



## Performance Dates & Policies 2018-2019

- Nov. 8** ..... **Commitment Forms and preliminary performance info released**  
*Forms/Fees may be submitted online at VirtuosoPerformingArts.com*
- Dec. 5** ..... **Performance Commitment/Fees Due—DISCOUNT DEADLINE!**  
*Late commitments accepted at director's discretion*
- Dec. 31** ..... **No Refunds on Production Fees or Costume Fees after this date**  
*Refunds for Production/Costume Fees will not be honored after Dec. 31*
- Dec. 31** ..... **Last day for performance class student withdrawal**  
*Withdrawals from performance classes will not be honored after Dec. 31, per your studio Agreement*
- Jan. 28-Feb 2** ... **Winter Parent Viewing Week - ALL Acting, Dance, Music, Musical Theater, Voice, Tumbling Classes**  
*View class progress*
- April 8-13** ..... **Spring Parent Viewing Week - ALL Acting, Dance, Music, Musical Theater, Voice, Tumbling Classes**  
*View class progress. Costume/performance details to be discussed in performance classes*
- May 14-18** ..... **Acting & Music Showcase Dress Rehearsals / Performances at VPA**  
*Specific dates/times listed on Acting & Music Showcase Commitment Form*
- June 8-9** ..... **Dance Production Dress Rehearsal /Performances at Evanston Township High School**  
*Specific times listed on Dance Production Commitment Form*

\*\*\* PLEASE NOTE \*\*\*

- Production fees are due by Dec 5<sup>th</sup>. Costume fees are included in tuition.
- While we do recommend that all students participate in performance to receive the full benefit of their experience at VPA, we understand that sometimes it is not possible. Please notify us by Dec 5th if your child(ren) will not be able to perform with us. We will refund any applicable costume fees.
- There are no refunds on Costume or Production Fees after December 31<sup>st</sup>.
- We do not honor withdrawals from performance classes after December 31<sup>st</sup> as specified in your registration agreement.

**Commitment Form/Fee Due Date.** Performance Commitment Form(s), Production Fee(s) and any applicable Costume Fee(s) are due on or before December 5, 2018. Late commitments will be accepted at the discretion of the director.

**Production Packet.** Each family will receive a packet with detailed performance guidelines at least one month prior to each performance.

**Performance Prerequisite.** Students may only perform in the Spring VPA Performances if they have completed the entire season at VPA in all classes with which he/she is performing, unless approved by VPA faculty.

**Dress Rehearsals.** Students/Parents agree to commit to Dress Rehearsal dates listed above and understand that Dress Rehearsal is mandatory and that any students who miss Dress Rehearsal may not be permitted to perform. Dress Rehearsals are often scheduled outside of regular class times.

**Performances.** Students/Parents agree to arrive on the above listed performance dates. Some classes may not perform in all performances. Siblings, as well as students who are enrolled in classes of varying levels, are not guaranteed to perform in the same show. VPA will make every effort to schedule siblings, and also any single student's respective classes, in the same performance.

**Event Attendance Policy.** Any special requests to leave early or arrive late must be made in writing at least 30 days prior to the production date. It is at the director's discretion whether to approve or deny such requests.

**Class Attendance Policy.** Students must follow all VPA Attendance Policies at all times throughout the season. Please see our current Student/Parent handbook for updated Attendance Policies.

**Practice Policy.** Parents agree to encourage students to practice outside of classes and rehearsals with the music and/or scripts provided by VPA. Practice music and/or scripts are included in tuition for this purpose and will be distributed no later than March.

**Production Fee.** Each student/family must include a non-refundable Production Fee per performance, as listed on the Performance Commitment Form. For the Acting & Music Showcase, the Production Fee entitles you to two (total) non-refundable tickets per family. For the Dance Production, the Production Fee entitles you to one free performance DVD per family. The purpose of a Production Fee is to offset the cost of auditorium rental, and/or technical assistance/equipment required to produce a successful performance.

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**Late Commitments.** There is no guarantee that costumes will be available for the performance if VPA receives the Performance Commitment Form and/or Costume Fees after December 5, 2018. No student is allowed to perform without his/her designated costume.

**Late Costume Payments.** To accommodate shipping costs associated with the costume companies and costs of seamstresses, each new or rented costume price will be raised by \$10.00/costume in the event that VPA receives the Performance Commitment Form and all costume fees after December 5, 2018.

**Acting & Music Showcase Ticket Sales.** Acting & Music Showcase tickets will go on sale Monday, April 8, 2019. Seats are best available, reserved seating. Certain ticket restrictions will apply; please refer to your Showcase Production Packet distributed in early April for more details. Tickets may be purchased in person or online at our website. Tickets will be available for pick-up at VPA -- please allow three business days after purchase for processing.

**Dance Production Ticket Sales.** Dance Production tickets will be available for purchase *online only* via our website ([VirtuosoPerformingArts.com](http://VirtuosoPerformingArts.com)) beginning Monday, April 22, 2019 at 10:00 AM until Friday, June 7, 2019 at 7:30 PM. You may select and reserve seats using the interactive seating chart. After June 7th, tickets will be available for purchase at the door at Evanston Township High School on June 8th (Dress Rehearsal).

**Costume Assignment.** It is at the discretion of the faculty of Virtuoso Performing Arts to choose a costume to suit the ultimate expression of each performance piece and to ensure that it is built for the movement that the performance piece requires. All costume pieces (including headpieces, shoes, tights and other accessories) should be labeled on the inside with student's first initial and last name. Please do not write directly on fabric or tags of any rented costumes. Use duct or medical tape instead. For Acting & Music Showcase performers: Some students may be given guidelines for creating their own costumes.

**Policy for New Costumes (Dance).** Costume fees are included with class tuition. Major alterations are included in this fee. Minor alterations, such as adhering straps, attaching accessories, etc., are the responsibility of the parent/student. There are **no refunds** for costumes after Dec 31, 2018. New costumes will not be distributed until all open balances are paid in full.

**Costume Rental Policy.** Some students will be required to rent a costume. Any costumes rented from VPA will require a rental fee. Rented costumes will not be distributed until all open balances are paid in full. A valid credit/debit card number or electronic check information is required for anyone renting a costume from VPA. You will be invoiced/charged for a late fee of 10% of the replacement cost for any costume not returned by the Monday following the performance. This late fee will continue to be invoiced every one week following, until the costume(s) have been returned. The replacement cost is approximately three times the rental fee of each costume and will be invoiced for lost or destroyed costumes. Late fees will accrue toward the replacement cost, if applicable; however, the rental fee will not apply toward this charge. Repair costs are based on a \$10/hour labor fee plus materials. This will be invoiced/charged for any damaged costume. (Please remember that a hot iron will damage delicate fabrics.) We will send costumes to you in the best possible condition; however, some imperfections may exist. The renter agrees to accept the costumes on an "as is" basis with the understanding that they are used costumes and may have small imperfections which do not affect the production value of the costume. If we inadvertently provide you with something that is in need of serious repair, please inform to us immediately so that you will not be charged for any damage. All rented costumes must be left at the theater (unwashed, and hung properly) at the end of the performance(s) in the condition in which they were received. Please do not write your name anywhere on the rented costume. Use duct or medical tape instead. Please do not remove any tags inside the rented costume. Each costume will be inspected for damage when it is returned to us.

**Dance Shoes and Tights.** The parent/guardian of dance students is responsible for making sure the student has the required shoes and tights for each costume on or before January of 2019. It is required that dance shoes and tights be purchased through VPA. All tights and shoes must comply with VPA's Dress Code which can be found in our current Student/Parent Handbook.

**Acting & Music Legwear and Shoes.** Please note that Acting and Music performers will need to wear specified shoes and leg wear and are not included in the Costume Fee. Generally, these will be items the students already own and do not need to purchase. Details will be available in the Production Packet released in April.

**Costume Care.** For Dance Production Performers: It is the responsibility of the parent/student to prepare and care for the costumes. Costume Guidelines are distributed with costumes. It is very important that parents read this document as each costume may have separate instructions. Major alterations will be made by VPA's seamstress; however, simple sewing may be required by parents for some costumes (i.e. sewing straps). Please do not iron costumes. We ask that students do not wear costumes prior to dress rehearsal for purposes other than altering. VPA is not responsible for lost or damaged costumes. Costumes cannot be reordered. Unfortunately, any student without a costume will not be permitted to perform. For Showcase Performers: Acting & Music Showcase costumes will remain at VPA at all times.

**Photo/Video Policy.** Any photos or videos taken during any Performances may be used for representation of VPA in future advertising.