



Children's Dance Theatre

**Tanner Dance**

THE UNIVERSITY OF UTAH 

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## Children's Dance Theatre Creed by Miss Anne Cannon



### CDT Dancers are:

**C**ommitted to sharing dance  
**H**olding high the beauty of childhood.  
**I**magining with their magic eyes,  
**L**ifting the hearts of others,  
**D**reaming of all they can be.  
**R**ising to the occasion,  
**E**njoying each moment  
**N**urturing their special selves  
**S**houtin' for joy – look at us!

### CDT Dance is:

**D**eveloping discipline with determination  
**A**nswering the challenge to  
**N**ever give up.  
**C**onquering the fear of failure,  
**E**nnobling the gifts of childhood.

### CDT Theatre is:

**T**hrilling to experience  
**H**arvesting the rewards of dedication  
**E**nergizing the spirit  
**A**llowing all to grow.  
**T**hankful for the opportunity,  
**R**ejoicing in the memories.  
**E**nriching the lives of children.

### Children's Dance Theatre General Information

Children's Dance Theatre (CDT), the performing arm of the University of Utah Tanner Dance Program, was established in 1949 by Virginia Tanner. The company of 280 young dancers, ages 8 through 18, performs for more than 27,000 Utahns annually. Under Mary Ann Lee's artistic direction since 1979, the organization continues to grow in size and programming, earning state, national, and international recognition. CDT is the second-oldest performing arts organization in Utah.

The goals of Children's Dance Theatre are to allow children to experience the joy of moving and the discipline of dance, to nurture the creative process, and to share the results of this training with a broad population base. Technique is taught for the development of strength, flexibility, control, balance, and an awareness of the body's potential. An equal emphasis is placed on creative problem-solving, balanced intellectual and physical development, and an appreciation of music, literature, and visual arts.

Every spring, CDT showcases an original work at the Capitol Theatre in Salt Lake City with matinees for school-age children and special populations. The company performs regularly with support from various private and public funding sources.

### Mission

The mission of the Children's Dance Theatre is to develop worthwhile, joyous, creative, and generous human beings through excellence in dance training and by providing a nurturing and rich environment for the body, mind, and spirit of a child. In fulfilling this mission, the Children's Dance Theatre will :

- Allow young people to experience the discipline of dance and the joy of moving.
- Develop responsible and resourceful individuals.
- Nurture the creative process in young people.
- Provide the best possible training for young people in creative and modern dance and share this training through performance.
- Allow young people the opportunity to participate in the artistic growth and social responsibilities of a performing dance company.

### Accomplishments

Since its inception, the company has performed at major dance festivals around the world: dance and the Child international conferences (daCi) in Sweden, England, Finland, Canada, Brazil, the Netherlands, and the United States, where CDT hosted the conference in 1992; the White House Conference on Children; the International Conference and Dance Festival in Kuala Lumpur, Malaysia; and the Seattle World's Fair. In 1998, CDT held an exchange with the Welsh dance company Rubicon.

CDT received the 1993 Governor's Awards in the Arts. "Visions of Children," the 1994 concert with Pete Seeger, was featured in an award-winning video produced by KUED. In 1998, Mary Ann Lee was honored with the Madeleine Award for Distinguished Service in the Arts and Humanities. Children's Dance Theatre celebrated its fiftieth anniversary in 1999 with a year of special performances. Dancers from CDT and elementary school students who participate in the Tanner Dance Arts in Education Outreach Program performed in the Salt Lake 2002 Winter Olympic events, including the mascot launch, Cultural Olympiad performances, Opening and Closing Ceremonies and Medals Plaza ceremonies.

## **Tanner Dance Program General Information**

Confident that the use of wholesome creative activity would allow children ages 2 ½ to 18, to develop alert minds, healthy bodies, and strong character, Virginia Tanner established the Tanner Dance Program in 1937. An important pioneer and visionary, she dreamed of bringing "a measure of beauty into the life of a child."

The Tanner Dance Program is an arts auxiliary of the College of Fine Arts at the University of Utah and is dedicated to the University's mission of teaching, research, and service. Inherently, the organization nurtures an appreciation of dance, music, literature, theatre, and the visual arts.

The Tanner Dance Program remains committed to Virginia Tanner's original mission – creating worthwhile human beings who contribute to their community. This unique vision of giving students the opportunity to share their own voices through the arts has grown until today the program serves more than 13,500 students annually at the University of Utah and in our community through the organization's programs and services.

## **Virginia Tanner Studio Program**

The Virginia Tanner Studio Program continues to expand each year and currently serves more than 800 dancers in classes at the University of Utah studio and satellite locations in Bountiful, Ogden, Park City, and Sandy. Classes are designed for dancers from age 2 ½ through adult. Every dancer is exposed to the creative process of dance, arts integration, and a commitment to excellence in an environment where dancers may explore and unveil their individual potential. Each year, studio dancers in Kindergarten through adult classes participate in a fully produced performance at Kingsbury Hall. In addition to ongoing studio classes, the studio offers summer camps that allow dancers a more in-depth and diverse dance experience.

## **Fine Arts Preschool**

The Fine Arts Preschool provides children, ages 3½ to 5, with rich opportunities to experience dance, music, drama, creative writing, literature, and the visual arts. Hands-on involvement in three or four art forms daily helps children grow through experience and find joyful ways to express themselves, nurturing development of the whole child. The preschool meets Monday, Wednesday, and Friday mornings throughout the school year at the studio.

## **Dancers with Disabilities for Children and Adults**

To a child with autism, spina bifida, cerebral palsy, hearing loss, osteogenesis imperfecta, Down syndrome, vision impairment or severe emotional disability, his or her body may be a source of frustration and the cause of significantly diminished self-esteem. The Tanner Dance Program is committed to serving children who, due to economic, physical, or emotional challenges, may not have the opportunity to experience the joy and freedom of dance. The Dancers with Disabilities Program provides 15 life-enhancing dance classes to more than 300 children. Also designed to serve adult populations, the program offers live music and dance interaction classes at residential care facilities for Alzheimer's patients and other community programs serving adults with disabilities.

## Arts in Education

To demonstrate and promote the essential role of the arts in the learning and development of every child, Virginia Tanner established one of Utah's first Arts in Education programs, which incorporates dance and movement into academic curriculum using high-quality, innovative, and sequential arts instruction. Tanner Dance supports 3,000 scholarship students in site-based, weekly year-long classes along the Wasatch Front in the Side-by-Side Teacher Training Residency Program. This program, which is financially supported by the National Endowment for the Arts, provides in-depth, curriculum-based dance experiences that engage students and classroom teachers in quality dance instruction. Other Arts in Education services include lecture/demonstrations and school performances. All Arts in Education Programs are designed to work with teachers and administrators to provide children with opportunities that offer a complete artistic experience and support the Utah State Core Curriculum.

## Professional Development for Educators

Professional Development is an integral part of all of the Tanner Dance programs. Over the past several years, professional development has emerged as one of our most important areas of research and development and will continue to be so as we look to the future. Currently, a wide range of professional development activities encourage communication between educators and artists, provide new approaches and opportunities for teaching and learning, and strengthen the impact of our programs in each school. In collaboration with community partners such as the National Endowment for the Arts (NEA), Utah State Office of Education, Utah Arts Council, Salt Lake City Arts Council, Utah school districts, art works for kids!, and many other partners, Tanner Dance's Professional Development Program offers a variety of training and mentoring opportunities, as well as resources, to help educators develop new ways to stimulate learning in the arts and make connections between the various art forms and other curriculum areas. The Professional Development Program provides a framework for educators to engage in teaching and learning activities that support the needs of their students while implementing the Utah State Fine Arts Core Curriculum and prevailing state and federal mandates. In 2003, the Tanner Dance Program was awarded Utah's Best of State Award in the Educational/Training Institution category for its contributions to teacher training.

*"The motivating force behind my work is not only developing excellent dancers, but more importantly, developing young people who are useful, imaginative, worthwhile human beings."*  
Virginia Tanner



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## Commitments

### Faculty and Staff Commitment

Faculty are professionally trained teachers, performers, and choreographers. They are passionate about their students and the art form of dance. They come to each class prepared to help each student realize his or her potential as a dancer and as an individual. They are available to students and parents for conferences and welcome the opportunity to communicate with parents. Often it is difficult to conference just before or after class, but parents or students may call the office and leave a message and the teacher will respond. Please let us know about major life changes in your household or community that affect your dancer so that we can be supportive. If a problem arises, please contact your teacher early before the problem escalates. We want the studio to be a nurturing environment where students and parents are treated as whole individuals.

As a faculty we shall do our best work when students attend class and rehearsals regularly and come with a positive attitude and a willingness to work hard. Dance is a rigorous discipline and students who want to perform in the Children's Dance Theatre company need to make a commitment of time, positive attitude, and respect for teachers, musicians, staff, peers, and our parent community who make the company thrive. The musicians who accompany studio classes are gifted artists who contribute immensely to the quality of each class. Teachers, staff, and students need to show appreciation and respect for all studio personnel.

The Children's Dance Theatre Staff are professionals who make the company flourish. They teach your children, provide support for our programs and services, raise money, manage accounts, and communicate with the community and parents. They are committed to treating parents and the community with respect and courtesy and trying to communicate information in the clearest and most positive manner. The organization is beginning to utilize several new methods to communicate with parents and families such as the Tanner Dance Web site, which allows parents to register online and contains forms, performance information, and other pertinent information. Other tools include e-mail and a monthly newsletter. Please let us know if we can find new ways in which to communicate information to dancers, parents, and the community.

### Dancer Commitment

Children's Dance Theatre members acknowledge that it is a privilege to be a member of the company. With this privilege comes responsibility. Dancers are expected to attend every class and rehearsal except in cases of illness, family emergency, or extenuating circumstances. If a dancer must miss a class, he or she or a parent must inform the teacher in writing or by calling the office. If a dancer is absent, he or she understands that he or she may not be included in choreography that occurs during the absence. This is normal protocol for every professional performing dance company. Each teacher will clearly state this policy to students and some teachers may ask dancers to sign a dancer commitment form. If absence is a recurring problem, the teacher will conference with the student, parents, and company director and the dancer may be asked to leave the company.

Children's Dance Theatre members are selected for their skill as dancers and for their ability to work well and respect teachers, peers and the CDT community. Dancers need to maintain a high level of excellence and a positive, hardworking attitude. If a dancer struggles in one of these areas the teacher will conference with the dancer and parents and company director to resolve the difficulty.

Children's Dance Theatre dancers are committed to learning the craft of dance and to growing technically, creatively, and as performers. Because we are training our bodies as instruments, dancers are expected to enroll in fall, spring, and summer sessions. The summer session offers a variety of classes and camps that meet this requirement. Dancers who miss any session of dance are required to re-audition for the company.

Because Children's Dance Theatre is a performing company, all dancers commit to perform in the spring season at the Capitol Theatre, participate in a minimum of one tour and at least one lecture/demonstration each year. Because the lecture/demonstration is designed for younger dancers, we welcome high school dancers but realize they may not be able to be excused from school. We ask high school dancers to dance during the Capitol Theatre season.

Children's Dance Theatre dancers are required to come to every class in clean leotards and tights or in a unitard. Boys may wear unitards, dance pants, biker shorts, tight sweat pants and a leotard or a tight tee shirt. No outerwear is allowed. Teachers must be able to see a dancer's body to make certain that he or she is in proper alignment. Dancers use their body as their instrument and they need to feel proud to wear a dancer's uniform. Hair must be pulled back off of the face. When it is not, it is difficult for the dancer to see and is a distraction. On stage, it is important to see all of a dancer's face; therefore, we require dancers to pull bangs back.

For all company rehearsals, dancers are required to wear rehearsal blacks. These may be black unitards or leotards, and tights or jazz pants. Boys must wear black unitards, shorts, tight sweat pants, and a leotard or a tight black tee shirt. Dancers who are not properly attired will be asked to return home and may miss a performance. For every rehearsal and performance, each dancer should bring a dance bag that contains a set of rehearsal blacks, a water bottle, Kleenex, make up for stage: lipstick, blush, eye pencil and/or mascara, hair brush, pins, clips, or elastics for proper hair styling and deodorant. Dancers, please remember that gum is not allowed in the studio or at the theater.

The Tanner studio is a magical space. Dancers need to respect the building and all of the teaching materials and musical instruments in it. During classes and rehearsals, dancers are expected to clean up the dressing rooms and the foyer and to wait quietly between classes. There are usually three classes going on simultaneously and it is important for dancers to be respectful of other students and teachers. Please do not climb on the lobby furniture.

Please remember that CDT is about creating beautiful people in all that we do. Certainly our dancers meet these expectations. You are those beautiful people.

## **Parent Commitment**

A successful experience with CDT requires commitment from teachers, staff, dancers, and parents. We recognize that parents are crucial to helping dancers meet their commitments to the company. In addition, Children's Dance Theatre functions with the assistance of volunteers. Each family is required to contribute 20 hours of volunteer time per year. A variety of volunteer opportunities are available.

Children's Dance Theatre also asks parents to deliver and pick up dancers from class, rehearsals, and tours in a timely fashion. We ask parents to pay tuition in a timely manner and respect other CDT deadlines. As a faculty and staff, we know that we cannot function well without the help of parents and we thank you so very much for helping your dancers meet their obligations.



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## CDT Audition Process

### New Second Graders

A placement class is held for dancers who have completed the first grade. This placement class helps to place a dancer in the class appropriate for their skill and readiness levels.

#### 1<sup>st</sup> Grade Placement Class

- In the spring, a letter is mailed to each 1<sup>st</sup> grade dancer currently enrolled in the Virginia Tanner Studio Program inviting them to a placement class.
- A 20-minute placement class is scheduled for groups of dancers. Dancers are divided into placement classes according to first letter of their last name.
- From the placement class, approximately 20-25 children are selected by the faculty to become members of Children's Dance Theatre's new 2<sup>nd</sup> grade class.
- Dancers are selected on the basis of readiness in technical skill, creativity, and performance ability. Special care is given to indicate that each and every child is unique and that not all children are ready for the same challenges at the same time.
- Parents of dancers follow up with a phone call following the placement class to discuss with faculty their child's class placement.

### Third Grade and Older

Auditions are held for dancers in third grade and older interested in becoming members of Children's Dance Theatre. These auditions are conducted by invitation from the faculty.

- The dancer must be enrolled in the Virginia Tanner Studio Program age-appropriate class for 1 year prior to audition eligibility.
- During the year, the teacher observes the class and identifies any students that are ready technically, creatively, and performance-wise for the audition.
- If space is available in the current CDT class and the teacher has decided that a student is ready for CDT, they will be invited to audition.
- The dancer is placed on the audition list and notified by mail of the date and time of the audition.
- The dancer then prepares a one minute solo dance to show at the end of the formal audition class.
- For the audition process, dancers come prepared to take a short warm-up class and show their solo. From the technique warm-up, the solo, and the teacher recommendation, the faculty recommends class placement.
- Parents/dancers follow up with a phone call after the audition to discuss with the faculty the appropriate class placement.

*The Virginia Tanner Studio Program and the Children's Dance Theatre are parallel programs. The philosophy of Virginia Tanner is deeply rooted in both programs and each program offers an annual proscenium performance.*



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## Dancers' Council

### Council Mission

Children's Dance Theatre Dancers' Council is a representative body of dancers whose primary goal is to strengthen the CDT community by promoting communication between dancers, faculty, staff, parents and the Board of Directors. The Council will also provide service to the CDT community.

### Responsibilities & Commitments

- The council is primarily a conduit for communication between the dancers and the faculty, staff and CDT Board of Directors. The council holds meetings throughout the year to collaborate, brainstorm ideas, suggestions, and thoughts and serve the CDT community.
- The Dancers' Council may choreograph a dance to bring the council together with a common language, but the dance they create will not necessarily be included in the CDT spring concert at the Capitol Theatre.
- Council Reps will volunteer their time to represent their class, attend meetings, rehearsals, and prepare for events as part of their office position. Please note that Council Representative hours are not applicable to the 20 hours of volunteer time required for CDT families.

### Selection Process

- Dancers who are interested and in second grade through ninth grade are selected in the spring. Two new Dancers' Council members from each class will be selected by drawing names from a hat. Dancers may self-nominate for this position. Dancers who have previously served on the council are not eligible to serve again. This enables all interested dancers to have an opportunity to represent their class.
- Beginning in the ninth grade, dancers may serve a second term if all other interested dancers have had the opportunity to serve.
- Dancers who are juniors in high school serve a two-year term.
- These positions run from June to June each year.



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## How to Book a CDT Performance

### Lecture/Demonstrations

CDT usually performs five to ten lecture/demonstrations per year. Lecture/demonstrations are two back to back performances presented to an entire elementary school and are generally scheduled on Friday mornings. The rehearsal for the Lec/Dems will be held the Tuesday before each performance. Prior to the lecture/demonstration, a CDT faculty member presents a professional development workshop at the school to prepare the faculty. The faculty then prepare the school children for this interactive performance.

### Spring Concert

Children's Dance Theatre offers school matinee performances of the Spring concert at the Capitol Theatre. Traditionally these performances are Thursday at 10 a.m. and 12:30 p.m. and Friday at 10 a.m. These performances are free to the schools thanks to the generosity of CDT's partners. Please note there is no public seating at these performances. Teachers interested in having their students attend the spring concert are required to register for the spring concert Infinity Model Professional Development Workshop on our website at [www.tannerdance.utah.edu](http://www.tannerdance.utah.edu). Teachers who register and attend the workshop will be given priority reservations for their students. Workshop space is limited and filled on a first come first served basis. CDT presents two public performances of the Spring concert – one on Friday and one on Saturday. Tickets for these performances go on sale after the first of the year, and are available through ArtTix.

### Concert Tours

Children's Dance Theatre takes the Spring concert "on tour" through the Utah Performing Arts Tour or by invitation from a presenting organization. These concert tours usually include a school matinee performance and a public performance. When CDT is on tour, schools in the surrounding districts are notified of the opportunity to attend a school matinee. Please note there is often no public seating at the school matinee performances. When there is a public performance, families will receive information about how tickets may be purchased.

### Other Performances

As other performance opportunities arise, notes will be sent home with the dancers. Please do not commit CDT, your dancer's class, or groups of CDT dancers to a performance without prior approval from the studio. We will strive to accommodate performance requests.

### Performance Sponsors

The above CDT performance opportunities are made possible through funding provided by several granting organizations, as well as the donations provided by individuals, corporations, and foundations. The granting organizations include:

Artstream  
National Endowment for the Arts  
Salt Lake City Arts Council  
Salt Lake County Zoo, Arts, & Parks Program

Utah Arts Council  
Utah State Legislative funding through the Utah  
State Office of Education Professional Outreach  
Program in the Schools (POPS)

***For more information about scheduling a CDT performance, contact Anne Marie Smith at 585-9172 or [annemarie.smith@utah.edu](mailto:annemarie.smith@utah.edu).***



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## Annual Events Throughout the Year

There are a number of annual events that take place throughout the year. Here is a brief description of some of them:

### Parent Meeting

This is a great way to get the year off to a good start. At this meeting, parents will have an opportunity to get caught up on the latest CDT information, meet their dancers' faculty member, sign up for volunteer opportunities, and meet other CDT parents.

### Dancer Meeting

The CDT Dancer Meeting is designed to help dancers become familiar with company history, company member responsibilities, and the legacy of dance that they share. This is a time when new dancers are introduced to the company, as well as an opportunity for all dancers to get to know each other. This is a mandatory meeting for all CDT dancers.

### Decorate the Studio

This activity is usually held over the Thanksgiving Break. Dancers come together to create art and then decorate the studio for the holidays. A great way to get volunteer hours!

### Holiday Party & Ornament Exchange

This is a time for all CDT dancers to come together to share dances, food, and fun! This activity is usually held the last Thursday of the fall session in December.

### Concert Week

This is the week that CDT is in the Capitol Theatre preparing for the Spring Concert. Dancers will be in the theater Monday through Saturday. Detailed information about the week will be provided in the Concert Packet.

### Cast Reception

Immediately following the Saturday matinee performance of the Spring Concert, dancers and their families gather to celebrate the successful completion of another spring concert season.

### Scrapbooking Days

A time for dancers to relive the past season and put their artistic abilities to work. It is a CDT tradition to create a scrapbook for each year. In recent years, the Dancers' Council has created this book.



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## CDT Traditions

### Big/Little Brother/Sister

It is a CDT tradition that each company member is paired up as big/little brother/sister. This goes back to the earliest travels and performances of Children's Dance Theatre. Big sisters and brothers will be assigned to younger dancers to provide assistance, support, and encouragement. For each major performance or tour dancers will be assigned a new big brother or sister. This provides an opportunity for our dancers to become acquainted with many different people in the company. Please be gracious in accepting the brother or sister you receive for each event and take the best of care for these are friendships you will treasure forever. If you have any questions about the big/little brother/sister tradition, please ask your teacher.

In a theatre, older dancers make certain that younger dancers:

- have the correct costume, undergarment, and hairstyle
- know how to get onto the stage and back to the dressing room
- are included in all company activities
- are supported and encouraged and who dances so exquisitely that one's younger brother or sister will want to be just like them

On tour, older dancers make certain that younger dancers:

- know what they need to bring for the tour
- sit with them on the bus
- become familiar with the theatre as stated above
- know where they are at all times
- are chaperoned at all times

It is customary that small token gifts are exchanged. Sometimes these are individual gifts and sometimes they are a gift the entire company creates. These gifts can be notes or small items (no more than \$5-\$7). Please, no food gifts.

### Circle

The ritual of creating a circle by joining hands to share collective energy just prior to a performance allows each member of the company to quietly focus on the upcoming performance. Virginia Tanner began this tradition in the earliest years of the company and it continues today. During this time, whoever is directing the performance gives last minute instructions to the dancers and reminds them to honestly, beautifully, and joyously share the amazing gift of dance with each member of the audience. Dancers then silently stand and in his or her own way, prepares for the performance he or she is about to give. Symbolically, the energy of the circle reminds each dancer of the incredible opportunity and privilege it is to dance before an audience and reassures each one that he or she is supported by the entire company of dancers. Taking this quiet moment to focus before a performance is a traditional performance technique.

## Scholarship Information

Children's Dance Theatre is in the fortunate position of being able to offer a limited number of scholarships to dancers in both the Children's Dance Theatre and the Virginia Tanner Studio Program. Scholarship programs are supported through gifts from individuals and foundations. The board is committed to creating a scholarship endowment account, so that this gift of dance may continue for many years.

A family may apply for a scholarship for their dancer by completing the Scholarship Application form available in the office or online at [www.tannerdance.utah.edu](http://www.tannerdance.utah.edu). Please note that **applications are typically due in early August**. Deadlines can be found on the application form and in the printed brochure. Scholarship applications are reviewed and decisions made by the Scholarship Committee, a subcommittee of the Advisory Board. This committee carefully reviews all applications from a humanistic perspective.

In compliance with University of Utah policies and procedures, the Scholarship Committee sets criteria for the granting of scholarships. Stipulations that have previously been in place include:

- Providing scholarships for a set number of dancers per family. Scholarship money may then be distributed per the family's stipulations to the dancers in that family.
- Scholarships have been provided for dance programs only, or the dance portion of a combined music/dance class.
- Scholarships have been granted to dancers from kindergarten through high school.

The guidelines for scholarships for CDT dancers vary slightly from the guidelines for students in the Virginia Tanner Studio Program. This is due to the realization that a CDT dancer may have a differing level of commitment to the organization and has different financial and time obligations to the company as well. Because there is a difference in guidelines between Children's Dance Theatre and the Virginia Tanner Studio Program, two separate applications are available.

- A completed scholarship application must be submitted by the deadline to be considered.
- Scholarships are need-based. Families who are applying for a scholarship must provide a copy of their latest tax return or a signed IRS form 4506. Scholarships are for tuition only.
- Scholarships for CDT dancers are for fall and spring session. **Families must reapply for scholarships for summer session.**
- The scholarship committee will not accept applications from families that have an outstanding tuition balance.
- Families who do not apply for a fall session scholarship may apply for a spring and/or summer session scholarship.
- Dancers and their families are responsible for any other costs accrued (such as photos, flowers, boutique purchases, tour costs, etc).
- CDT scholarship families are still obligated to fulfill their volunteer commitment of 20 hours per year, per family.



## Video & Photography Policy

Children's Dance Theatre does not allow the use of any video cameras, audio recording devices, or photographic cameras during performances or rehearsals.

All works being performed by CDT are owned by Children's Dance Theatre. Choreography, music, costumes, narration, sets, etc. are parts of these works. Only authorized personnel are permitted to take audio, video, or photography. Recording is only done for review, critique, and archival purposes. This is standard practice for all professional dance companies.

Faculty and staff know that parents are anxious to have a record of their children dancing, but while works are in the current repertoire or may become works in the repertoire, we are not able to make them available for purchase.

Anyone who enters the theater or a performance venue with a camera or recording device will be asked to check it at the coat check or put it away.

**Big/little brother/sister:** A CDT tradition where older dancers are paired with younger dancers to provide support, encouragement, and assistance in the theater or while on tour.

**Briefs:** skin colored dance underpants

**Call:** the time dancers are required to be at rehearsal/theatre for check-in, make-up, costumes, and rehearsal

**Camisole leotard:** usually skin colored (if different, the color needed will be on costume information), with thin straps and no legs

**Cast Party:** a celebration after the final performance of the CDT Spring Concert

**Circle:** a special tradition of CDT where the whole company gathers just before a performance begins to quietly focus all their energies on the performance

**Dress Rehearsal:** run through of an entire performance with costumes and lighting

**Footless Tights:** tights which cover the lower half of the body to the ankles and have no feet

**Full Run Through:** run through of entire show from beginning to end with lighting and no costumes

**Lec/Dem:** an in-school performance, short for lecture/demonstration

**Lighting / Technical Rehearsal:** rehearsal on stage to set all the lighting and special effects

**Monitors:** parent volunteers who help the dancers during and after rehearsals/ performances, on and off stage, and in the dressing rooms. Dancers must respect all monitors and follow their directions.

**Music Rehearsal:** a rehearsal with dancers and all the musicians

**Rehearsal blacks:** These may be black unitards, leotards, and tights or jazz pants. Boys must wear black unitards, shorts, tight sweat pants and a leotard or a tight black tee shirt.

**Spacing Rehearsal:** rehearsal on stage to space the dance

**Tank Leotard:** a leotard with one inch wide shoulder straps and no legs

**Undergarment:** the article of clothing the dancer is to wear under their costume  
*Please check the costume information that is distributed on notes or in the concert packets for specific requirements.*

**Unitard:** this is a one-piece outfit with footless tights attached to the body suit

## Stage Vocabulary

The stage was labeled from the performers' point of view, facing the audience, when all stages were *raked* (tilted toward the audience).

**Upstage** is behind the performer as he/she is facing the audience.

**Downstage** is in front of the performer as he/she is facing the audience

**Stage Right** is to the performer's right as he/she is facing the audience

**Stage Left** is to the performer's left as he/she is facing the audience

**Backdrop and Scrim:** the fabric hanging at the back of the stage

*Please do not touch them!*

**Crossover:** the area behind the scrim to cross over to the other side of the stage

*Please do not run across. Walk!*

**Front of the House:** where the audience sits.

**Light Line:** the line where the stage lights end

*If you dance outside these lines you will not be seen.*

**Lobby:** entrance to the theater

**Pit:** area in front of the stage where the musicians sit

**Props:** things you dance with: ribbons, etc. Each dancer is responsible for putting their props away. Props are not toys.

**Prop Table:** table located on back stage for all your props

**Sight Line:** lines taped offstage and in the wings to show dancers where to stand so the audience won't see them when not dancing.

*Please stand behind them. If you can see the audience, they can see you.*

**Spike Marks:** little tape marks on the stage to indicate special areas, such as center stage, special lights

**Sound Monitor:** speakers in the dressing rooms so you will know what is going on onstage. Dancers will also receive directives over these sound monitors.

**Stage Crew:** all the people involved with the lighting and technical aspects of the performance

**Stage Manager:** the person in charge of calling the show. This person gives direction to the stage crew, lighting technicians, calls the dancers to the stage for their performances, etc.

**Wings:** the black curtains hanging on the sides of the stage

*Please do not touch them!*

## CDT Parent Volunteer Commitment & Information

### Need for Volunteers

Children's Dance Theatre would not be able to afford to offer the community its programs and services without parent involvement. All CDT families are required to contribute a minimum of 20 hours of volunteer service each year.

### CDT Parent Volunteer Form

Each fall, parents should complete the **CDT Parent Volunteer Form** which will be distributed at the annual parent meeting and available online. The form is due in the office by the 2<sup>nd</sup> week of classes. This information enables the staff to pull a list of potential volunteers for various opportunities that arise throughout the year.

### Volunteer Opportunities

There are a variety of ways for families to meet the 20 hour requirement. Each fall, CDT will provide families with a list of volunteer opportunities (please review the list on the back). In addition, the office will regularly send out volunteer requests via e-mail and News & Notes. However, if you have other suggestions or ideas for a volunteer project, please contact Judy Arrington, the Tanner Dance volunteer coordinator, to discuss your idea. While the studio recognizes that the Concert is a wonderful time to fulfill the required hours, the organization encourages families to respond to the other volunteer opportunities available. The faculty and staff count on the helping hands of parents to respond to the organization's volunteer opportunities throughout the year.

### How to Sign-Up

Parents can sign-up to assist with these and other projects by completing the CDT Parent Volunteer Form. In addition, parents can view and sign-up for available opportunities online at [www.tannerdance.utah.edu](http://www.tannerdance.utah.edu).

### Parent Volunteer Requirement & Guidelines

1. 20 hours are required per family, regardless of the number of CDT dancers in the family. Dancers may participate in fulfilling these hours under the supervision of his/her parent/guardian(s).
2. All hours must be completed AND recorded by June 30<sup>th</sup>.
3. Families will receive regular notification outlining the number of hours completed year to date. It is suggested that at least half of the required hours be completed before the Spring concert in order to meet the 20 hour requirement by June.
4. Only those hours submitted for projects approved by Tanner Dance will count towards the 20 hour requirement.

### Volunteer Reporting

Volunteer hours are recorded in our database and this information is used when applying for and reporting on grants and various donations. These accumulated hours are evidence of strong support for CDT and are considered an in-kind donation to Children's Dance Theatre. Please remember only those hours submitted by June 30<sup>th</sup> will count towards the annual volunteer requirement. The office asks that you submit your hours in a timely manner by reporting them as the hours are completed rather than waiting to report them at the end of the year. When possible, the parent/guardian(s), along with their dancers, should complete the hours. However, if parents utilize caregivers to complete the volunteer requirement, please submit the parent's name rather than the person actually completing the work.

In an effort to make reporting easier for CDT families, please submit your volunteer hours in the following ways:

- **ONLINE:** Visit the Tanner Dance Web site and submit your hours by clicking on the VOLUNTEER link on the CDT page.
- **E-MAIL:** Send an e-mail to [TANNERDANCE@UTAH.EDU](mailto:TANNERDANCE@UTAH.EDU). Please include the date of service, # of hours completed, the service completed, and the first and last name of the CDT parent.
- **VOLUNTEER NOTEBOOK:** There is a Volunteer Hours notebook in the front office. There is a page labeled for each CDT family to record volunteer hours. Extra forms are in the back of the Volunteer Hours notebook.

The faculty and staff wish to express our appreciation for the volunteer service provided by each CDT family. Many families exceed the 20 hour requirement and we appreciate all that you do to bring dance into the lives of children. For more information about the Volunteer Program, please contact Judy Arrington at [judy.arrington@utah.edu](mailto:judy.arrington@utah.edu) or 587-8311.

## Volunteer Opportunities

We are providing definitions of the most common volunteer opportunities for CDT. These should help you in selecting the jobs best suited for your time and talents! By volunteering for some positions you automatically receive credit toward your volunteer commitment.

**Volunteer Coordinator:** Facilitate organizing and locating volunteers for special assignments and CDT events. Assist office in reporting of volunteer hours. Communicate with CDT members about the need to complete volunteer hours through phone calls, letters, etc. Volunteer hours received: 20 hours

**Boutique:** Assist CDT with the fall and spring concert boutiques. Volunteer hours received: as many as you work!

**Class Coordinator:** Listed in the CDT directory as the class coordinator, this individual organizes a phone tree among the class members for special events, projects, concert monitors, teacher's requests, etc. Volunteer hours received: 7 hours

**Concert and Performance Monitors:** Supervise a class as it waits backstage during performances. Account for all dancers and assist with costume problems, minor first aid, hair issues, homework, etc. (This is a good way to complete most of your 20 hours!). Volunteer hours received: as many as you work!

**Flowers:** Organize and distribute flowers during concert performances. The majority of flowers are pre-ordered through the concert packet. Flowers are delivered to the Capitol Theatre and then volunteer staff distribute and sell (extra) bouquets. Volunteer hours received: as many as you work!

**Food Contribution:** Bring food to an event, party, etc. when requested. Volunteer hours received: Two hours regardless of time involved (homemade, purchased, etc.) for each event

**Office Assistance:** Light clerical, phones, preparing mailings, filing, etc. The office staff tries to have small projects available for parents who are waiting at the studio for their dancers. Occasionally, we do have projects that can be worked on at home. Volunteer hours received: as many as you work!

**Scrapbook/Archival:** Each year CDT compiles a scrapbook for archival purposes. Volunteers would help collect photos, playbills, newspaper articles about CDT, and other memorabilia throughout the season (September to August), organize and design the scrapbook, and plan scrapbook events for CDT dancers to come and complete the project. Parent volunteers would also help type the headings for each section of the scrapbook, gather scrapbooking supplies, and coordinate with the Dancers' Council Co-Advisors to help facilitate the annual scrapbooking event, which is typically held one afternoon each August for a three-hour time block. We are looking for 1-2 parent volunteers to champion this effort. Volunteer hours received: as many as you work!

**Project Coordinator/Special Event Chair:** Organize special events such as holiday parties, summer picnic, cast party, fundraisers, etc. Maintain a list of parents who assist in the event and the hours they contribute. Volunteer hours received: actual hours worked + 2 hours to complete volunteer summary

**Sewing/Costumes:** Cut out costumes, sew/mend, launder, inventory and bag. You do not need to know how to sew to help with this volunteer task! Evening and weekend hours available. Another good way to complete your volunteer commitment! Volunteer hours received: as many as you work!

August 19, 2008

Dear CDT Parents and Dancers,

The Children's Dance Theatre has always been a place of joy and refuge for our dancers. As we begin a new year of dance, we want to continue our tradition of a true community of compassion, responsibility, excellence, integrity and positive action. The faculty requests that each family take a moment to speak together about the information below. As a faculty, we shall speak with parents and dancers during their meetings and with dancers in individual classes, but it is important that we all work together to keep our studio a place of beauty and caring. Thank you for taking the time to discuss these ideas as a family and to sign and return the contract below.

Children's Dance Theatre is committed to:

- § Provide a nurturing creative environment for each dancer
- § Maintain a high quality of dance instruction
- § Encourage excellence in each individual dancer
- § Foster community and trust
- § Create a safe haven for all dancers

Dancers in the Children's Dance Theatre are committed to:

- § Respect one's body by maintaining a healthy lifestyle
- § Respect one's peers by keeping hands to oneself and by using appropriate language and behavior that is respectful and kind
- § Respect teachers, musicians, staff, parents and all of the CDT community in classes, rehearsals, dressing rooms, and on tours
- § Respect the Studio, as well as other facilities in which the company performs, by cleaning up after oneself, not jumping/climbing on the furniture, and not playing with equipment or defacing the studio or other facilities
- § Attend class and rehearsals consistently and on time with a positive attitude
- § Come prepared in appropriate dance attire with hair pulled back
- § Communicate with CDT teacher and/or CDT Director, Mary Ann Lee, regarding any immediate problems or issues

CDT faculty are committed to:

- § Educate dancers
- § Model behaviors
- § Help dancers grow with love and respect in this program

If for any reason a dancer does not meet the above expectations, he or she will be asked to:

- § Sit and watch class
- § Be suspended from the class
- § Be suspended from and or leave the CDT Company

If a teacher needs to take any of the above actions, he or she will contact parents and the Director, Mary Ann Lee.

Dancers and parents, we love you for the incredible people that you are and are thrilled to begin a new year together.

Most Sincerely,

Mary Ann Lee and the Children's Dance Theatre Faculty and Staff

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 As a member of Children's Dance Theatre, I have read and understand the responsibilities of being a dancer in the company.

\_\_\_\_\_

Dancer Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date



**Application submitted for (check one):**

- Fall/Spring Session 08-09**      **Deadline: August 8, 2008 by no later than 5:00 pm**  
*CDT scholarship assistance is carried over from the fall to the spring session as long as the dancer has fulfilled the obligations of the scholarship.*
- Spring Session 09**      **Deadline: December 5, 2008 by no later than 5:00 pm**  
*Dancers receiving a scholarship for spring session will receive a partial tuition waiver for that session only.*
- Summer Session 09**      **Deadline: May 15, 2009 by no later than 5:00 pm**

Scholarships are available to assist with Children's Dance Theatre tuition. A limited number of scholarships are available each year. Submit a completed class registration form, this application, and **attach your most recent completed tax return**. Applications for scholarship will not be reviewed without your tax return. Dancers with outstanding tuition balances may not apply for a new scholarship until the balance due is paid in full. *Answer all questions in the space provided on this form; complete information is necessary for the application to be reviewed.*

**STUDENT INFORMATION**

**New Student**

**Previously Registered**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_

**CLASS SELECTION** \*Please attach a completed registration form.

Class Code \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Tuition \$ \_\_\_\_\_

**FINANCIAL AID REQUESTED**

I am able to contribute the following amount towards tuition \$ \_\_\_\_\_  
 How much Financial Aid requested? \$ \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

**Name #1** \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
 How long have you been employed at current employer? \_\_\_\_\_

**Name #2** \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
 How long have you been employed at current employer? \_\_\_\_\_

**Which parent has financial responsibility?**     Name #1     Name #2     Both

**Student lives with?**     Name #1     Name #2     Both     Other \_\_\_\_\_

**INCOME & EXPENSE** (Please attach a copy of your most recent IRS tax return or a signed IRS Form 4506)

Annual total gross income for household \$ \_\_\_\_\_  
*\*\* Include all sources of income including public assistance, child support, housing, etc.*

Estimated monthly bills including housing \$ \_\_\_\_\_

Number of people supported by this income # \_\_\_\_\_

Include the name, age, date of birth, and relationship of all dependents

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**Why are you requesting this scholarship? Please include an explanation of any extenuating circumstances you may have.**

**ALL APPLICANTS**

- Scholarships are applied to tuition only. Dancers are responsible for any other costs accrued.
- Tuition assistance is applicable to the various sessions as outlined at the beginning of the application. Please submit a new application form as applicable.
- Dancers with outstanding tuition balances may not apply for a new scholarship until the balance due is paid in full.
- Dancers must attend class on a regular basis to remain eligible for the scholarship program.

*Everything that I have stated in this application is correct to the best of my knowledge. I agree to submit all necessary paperwork, to follow all guidelines, and meet all requirements of the scholarship.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Have you:  Completed the entire application  Included tax return form or signed Form 4506  Attach completed registration form

**Please return your completed application & forms to the Tanner Dance Program:**

BY FAX to 801.581.4091  
BY MAIL to 1901 E. South Campus Drive, Rm#1215, Salt Lake City, UT 84112  
IN PERSON to: 190 S. Wasatch Drive, Salt Lake City, UT 84112

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Date Notified \_\_\_\_\_

Tanner Dance pays \$ \_\_\_\_\_ Applicant pays \$ \_\_\_\_\_

Applicant  Accepts  Declines

Authorized Signature \_\_\_\_\_



Children's Dance Theatre

**Tanner Dance**

THE UNIVERSITY OF UTAH 

## Tour Excuse Note

To Whom It May Concern:

My child, \_\_\_\_\_, is a member of the University of Utah Children's Dance Theatre. Please excuse him/her from school on \_\_\_\_\_ as he/she will be participating in a performance.

Thank you for your support and cooperation in allowing my child to participate in this Children's Dance Theatre performance. Although this performance is on a school day, dancers are encouraged to bring schoolwork and quiet activities to keep them engaged between performances. The faculty is committed to making this experience an educational process.

If you have any questions, please contact me or a member of the Children's Dance Theatre staff at (801) 581-7374.

Sincerely,

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## CDT Parent Volunteer Form

Parent/Guardian(s): \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dancer's – First & Last Name (if different from parent) & CDT Class: \_\_\_\_\_  
i.e. Sarah Smith (C4)

### Availability

- I would like to volunteer in the studio on a regular basis according to the following schedule:  
\_\_\_\_\_  
*i.e. the first Monday of every month, every Wednesday, etc.*
- I am only available on an AS NEEDED BASIS during the times I have indicated in the box to the right.
- I prefer projects that can be done at home.
- I can only volunteer during class time.

DAY	TIMES AVAILABLE
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

### Volunteer Opportunities

Please indicate below the areas in which you are interested in volunteering:

- Class Coordinator \_\_\_\_\_  
CDT Class
- Monitor - Concert & Performance (sign-up to be a parent monitor when you register your dancer for the performance)
- Sally Foster Data Entry Online – week of September 15<sup>th</sup> (at home or in the office; 3-4 volunteers needed)
- Sally Foster – organize class orders when shipments arrive on October 16<sup>th</sup> at 12:00 pm (10 volunteers needed)
- CDT Dancer Holiday Party – December 13<sup>th</sup> (party 4:15-6:30 pm; volunteers needed before, after & during)
  - Set-Up (3:00 pm; 3-4)
  - Clean-Up (6:30 pm; 3-4)
  - Party Host (3:00-7:00 pm; 3-4)
- Decorate the Studio for the holidays
- Remove Holiday Decorations
- Employee Appreciation Week (daily recognition gifts & food, set-up, clean-up for luncheon) – February 4-9
  - Daily Recognition Gifts
  - Clean-Up/Set-Up for lunch
  - Food
- Scrapbook/Archival (1-2 parent volunteers; through year and scrapbooking, generally in August)
- Fall Boutique (6 volunteers) – End of September; Date to Be Announced; volunteers will sort, fill orders, and prepare for shipping

\*\* Other volunteer opportunities will be sent out as e-mail notifications and in the monthly News & Notes.

## Skills

Please check skill areas that you would be willing to offer the organization assistance with:

### Administrative Assistance

- Accounting/Finance
- Public Relations/Marketing/Advertising
- Writing/Proofreading/Editing
- Graphic Design
- Web site Design/Maintenance
- Fundraising

### Office Assistance

- Computer Skills – data entry/typing
  - At home
  - At studio
- Phone Coverage at Office
- Make Phone Calls from Home
- Office Assistance (photo copying, shredding, filing, etc.)
- Mailings (stuff, stamp, etc.)
  - At home
  - At studio

### Costume/Set Production

- Machine Sewing
  - At home (own machine)
  - At studio
- Hand Sewing
- Mend costumes
- Cut out costumes
- Inventory and Bag
- Launder
- Paint or build backdrops or sets
- Truck available for transportation of costumes, sets, etc.

### Creative

- Scrapbooking
- Floral Design

**Other – specify:**