



# COMPANY INFORMATION PACKET 2021-2022 SEASON

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[www.rispa.net](http://www.rispa.net)

**Please read all information carefully to be sure you understand the commitment you and your student are making. As a member of RISPA Company, students are required to fulfill their obligations as outlined in this document. If obligations and commitments are not fully met, students can be disqualified from Company and/or Company performances and may not be accepted into Company for future seasons.**

## **AUDITION CLARIFICATIONS**

- Company auditions whether in-person or virtual are open to everyone regardless of your status as a RISPA student.
- If you are already a Company Member, you **must audition EACH season for placement. Previous Company status has no bearing on your acceptance into Company for the upcoming season.**
- Placement in a Company is at the sole discretion of the Audition Board.
- Professional appearance, hard work and putting in effort matters during the audition process. Specific items needed for auditions are as follows:
  - ❖ **Dance** ~ appropriate dance shoes and comfortable dance attire.
  - ❖ **Musical Theatre & Voice** ~ prepare a 32-bar or 1-minute cut of a song of your choice with a backing accompaniment (no words).
  - ❖ **Acting** ~ 1-minute (maximum) memorized monologue. Be prepared to introduce yourself and the piece.

Nonrefundable **audition fee of \$10** for each Company audition that is Prepaid & Pre-registered prior to auditions. Nonrefundable **audition fee of \$15** for each Company audition paid & registered for on the SAME DAY (a.k.a. Pay-As-You-Go) that the audition is taking place. **(CASH OR CHECK ONLY)**

## **MAKE-UP AUDITIONS**

Only those students who **pre-register and pay for an audition will be considered for a make-up audition.** HOWEVER, there is no guarantee that there will be space in any particular Company once the audition period has finished. If a Company is at capacity based on faculty discretion and therefore, a makeup audition is not possible, you will be given a refund of the audition fee if you had pre-registered and prepaid for the audition.

## **AUDITION CONFLICT POLICY**

Auditions for the 2022-2023 Company will be over the course of a whole week, **March 14-20, 2021... (MON, 3/14: Jazz Audition//TUES, 3/15: Hip Hop Audition//WED, 3/16: Musical Theatre Audition//THURS, 3/17: Contemporary Audition//FRI, 3/18: Tap & Acro Auditions//SAT, 3/19: Lyrical & Voice Auditions//SUN, 3/20: Ballet & Acting Auditions).** The deadline to notify the office of a conflict with these audition dates, submit an audition conflict form and be eligible for consideration for a make-up audition is **Friday, Jan. 14, 2021.** (As stated above under Makeup Auditions, if a particular Company is at capacity based on faculty discretion after the audition period, then a make-up audition will not be necessary.)

- Examples of possibly approved conflicts: Prom, 8th-grade trip, professional theatrical productions.
- Example of conflicts not approved: birthday parties, family outings.
- Only family emergencies or documented personal illnesses will be accepted for consideration for a makeup audition after this deadline.

## **MANDATORY SUMMER INTENSIVE WORKSHOPS**

When you are accepted into Company, you must attend **ONE Mandatory** Summer Intensive Workshop.

### **Elementary School Company Members (\$250):**

**June 14-17** (M-Th)... 9:00 am- 12:30 pm & **June 18** (F)... 9:00-10:30 am

**OR**

**July 19-22** (M-Th)... 9:00 am-12:30 pm & **July 23** (F)... 9:00-10:30am

### **Middle School Company Members (\$250):**

**June 14-17** (M-Th)... 1:00- 4:30 pm & **June 18** (F)... 11:30 am-1:00 pm

**OR**

**July 19-22** (M-Th)... 1:00-4:30 pm & **July 23** (F)... 11:30 am-1:00 pm

### **High School Company Members (\$250):**

**June 14-17** (M-Th)... 5:00-8:30 pm & **June 18** (F)... 2:00-3:30 pm

**OR**

**July 19-22** (M-Th)... 5:00-8:30 pm & **July 23** (F)... 2:00-3:30 pm

The **MAKE-UP 2-Day Weekend Intensive** is **Saturday, Aug. 28**...2:00-6:00 pm **AND Sunday, Aug. 29**... 2:00-6:00pm ~~ by approval of Mr. Danny and Ms. Georgina only.

**SUMMER INTENSIVE WEEK MUST BE CHOSEN AND PAID FOR BY BLACKOUT THURSDAY, APRIL 22.** For questions concerning Summer Intensives, please contact front desk.

## **PHOTO/BIO/VIDEO POLICY**

Each member is required to have a professional headshot taken by RISPA's photographer.

***This is mandatory for NEW Company Members and optional for returning Company Members.***

- Headshots will be framed and put up on the Company wall.
- Headshots will be used in the Acting show, Ballet/Voice show & Winter Spectacular show programs.
- The price of the **photo session is \$100**, which includes an 11x14 copy for the RISPA wall and an 8x10 copy for the student to keep.
- **Headshots will be taken on June 18<sup>th</sup> & July 23<sup>rd</sup> from 10:30am-12:00pm & 1:00-2:30pm on both days.**

Each member is required to submit a 75-word BIO for the program. Bios can include age of student, grade, school, Companies they are in, hobbies, interests, etc. **Please submit bio to [rispaprint@gmail.com](mailto:rispaprint@gmail.com) by the end of your Summer Intensive Week.** If no bio is received, no headshot or bio will be included in the show programs.

During the season, photos and/or videos may be taken of the students and used in marketing materials for RISPA. All parents must agree to grant permission for RISPA to display any images on the website, social media outlets, billboards, posters, etc.

## **REHEARSALS**

Attendance at all Company rehearsals is **MANDATORY!**

- Commitment to rehearsals is the cornerstone for success in the Company program.
- **It is mandatory to be available for rehearsals as indicated on the Company Calendar that was included in your Company Folder.** This could include Fridays and Saturdays in November (*excluding Thanksgiving*), December (*excluding winter break*) and/or January leading up to the Winter Season shows (*which includes the Acting show, Ballet/Voice show, and Winter Spectacular shows*).
- It is also crucial to attend Company classes during the weeks leading up to the Access Broadway competition. These classes will act as rehearsals before we go to compete.

## **ABSENCES**

If your child is going to be absent for any Company class, tech class, rehearsal or event, the Company student or parent must **EMAIL [louchiey@comcast.net](mailto:louchiey@comcast.net)** (*with the child's name in the subject line*) with the reason for the absence. If there is an emergency or you are going to be late, please call RISPA at 678-620-3500, or if we are off-site (competition) call Mr. Danny, 404-587-4914.

**More than 1 UNEXCUSED absence per SEMESTER** puts a student at risk of losing their Company position especially since a student can join the Company class via Zoom to be marked Present. For this reason, only family emergencies or extenuating circumstances that prevent them from having internet access will be allowed. Please be advised that agreeing to Company is a 10-month contract and you will still be liable for all Company fees.

***Failure to attend Company rehearsals or Company classes could result in a student being excluded from a production number and/or a lead role.***

## **WINTER SEASON SHOWS & SPRING SHOWCASES**

- Participation in the shows is **MANDATORY** as a Company Member.
- All rehearsals and dress rehearsals scheduled for the shows are **mandatory** (*please refer to the Company Calendar and the Mandatory Rehearsals & Performances Calendar for details*).
- Each Company Member **must purchase SIX tickets** for the Winter Season (*which includes the Acting show, Ballet/Voice show, & Winter Spectacular shows ~ combination of any totaling six*) and **SIX tickets** for the Spring Season (*which includes the Acting Show & Spring Showcase ~ combination of any totaling six*).
- Each Company Member is required to make a **contribution of \$25** cash or check made payable to RISPA or an equal-value gift card or acceptable gift for our **Basket Raffle**. **This is due at the same time your August tuition is due OR this can be paid at the time of registration.**

## **COMPETITION**

RISPA has competed at the Access Broadway Competition since 2007 and has found it to be an amazing experience. It's a great way to measure our students' level of performance, a wonderful bonding time with our RISPA family, and FUN! RISPA students have done very well and as a whole, RISPA has been awarded many titles including "Best Performing Arts School in America" (Nationals 2013), "Best Performing Arts School" regionally almost every year since 2013, "Best Dance School", "Best Directors", "Best Production", "Best Choreography". In 2018 we swept all three titles, "Best Junior Diva Dance School," "Best Senior Diva Dance School," and "Best Diva Musical Theatre School." And most recently, at this past competition in 2021, "Best Junior Diva Dance School", "Best Diva Musical Theatre School" and "Best Senior Choreography".

**It is MANDATORY for ALL Company Members to compete at Access Broadway, Feb 25-27, 2022**, in the Atlanta area (*date subject to change*).

The financial commitment is as follows (*at the time of print*):

- ❖ Solo entry fee = **\$100**
- ❖ Duet entry fee = **\$65**
- ❖ Trio entry fee = **\$65**
- ❖ Group entry fee = **\$55 per performer**

- All Company Members will compete with their respective Company and may have the opportunity to do a solo, duet, or trio.
- Voice Company Members are required to participate in **2 group entries**.
- In addition, small group pieces will be entered in the competition. Students for these pieces will be chosen at the discretion of the faculty.
- Each performer is responsible for his/her own travel to and from the competition, lodging, and any other expenses incurred during the competition.
- A USB with video & photos of RISPA performances from Access Broadway will be available to purchase through RISPA. Private lessons may be required of students for a separate fee if they are doing a solo, duet or trio performance. You are required to fill out an entry form and have the private lesson instructor sign the form before starting the piece. We will not accept any outside choreography without prior documented approval from Mr. Danny & Ms. Georgina.

## **CLASS ATTIRE**

**A detailed attire sheet will be given out at your Summer Intensive and is posted online.**

- Company Members must purchase the RISPA Company Jacket and T-shirt. Jackets and T-shirts are to be worn to and from performances at Access Broadway and other occasions.
- Order forms were included in your Company Packet and will be available at the Summer Intensive Workshops as well.
- Sample sizes will be available to try on during Summer Intensives.
- **DEADLINE to order Company Jackets and T-shirts will be the LAST day of your student's Intensive Workshop, Friday, June 18<sup>th</sup> OR Friday, July 23<sup>rd</sup>. Even if you plan on attending the MAKE-UP Intensive Weekend in August, your jacket and t-shirt order is due by the previously listed Fridays.**

## **PERFORMANCE REQUIREMENTS**

### ***GIRLS:***

- Hair must be in a classic bun, unless stated otherwise by the instructor.
- Must have a nude leotard (nudies).
- Make-up:
  - ❖ Base, powder, blush and eye shadow
  - ❖ Dark skin tones may wear browns and gold
  - ❖ False eyelashes for Middle & High School Dancers
  - ❖ Red lipstick
  - ❖ Black eyeliner

### ***BOYS:***

- Hair must be neatly groomed
- Possibility of character makeup if necessary.

## **COSTUME POLICY**

**Each Company Member will have an individual minimum costume requirement.** All students must understand that they may be required to purchase costumes. **One or more or all** of the following situations may apply to your company costume requirement.

- **PROVIDED BY RISPA...** Costumes may be provided by RISPA in which case a **\$40 rental/cleaning fee** will apply.
- **NEED TO BE ORDERED** by RISPA... Some costumes may need to be purchased by RISPA for the Company Member at a **cost of \$75 or less**. Costumes will then become the property of the student and will be returned to them at the end of the season.
- **PROVIDED BY STUDENTS...** Some costumes may need to be provided by the student themselves such as clothes they would have at home.

## **APPRENTICE (AP) STATUS**

- If you are designated as an Apprentice in an individual Company class, it means that you have been assigned to that Company Class because of your great potential and should be able to meet the class requirements eventually. This type of assignment is done on an exception basis and not assigned often. NO ONE other than the student and the instructor will know of your Apprentice status so PLEASE KEEP IT CONFIDENTIAL. However, an Apprentice may not be able to perform with that specific Company class if they are not keeping up. *For example, you may be in a Jazz Company Class and then an Apprentice (AP) in a Hip Hop Company Class which means that your Apprentice status ONLY applies to the Hip Hop class.*

## **TECH CLASSES**

- All Company Members will be assigned one or more required tech classes.
- All Acro, Jazz, Lyrical and Contemporary Company Members must take a mandatory Ballet technique class **unless** they are in Ballet Company.
- All Hip Hop, Tap, Musical Theatre and Voice Company Members must take a mandatory Jazz technique class **unless** they are already in a Ballet tech class or in Ballet Company.
- Company Members who are **ONLY** in Acting Company are required to take a dance tech class or an additional acting class.
- Company Members could be required to take additional assigned classes if RISPA management finds it

- necessary for their Company growth.
- Additional technique classes are available for an additional \$50/month.
- Tech classes are not performing classes.
- **Company students must get permission to enroll in an Open Class. It is not recommended that Company students take Open Classes.**

## **COMPANY OPEN HOUSE**

Open House for Company Members **ONLY** is **Sunday, August 8<sup>th</sup> from 4:30-6:30pm**. It is recommended that all Company Members attend. This is a great opportunity to meet your fellow Company Members. **Company parents will be able to sign up for Parent Crews if they haven't already done so during registration.**

## **MANDATORY PARENT REQUIREMENTS**

### **\*\*\* NO EXCEPTIONS \*\*\***

Parents are required to do 20 hours of work support throughout the season. With our RISPA PARENT CREWS, parents will have specific jobs according to their Crew and plenty of opportunities to work.

**COSTUME CREW** ~~ including, but not limited to: blinging, sewing, steaming, some set help, helping Ms. Georgina on Wednesday and/or Friday mornings, helping with garment bags, Access Broadway dressing room duties, etc.

**FRONT OF HOUSE CREW** ~~ including, but not limited to: working various shows selling tickets, concessions, flowers, ushering, tidying theatre before and after shows, etc.

**BACK OF HOUSE CREW** ~~ including, but not limited to: working various shows in the dressing rooms and backstage, working tech such as lights or sound, putting on mics (*requires working a dress rehearsal as well*)

**DAD'S CREW** ~~ including, but not limited to: stage set-up and take-down; loading and unloading truck; set building, driving truck to Access Broadway, moving props during and in between performances at Access Broadway.

***CREW MEMBERS will be assigned specific workdays. Once assigned and agreed on by you, if you cannot make it, you will have to pay for those hours so that one of our RISPA Student Crew members can work in your place or you will need to find another RISPA parent to work for you.***

- Parents can purchase a "RISPA Parent Crew" polo-type shirt for \$25 if they will like one.
- Parents have the option of **opting out** of working on a crew by **paying \$200** in order to have a RISPA Student Crew member work in their place. (CASH OR CHECK ONLY... Write check out to CASH and NOT RISPA.)
- Failure to fulfill this obligation will result in the removal of your student from Company.
- Parents who have not started their hours by January will be charged \$100 which equates to 10 hours of work.
- Parents who have not completed 16 hours of their 20 hours by March 31, 2021 will be charged for the remaining at \$10/hour.
- Company Members who have been in Company for at least four seasons and are at least 15 can be eligible to work on the RISPA Student Crew. (*See front desk if interested.*)
- Please remember that multiple family members can earn hours separately OR during the same event.
- If you have issues with your hours, please contact Mr. Danny at 404-587-4914.

## **TUITION**

***Failure to comply with the following requirements could result in the immediate termination of your Company position.***

Upon acceptance into the Company, the following fees are due:

- Nonrefundable payment in full for the **Summer Intensive Week** (*payment due at registration OR no later than Blackout Thursday, April 22*).
- **APRIL 22, 2021 IS OUR BLACKOUT THURSDAY DEADLINE BY 10:00PM.** Any Company Member who has not turned in their signed Company Enrollment form, Company Agreement, Mandatory Rehearsals & Performances/Conflicts & Other Organized Activities Combo form, Company Parent Meeting form, Parent Required Work Hours form, Covid-19 Waiver, Headshot form (*if applicable*), Company Attire form (*if applicable*) and Additional Competitions form (*if applicable*) with the payment for the Summer Intensive by this date will be dropped from the Company and their position given to another student.
- **Payment for the 10th month's** (May 2022) nonrefundable installment of Company tuition is **due by the LAST day of your student's Summer Intensive Workshop or NO LATER THAN 7/23**. Students approved to take the Make-Up Intensive Weekend will also have to pay their May 2022 payment no later than 7/23. Pay this by June 1<sup>st</sup> and the \$35 registration fee is waived.
- **August tuition** is due the **first week of the season**, which starts **Aug. 9, 2021**.
- **Ten installments during the season are due and are nonrefundable, regardless of attendance or withdrawal.**
- Tuition is **due on the 1<sup>st</sup>** of each month and is **late after the 10th**. A **late fee of \$25** will be charged to my account if not paid **by the 15th**.
- If paying tuition in two split installments, there will be a 5% discount. If paying tuition in one installment there will be a 15% discount. **ALL PAYMENTS ARE NONREFUNDABLE. In order to receive the discounts, payments for split or full tuition must be made by CASH or CHECK on or before August 15, 2021.**
- Throughout the Company season, tuition payments can be made at the front desk, OR placed in our DropBox to the left of the front door, OR paid through the parent portal, OR made via our **NEW PARENT PORTAL KIOSK** located in the lobby.
- A \$35 NSF fee will be charged to your account for all returned checks.
- **All Company accounts must be current prior to any performances, competition, or auditions for the next season. Accounts that are habitually late (overdue two months or more per season) will be required to be on auto-pay to continue or be dropped from Company.**