

PLEASE READ THE FOLLOWING CAREFULLY! The receipt of your fee and signed registration form constitutes a contract between you, Eighth Street Studio, and Choreographers' Performance Alliance. It confirms that you have read, understood, and agreed to abide by the following policies and procedures.

1. **REGISTRATION:** The fee for the performance is \$60.00. Registration fees and application must be received no later than September 24, 2010. **The fee is non-refundable.** There are 6 performance slots per evening. **Each slot allows a maximum of 15 minutes of performance and set-up/breakdown time.** Your actual piece should run no longer than 12 minutes. If you want to present work on two separate evenings (either the same piece or different) you may do so at the reduced rate of \$110.00 for the two slots.
2. **ORIENTATION MEETING:** You (or a designated representative) **MUST** attend the orientation meeting on Thursday, October 14 at 5:45 pm. The meeting will take place at Eighth Street Studio (a perfect time to check out the performance venue if you don't already know it). It should not take more than 2 hours. Introductions and information regarding the series will be given. This meeting is essential to the success of the series. \*\*\*You will have an opportunity to connect with the other artists on your evening following the general meeting. Let's create an artistic community!\*\*\*
3. **ADVERTISING:** The audience for WIW is first and foremost made up of friends and fans of the performers. An e-flyer listing the entire series will be sent out leading up to the performance weekends. The e-flyer will be forwarded to all artists. Feel free to send this e-flyer to lists you are on or to organizations that will forward it. Getting the word out about the series is key to having good houses. Hard copies of the flyer will be available for you at the meeting to post or mail on your own. Please do what you can to publicize your night of the series PLUS the series as a whole. If we all think of this series as something we create together we will have greater success. Get to know your fellow artists, connect with your evening's host, spread the word about this unique performance and encourage your community to be open to all of the work being done on each of the evenings.
4. **TECHNICAL ASSIGNMENT:** You are required to carry out one technical assignment for each performance slot. The series depends on each participant fulfilling their crew assignment. You may arrange for someone else to carry out that assignment for you, but you must provide us with that person's name and phone number. Information about what the production jobs entail will be explained in greater detail at the Orientation Meeting. Many participants found working this "shift" as being very satisfying. They were able to contribute to another evening of performance, thereby feeling a greater connection to the series as a whole.
5. **RUN-THROUGHS:** Each performer will be assigned a **specific** run-through time on the same day but prior to the performance. This allows the host, and tech staff to become familiar with your piece and to set sound and light levels. These run-throughs begin at 5:00 promptly. Each performer gets 15 minutes for the run-through. With such a tight schedule it is imperative that ALL performers arrive and are completely ready to start at the scheduled time. If you miss your time, you may have to forfeit it. If you have participants who are unfamiliar with the studio and its location, please give them instructions in advance of the performance day. This run-through schedule is **strictly** adhered to. If you want extra rehearsal time on another day, please call Jim Beatty at Eighth Street Studio (510-527-5115) to arrange it.
6. **TECHNICAL SPECIFICATIONS:** Works **must** be presented in low-tech style. There are no provisions or time to do any involved technical work. Hand props are fine, but set pieces are generally not appropriate. If you have any special requirements you must check with the production staff in advance. **Recorded sound** should be on CD. Your name and piece should be clearly indicated on the CD. And there should be nothing else on the CD. **Lighting** will be very simple and is limited by availability of equipment. You may request opening and the ending effects, and establish a level for the remainder of the piece, but there will be **no internal light changes** allowed within pieces.
7. **COMP TICKETS:** Due to very limited seating, there are absolutely no complimentary tickets for the series. However, **as a participant in the series you may attend any other night for free**, and we encourage you to do so.
8. **VIDEOGRAPHY:** WIW is hiring a videographer for the entire series. There is no room in the seats for additional equipment so please do not bring your own videographer. **PHOTOGRAPHY: There is no photography allowed during the performances.** Staff will ask anyone trying to photograph to leave or relinquish the camera until the performance is over. If you want to do a photo session, make arrangements to rent the studio for an hour at another time.
9. **POST-PERFORMANCE DISCUSSION:** Please plan to participate in the discussion following your performance and encourage your performers to do so also. This is a lively and entertaining part of the evening for both the audience and performers, and is an essential part of the *Works in the Works* format.
10. **PERFORMANCE:** We understand that things do come up making it difficult or impossible to participate in this series but we ask that you only pull out of the series if there is no way for you or your group to perform. Please make sure you have a piece that is at a good place in its progress, all of your performers are available, the orientation meeting, and the production dates fit within your schedule before taking a slot in the series.

Thank you for your interest. Please complete the registration form and send in with payment before the application deadline of September 24.

***Don't forget about the Orientation Meeting on Thursday, October 14 at 5:45 pm.***

***Eighth Street Studio 2547 Eighth Street, Berkeley***