



## Children's Dance Theatre

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Welcome to the Children's Dance Theatre of Tracy! We're looking forward to a great year! Attached is a packet containing necessary information for a smooth running season. Please read, record dates, and plan your schedules accordingly as it helps avoid confusion along the way. Being prepared will help to avoid craziness as the production and dress rehearsals draw near. Our method of communication will be by email, so please check your emails in a timely manner to obtain any necessary information or changes that may arise. You can check our website for forms and additional information at [www.cdtofracy.com](http://www.cdtofracy.com) "Like" our Facebook page [cdtofracy](https://www.facebook.com/cdtofracy) to view season info reminders and pictures throughout the season. You may also find us on Instagram @cdtofracy (tag us in your Season photographs).

Background: Children's Dance Theatre (CDT) formed in 2003 and is a non-profit organization. CDT is the product of Deborah Skinner's wonderful desire to see that all children get a chance to dance. Each production is a fluid and ever-changing show. It's great to see what new magic ensues each year. Our Artistic Director, Kellie Whitecotton, and her talented choreographers work very hard to produce new and dynamic shows. The CDT Board backs Ms. Kellie and her choreographers 100% in their talents and decisions. Please be aware of this and thus flexible with changes that may arise. Allow the creativity of our production to flourish by being an active, positive member. Attitude is a "BIG" part of it all. If we as parents have a positive attitude about the program as a whole—the kids will follow in line. Please Note: We are not The Academy of Performing Arts (APA) which is a private dance studio owned by Deborah Skinner. Therefore, APA office staff is unable to help with CDT matters.

Rehearsals: Dancers may be cast in multiple roles. Please check the Cast List carefully to make sure your dancer is attending all required rehearsals. A schedule of upcoming rehearsals will be sent weekly.

All rehearsals are mandatory. Arrive to rehearsals on time and ready to dance following the "Rehearsal Uniform & Appearance" guidelines on page 6. Only dancers 12 years old and over are allowed to leave the studio between rehearsals, otherwise no dancer leaves the

studio until parent pick-up. This includes trips to Subway, Baristas, etc. Sometimes rehearsals run past allotted time, please be patient. Choreographers are aware that two parts may be rehearsing at the same time and they will make the necessary adjustments. Remember, only 3 absences are permitted—more than that may result in the dancer losing their part. There may be parts that have less than 3 rehearsals so the number of absences may be reduced at the choreographer's discretion. Any absence is a loss of time for the dancer. They may miss crucial choreography without make-up time. The choreographers reserve the right to dismiss a dancer from a particular part if these rules are not followed. Parents may not stay during rehearsals. If you feel your child has some special needs and may need you during rehearsals, you may stay outside near the studio. Parents are not allowed to approach choreographers at any time to discuss the choreography or how they conduct their rehearsals.

**Community Performances:** There may be times CDT performs at various community shows and events besides our performances at the Grand Theatre. We don't perform the entire show but small excerpts that are chosen by Ms. Kellie. If your dancer's parts are chosen you will be notified. Performers must arrive ready to perform, dressed in their Performance Uniform. You will also be responsible for your dancer's costume pick up and return for these events. These performances are optional, but we ask that all dancers selected please participate. Dates will be determined at a later time.

**Fundraising & Volunteers:** CDT will have volunteer and fundraising opportunities throughout the season. We heavily rely on parent participation and cooperation to make these events and CDT successful. Please be prepared to offer support when and where it's needed. See "Parent Requirements" for detailed Volunteer Requirements.

# FORMS FEES REQUIREMENTS AND GUIDELINES

## 1. UNIFORMS – REQUIRED

- Rehearsal Uniform: CDT has mandatory rehearsal uniform requirements that must be followed at all rehearsals.
- Performance Uniform: CDT has a mandatory performance uniform requirement that must be followed at all performances.
- Dancers must purchase the CDT Rehearsal & Performance Uniform items online at [cdtofracy.com](http://cdtofracy.com)
- Failure to adhere to CDT Uniform Guidelines will result in dancers missing rehearsals and can jeopardize their participation in performances.

## 2. FEE SCHEDULES

- Fees are payable online at [cdtofracy.com](http://cdtofracy.com)
- Casting Audition Fee is \$15 per dancer. This fee is nonrefundable.
- Each Production Membership and Costume Fee is:
  - \$285 for single CDT Cast Member
  - \$365 for two CDT Cast Members
  - \$445 for families with 3 or more CDT Cast Members
  - \$100 Special Needs Cast Member
- Production Membership/Costume Fee is due on or before February 1, 2024 and is non-refundable. If you choose to drop out of the performance at any time during the season, fees are not reimbursed for any reason.
- There will be two membership/costume fees per calendar year. The membership/costume fee will be for each show. We do not prorate fees if you come into the season late.
- Late fee of \$25 will be added to Membership fees if not paid by September 1, 2023, no exceptions.
- Please make fee payments online at [www.cdtofracy.com](http://www.cdtofracy.com)

## 3. PARENT REQUIREMENTS

- Parents must have e-mail address and check it routinely as this is the main communication method for CDT.
- All families must have their e-mails confirmed by the CDT Chair.
- To confirm e-mail: E-mail the chair at [cdtofracy@gmail.com](mailto:cdtofracy@gmail.com) and include as the subject "Email Confirmation". You'll receive a response once your e-mail has been entered into the CDT address book. If no response is received in 48 hours, please let us know. Please do not assume we have your e-mail address.
- Join BAND for more communication
- Our website is [www.cdtofracy.com](http://www.cdtofracy.com)
- "Like" the CDT Facebook page at <http://www.facebook.com/cdtofracy>

- Follow our Instagram @cdtofracy
- Parents must make sure their child is in the required uniform for rehearsals and performances
- Parents must be willing to participate in CDT fundraising throughout the season.
- Families must volunteer a minimum of 10 hours per family, per production (20 hours per year). If you are unable to volunteer, you may choose a "buy out" option by making a \$250 donation to CDT for each production (\$500 per year).
  - 10 hours will be due by the end of each production.
  - You will be responsible for tracking your hours using the form provided online at [cdtofracy.com](http://cdtofracy.com)
  - You must have a board member sign off at the time of volunteering. You will turn these in by the end of the performances.
  - You will be billed for the hours you did not complete, at a rate of \$25 per hour.
  - Accounts must be in good standing in order to audition (having completed all required hours for past productions or paid buy out for prior hours due).

#### 4. DANCER REQUIREMENTS

- Dancers must attend ALL scheduled rehearsals for given roles. Dancers must notify the Artistic Director and Board of Directors, in advance, should they not be able to attend a rehearsal.
- Only 3 absences are permitted. If the dancer has missed more than 3 rehearsals or too many for one part, they may lose their part.
- Two hours of dance/acro study per week are necessary, not including CDT. One hour of study must be in discipline of ballet during the CDT season. Proof of enrollment is required.
- CDT members must be team players, and a positive attitude is a must.
- CDT members must have the ability to be considerate and helpful to other company members.
- Dancers must make arrangements to learn new choreography from fellow dancers if a rehearsal is missed.
- Dancers MUST be present for all performances and are required to stay until the end of each show.

#### 5. PROGRAM BIOGRAPHIES (BIO'S)

- Bios will appear with your dancer's photo in the Program. This is not optional. Please submit your dancer's biography, via email to [cdtofracy@gmail.com](mailto:cdtofracy@gmail.com) Bios will be due February 1, 2024. Late biographies run the risk of not being in the program.

## Important Dates 2024 Wizard of Oz

CDT Parent Information Meeting – During Auditions on January 7th

Auditions for Wizard of Oz – January 7th at APA

1:00 5–7 year olds

2:00 8–11 year olds

3:00 12–18 year olds

Applications due: January 7th at auditions

Scholarship Applications Due: February 1, 2024

Online Rehearsal Uniform due– February 1, 2024

Proof of Enrollment– February 1, 2024

Membership and costume fees due– February 1, 2024

Program Biographies due: February 1, 2024

Headshots– TBA

Spring Fundraiser– Community Center TBA

Online Performance Uniform due– April 1, 2024

Break-a-Leg Ads for Cinderella – April 1, 2024

Commemorative Garment Order due: April 1, 2024

Mandatory Tech Rehearsal Act 1 – May 1, 2024 5pm at Grand Theatre

Mandatory Tech Rehearsal Act 2 –May 2, 2024 5pm at Grand Theatre  
Mandatory Dress Rehearsal Act 1 and 2 –May 3, 2024 5pm at Grand Theatre

Wizard of Oz– May 4, 2024 1:00pm and 6:00pm Grand Theatre

Wizard of Oz– May 5, 2024 1:00pm Grand Theatre

## COSTUME & UNIFORM INFORMATION

CDT assigns performance costumes and costume accessories to all parts dancers have been assigned. Dancers will need to purchase appropriate shoes for each dance. Costumes belong to CDT and are altered each year for the dancers who will wear them. Costume fittings may take place during and after rehearsals, or on a date scheduled in advance. Please keep in mind, dancers may need to stay after rehearsal for 10–15 minutes for these fittings to take place.

### IMPORTANT REMINDERS

- All costumes have required shoes that are purchased by parents.
- Required shoe list will be emailed after the Cast List is distributed.
- Be advised: parents will not be allowed while fittings are taking place.
- Your dancer should be dressed in their CDT required rehearsal uniform.
- When costumes are in dancer's possession: Please make sure all costumes pieces remain together with appropriate tags AND hanger.
- If your part is selected for Community Performances, you will be scheduled a time to pick up your costume after alterations are completed.
- Costumes that have been released and are in dancers care should not be worn while eating, drinking or playing, or for photography purposes.
- Please DO NOT wash or iron any of the costumes or accessories!
- Any questions regarding costumes please email us at [cdtofracy@gmail.com](mailto:cdtofracy@gmail.com)

## REHEARSAL UNIFORM GUIDELINES

### REHEARSAL UNIFORM

- CDT requires members to wear the CDT issued rehearsal uniform items to any and all rehearsals. Items consist of:
  - Female Cast Members (PAGE 8) – Required CDT logo leotard, required tights, optional black shorts or optional ballet skirt. If sports bra is worn, it must be a plain black sports bra.
  - Male Cast Members (PAGE 8) – Required CDT logo white performance tee, and CDT logo athletic pant or plain black athletic short of your choice.
- If members like to wear optional items, they must be CDT issued.
- Dancers must wear ballet or jazz shoes to all rehearsals.

- Tights should be clean, rip and snag free.
- You must arrive at all rehearsals already dressed in your rehearsal uniform and be ready to dance.
- Failure to adhere to uniform guidelines will cause your dancer to miss rehearsals.

## HAIR

- Female dancers must wear their hair in a low bun with a plain hair net, secured with bobby pins, and all strays slicked back.
- Hair accessories will be available via [cdtoftarcy.com](http://cdtoftarcy.com)

## REHEARSAL UNIFORM

### GIRLS/WOMEN'S



COTTON TANK  
CDT LEO  
REQUIRED



COTTON LONG  
SLEEVE CDT LEO  
REQUIRED



TIGHTS  
REQUIRED  
CDT Issued Pink



DANCE SHORTS  
OPTIONAL



WRAP SKIRT  
OPTIONAL

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### BOYS/MENS



CDT LOGO  
SHIRT  
REQUIRED



CDT LOGO  
PANT  
REQUIRED

## PERFORMANCE UNIFORM GUIDELINES

### PERFORMANCE UNIFORM

- CDT requires members to wear the CDT issued performance uniform items to any and all performances. Items consist of:
  - Female members (PAGE 10): CDT issued required nude leotard with clear straps and CDT issued required pink colored tights.
  - Male members (PAGE 10): CDT issued performance undershirt, and plain black fitted "biker" style shorts.
- Dancers should have the appropriate shoes by character they are assigned. Required Shoes from "Required Shoe List".
- Required Shoe list will be emailed to parents after the Cast List is sent.
- Dancers should not wear undergarments (underwear) under their tights or wear bras/sports bras under their nude leotard.
- You must arrive to all performances already dressed in your performance uniform and ready to dance.
- Failure to adhere to the performance uniform guidelines may jeopardize dancer's participation in performances.

### HAIR

- Female dancer hair should be in a low, neat bun at nape of neck. Bun should be as low as possible to accommodate various headpieces and hats.
- Cover bun with a plain hair net. The thin kind that is the same color as hair. The hair net is then wrapped around bun and secured with bobby pins.
- Please use only hair colored bobby pins, no diamonds or colored bobby pins.
- Slick back any bangs, fly-away or loose hairs with bobby pins and use a plastering hair spray. Best one is Got 2 Be Glued. Can be purchased at Wal-Mart, Target, Rite Aid, and Walgreens.



- DO NOT ADD ANY – bows, ribbons, diamonds, hair glitter, fake hair pieces, fancy bun covers, headbands etc. We like to emphasize our dancer’s beautiful faces not distract with glitz, glitter.

## MAKEUP

- No heavy make-up, dark colors or bright reds. It does not look right in this performance. Girls 12 years and under should have very light blush in soft pinks and light lipstick in the same colors.
- No heavy eye liners or eye shadows – no glitter, jewels, face painting.
- If your dancer’s part requires any added make-up effects, it will be done by make-up personnel backstage.
- All fingernail polish and jewelry should be removed (including earrings).

## MISCELLANEOUS

- Limit personal items brought to performances.
- Label all shoes and personal items before arriving to performances
- Performance Uniform and Appearance guidelines apply to Community Performances.
- Hair accessories will be available for purchase on our website [cdtofracy.com](http://cdtofracy.com). These items are optional to purchase through CDT.
- Orders are due by 04/1/24

## PERFORMANCE UNIFORM

### GIRLS/WOMEN’S



**ADULT NUDE LEO**  
Must have clear straps  
REQUIRED



**CHILD NUDE LEO**  
Must have clear straps  
REQUIRED



**TIGHTS**  
REQUIRED  
CDT Issued Pink

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### BOYS/MENS



CDT ISSUED  
SHIRT  
REQUIRED



DANCER TO PURCHASE  
ON OWN  
REQUIRED (please purchase fitted shorts)