the audience walk out before you dance.

Children should eat before they arrive. There is no scheduled "lunch" period.

Kids may eat snacks during the dressing time at 3:00 PM. It is extremely rude for children to leave workshops in order to sit in the hall and eat, which is essentially in front of the other children and the teacher. Please make this clear to parents and students.

Parent Chaperones: Groups that have very young dancers should have enough parents to care for them. Please limit chaperones to a one-to-five ratio for children under 10, a one-to-six ratio for children 10-14, a one-to-eight ratio for children 14-18. Please make up large name tags for your group's chaperones so that we can tell who is who.

There are minimal lights for the performance: Simple On/Off. The room is in day-light.

Performance Tickets: There has been some confusion about paying for tickets to the performance. To clarify: The \$20 Tuition covers concert tickets for Dancers and their immediate families. Feel free to invite folks and friends! No one will be turned away for financial reasons. Admission does not guarantee a chair. Most of the seating is floor seating. Chair priority will be given to the elderly and disabled.

Costumes and Music: The concert has a mixed-age audience of families and performers. Family friendly costuming and no explicit musical lyrics, please!!

Dropping Out: We realize that when working with children, things happen and groups cannot attend the festival. Please let us know ASAP if you are dropping out. We cannot guarantee you a place in the written program, if you do not send in your program information to Jennifer ASAP.