

## WORKS IN THE WORKS POLICIES AND PROCEDURES

PLEASE READ THE FOLLOWING CAREFULLY!

**The receipt of your fee and registration form constitutes a contract between you 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 and is non-refundable. There are a maximum of 6 performance slots on each evening, and each performance piece is limited to a maximum duration of 10 minutes (this is a hard limit). Registrations will be accepted on a first come, first served basis. We no longer offer participants the option of signing up for two slots on the same evening. 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 two slots.

You may register online or by mail. Please make all checks payable to: Choreographers' Performance Alliance. Your registration is not complete until payment for registration fees has been received.

2. **ORIENTATION MEETING:** You (or a designated representative) **MUST** attend the orientation meeting. Introductions, information, expectations of artists and their tech roles, as well as advertising materials will be provided. This meeting is essential to the success of the series, and if you miss it you may risk losing your performance slot.

3. **ADVERTISING:** Since the audience for WIW is primarily composed of supporters of the artists and performers, it is essential that you are proactive in marketing the event. We encourage you to reach beyond your normal circles. Invite people who could share an important and useful perspective with you and your fellow artists, even and especially people who aren't active in the arts community. Invite people who can offer thought-provoking constructive criticism that may push your work to new places. Marketing strategies:

- Share our Facebook posts, Facebook event, & artist features on your timeline (Like & follow [facebook.com/choreographersperformancealliance](https://facebook.com/choreographersperformancealliance)). Connect with fellow artists!
- Post pictures/videos of your rehearsals & preparations, as well as our marketing flyer, on your Instagram and Twitter accounts.
- Email your friends, family, and co-workers (the more personal the invitation, the better!). We will forward you our e-flyer.
- Pass out our marketing flyers to your friends, family, co-workers, and community, and post them at work and in studios, schools, and cafes that you frequent.
- TALK about the festival!!! To everyone, and give them the opportunity to support your work.

4. **TECHNICAL ASSIGNMENT:** You are required to carry out one technical crew assignment for each performance slot you register for. The success of the series depends on each participant working their

assignment. You may arrange for someone else to carry out your assignment for you, but you must provide us with that person's name and phone number, and that person must attend the Orientation Meeting. Information about what the production jobs entail will be explained in greater detail at this meeting. Many participants found working this assignment to be very satisfying. They were able to contribute to another evening of performance, thereby feeling a greater connection to the series as a whole.

**5. TECH/RUN-THROUGH:** Each performer will be assigned a 15 minute run-through time slot on the day of their performance. This allows the WIW staff, host, and tech crew to become familiar with your piece and to set sound and light levels. It is imperative that ALL performers arrive at least 20 minutes prior to their run-through so that they are completely ready to start at the scheduled time. If you miss your slot, you may have to forfeit it. If your performers are unfamiliar with the studio and its location, please give them instructions in advance of the performance day. You may want to have your performers do their tech in costume, as we typically take archival photos during tech.

- **TECHNICAL SPECIFICATIONS:** This is a low-tech series. There will not be time or staff to facilitate any involved technical work. Hand props are fine, but set pieces are generally not allowed. If you have any special requests, you must run them by Claire Calalo, Project Director ([worksintheworks@gmail.com](mailto:worksintheworks@gmail.com)) well ahead of the performance dates. Recorded sound must be emailed to Claire at least one week before your performance. Please bring back up copies of your music in case of emergencies. Lighting is essentially lights up/lights down.

- **COMP TICKETS:** Due to very limited seating, there are no complimentary tickets available for the series. However, as a choreographer in the series you may attend any other night for free, and we encourage you to do so. Dancers and performers will be able to watch the show after they perform if space allows, but if they'd like to come to other evenings of performance they will need to purchase a ticket.

**3. VIDEOGRAPHY:** The additional cost for a video of your performance at Works in the Works will be \$10 (cash, check or online with a credit card). This fee covers the costs of our staff videographer, editing, and web hosting services. The video of your performance will be uploaded to a private Vimeo account and made available for you to download no later than 4 weeks after your performance date. There is no room in our house for additional video equipment, so please do not bring your own videographer. You are welcome to film or photograph your tech run-through.

- **PHOTOGRAPHY:** Photography is not allowed during the performances. Our staff photographer, Douglas Berry, often takes photos for our archives during tech run-throughs, but if you want to arrange for him to specifically photograph your piece and have access to the photos, you will need to contact him about pricing at least one week prior to your performance date ([DouglasVBerry@gmail.com](mailto:DouglasVBerry@gmail.com)).

- **POST-PERFORMANCE DISCUSSION:** It is our expectation that you participate in the discussion following your performance and we highly encourage your performers to do so as well. This is the perhaps the most important part of the evening, as you will ask questions about your work, gain valuable insight into

your viewers' perceptions of it, and offer questions and ideas to the other artists. This artistic exchange is the foundation of Works in the Works! Each artist will be allocated equal discussion time and the entire discussion will not last longer than 1 hour, beginning immediately after the performance.

- CANCELLATIONS: We understand that extenuating circumstances do occur which could make it difficult or impossible to participate in this series once registered. However, we ask that you only pull your work out of the series if there is absolutely no way for you or your group to perform. Registration fees are non-refundable. Please ensure that you can commit to the entire experience and all of its dates and responsibilities before you register for a time slot.

**Thank you so much for your interest in Works in the Works!**

Please register and pay online, or complete the registration form and send it to the below address with payment (cash or check made payable to: Choreographers' Performance Alliance) before the application deadline.

Choreographers' Performance Alliance c/o Western Sky  
Attn: Claire Calalo, Works in the Works  
2547 Eighth Street #13A  
Berkeley, CA 94710