

**Special
Number
Information
and
Contract**

Paul Klocke Dance

Special Numbers Information and Contract

For Solos, Duos, Trios, etc.

General Information for Dancers, Parents, and Choreographers

Any Performing Group Member is eligible to compete a Special Number. Of the competitions we attend, some allow any and all routines to compete; others are more restricted, and either do not allow solos to compete, or only allow a certain number of dance routines from any one studio to compete. (We will discuss options with the dancers should we perform at a more restricted competition.)

PLEASE NOTE: Studio tuition payments must be in good standing and up to date before undertaking the financial commitment of a special number. Students must also be taking their regular classes, including performing group classes, without excessive absences before undertaking the time commitment of a special number.

Competing a Special Number and Optional Competitions

Of the competitions we attend, most allow any and all routines to compete; others are more restricted, and either do not allow solos to compete, or only allow a certain number of dance routines from any one studio to compete. (We will discuss options with the dancers should we perform at a more restricted competition.) There are also many competitions that students can attend on their own, other than the mandatory ones we attend as a group. We can assist students in entering these alternate competitions; however, we cannot guarantee that an instructor will be present.

OPTIONAL COMPETITIONS: Several competitions use different software or have different protocols for their individual event registrations. Many competitions also have different ways of communicating changes and announcements; this can create very difficult (and confusing) situations for us if we are not extremely organized. To ensure we are doing our very best to take care of you and keep you informed, we will be using the below Optional Competition Form to keep track of any competitions (not mandatory) you would like to attend. We will also include this form in our Performing Group Contract for the upcoming year.

Please note the due dates to hand in your form in reference to the dates of the competitions:

Form due on October 1st* for events in January-May

Forms due on November 1st* for events in February-May

Forms due on December 1st* for events in March-May

Forms due on January 13th* for events in April-May

Forms due on/before April 1st** for National events

*If you miss the deadline for registering for a specific competition, this will incur an extra processing fee of \$15 per dancer/per event. We will try our best to accommodate you as many competitions sell out early. We highly recommend taking advantage of the earliest date to secure your space at the event of your choice.

**Special note about Nationals: If you would like to attend a "Nationals" event, please let us know ASAP. Although they are slated for summer 2020, they fill up quickly. Letting us know after April 1st will incur an extra processing fee of \$15 per dancer/per event. .

Cost of Competing a Special Number (Solo/Duo/Trio)

There is a financial responsibility when competing a special number. Students are responsible for competition entry fees, costume costs (if any), and choreography costs. Each of these costs will vary based on the choices made - see below for options. In addition, families are responsible for any transportation or lodging costs they may need to attend competitions.

Competition Entry Fees

The cost of the entry fee for each competition for special numbers usually ranges from \$90 - \$120 for a solo and \$40-\$75 per student for a duo/trio. These fees are due along with the Competition Registration Form on due dates as stated in our performing group contract (roughly 50 days before a competition).
Note: Families may incur additional fees if the forms are not submitted to the studio by their due dates.

Cost of Choreography

If students would like one of our teachers to choreograph their special number, there is a fee, to be paid to the choreographer:

- **MINIMAL TIME/COACHING – Option #1:**
 - \$250 per solo – includes a maximum of 4 hours total with choreographer (2 hours to set the piece and 1-2 hours of clean up rehearsal).
Note: This requires a lot of rehearsals on your own in order to be best prepared.
 - \$350 per duet (\$175 per dancer) – includes a maximum of 5 hours total with choreographer (2-3 hours to set the piece and 1-2 hours of clean up rehearsal).
Note: This requires a lot of rehearsals on your own in order to be best prepared.
 - \$450 per trio (\$150 per dancer) – includes a maximum of 6 hours total with choreographer (3-4 hours to set the piece and 2-3 hours of clean up rehearsal).
Note: This requires a lot of rehearsals on your own in order to be best prepared.
 - All dancers should plan on spending a good amount of time practicing on their own.
 - You may add ADDITIONAL 1 HOUR PRIVATE COACHING REHEARSALS for the above option #1 special numbers for \$60 per hour.
- **OPTIMAL TIME/COACHING – Option #2:**
 - \$450 per solo – includes a maximum of 7 hours total with choreographer (2 hours to set the piece and 5 hours of clean up/private coaching rehearsals).
 - \$550 per duet (\$275 per dancer) – includes a maximum of 8 hours total with choreographer (2-3 hours to set the piece and 5-6 hours of clean up/private coaching rehearsals).
 - \$660 per trio (\$220 per dancer) – includes a maximum of 9 hours total with choreographer (3-4 hours to set the piece and 5-6 hours of clean up/private coaching rehearsals).
- **SELF CHOREGRAPHED – Option #3:**
 - FREE per special number – you yourself can choreograph your own special number and use as much time as needed using our studios free of cost. However, we highly recommend that you have one of our teachers look at it to make sure it is ready to compete. Generally, a teacher will charge the private lesson rate to look at a special number and give feedback at \$60 per hour.
- **VIDEO WORK WITH MR. PAUL/PRIVATE (option #4 – add on to the above options):**
 - \$30 per hour – Once you have chosen option #1, #2, #3 and your special number is choreographed and has been cleaned with your choreographer, you may have Mr. Paul work with you to refine your routine even more. He will spend time videoing your routine

and have you look at your routine in a whole new way. Note: Mr. Paul may schedule two routines at the same time within any time period.

These fees are due at the first rehearsal and are payable by cash or check to the choreographer (no credit cards).

Cost of Choreography (cont.)

This choreographer fee includes:

- Choreography and creativity from the teacher of your choice (if he/she is available).
- Teacher time for all choreography sessions and cleaning/coaching sessions (see above options for total maximum hours). It is up to the student(s) to decide how much of this time they need.
- Music edits if needed.
- Copies of music on a single CD or digital format to be emailed.
- Costumes borrowed from the studio inventory. (Alternatively, you may purchase a brand new costume from a costume company at your expense - the studio will assist you in doing this - or you may use a costume that you already own.)
- All competition forms and postage.

Contact us early if you would like a Teacher to Choreograph for You

Contact us early if you would like to do a special number. Please submit to the studio the Special Number Request Form (page 10). The summer is a great time to begin work on Special Numbers. If there are a large number of dancers who want instructors to choreograph for them, students will be selected on a first come, first served basis. (Instructors only have a limited amount of free time and could be overwhelmed by requests.) We will do our best to see that everyone interested in competing a solo or special number gets their chance with the teacher of their choice. (Note - please have a second choreographer in mind if your first choice is not available). As another possibility, dancers may choose to choreograph their own solos. Instructors would be able to assist in cleaning numbers and in offering guidance - with a more minimal time commitment for the instructor. Fees charged would depend on how much time a student requested. (Talk to the studio about this; normal private lesson rates apply - \$60 per hour.)

Reserving Studio Space for Initial Choreography

Students need to coordinate with their choreographers to schedule Studio rehearsal time. We do not charge studio rental fees for this.

Reserving Studio Space for Rehearsal after Choreography is Set

Once the choreography is set, it is up to the dancer to find time to rehearse their routine at home or at the studio. The Studio will work with you to assure you have studio time. During the summer, studios are generally available during camps, summer classes and intensives. During the school year, studios are usually free for a brief time after rehearsals on Saturdays, before 4:15p Monday thru Thursday, after the last class of the evening (for about 15 minutes) throughout the week, and special times on Sundays. If you would like studio time to practice your special number and find that all of the free studio time slots are taken, please notify the studio.

Note 1: Running numbers between our regularly scheduled classes is most likely not possible. One student quickly running a number between classes is usually not a problem; however, running two or three numbers between classes is too time consuming.

Note 2: If a student wishes a teacher to be present, arrangements for time and compensation must be made with the teacher first.

Note 3: Students are not allowed to skip classes they are registered for to rehearse their special numbers.

Video Your Routines

It is necessary that each student video their initial choreography. It is also highly recommended that each dancer have someone (a parent or another student) video record one or more of their rehearsals so that the dancer can work on their solo at home. Ideally, students should also video themselves after every rehearsal so they can judge their progress and see what they need to correct.

Duo/Trio Challenges

Rehearsing a duo or trio can be difficult due to scheduling issues amongst dancers. Remember that your duo or trio is a team and must work together. These types of routines require more rehearsal time because the dancers have to dance together at the same time. If you are considering a duo or trio, please consider how well each of the dancers will work together, and consider their individual schedules and their ability to get together to rehearse. If you choose to do a duo/trio, you are responsible for rehearsing as often as your team members feel necessary.

Selecting Music

Many teachers allow students to choose their own music or offer options/ideas to the choreographer. If you do not have music ideas, speak with your teacher about ideas or suggestions they might have. PLEASE CHOOSE YOUR MUSIC WISELY!!! Make sure you can relate to your music choice. Do not rush into choosing a song. Once you choose a song, you will be stuck with that selection for the remainder of the year. Make sure it is age appropriate and suits your personality. Analyze the lyrics and content BEFORE making your final choice.

Some TIPS in choosing music: 1) Use Pandora – create a channel with your favorite song or singer and see what other songs come up like that particular song or artist; 2) Google and check websites for lists of great solo, duo, trio songs; 3) Pick a one word topic and search in the iTunes store OR on YouTube – see what songs come up according to that one word; 4) Ask your choreographer for suggestions as well.

Before selecting Music for a routine, the student or choreographer must check with the studio to see if anyone else is using the music you wish to use. After confirming with the studio, the Student must submit to the Studio a “Music Approval Form” (Page12) at least two weeks before starting work on the routine. (They must also submit the lyrics of their song, if there are lyrics). Note: the purpose of first checking with the studio front office is to make sure that no one else is already using the music you would like to dance to; however, the studio front office staff does not have the authority to approve of (or not approve of) the musical content and the themes of the song you would like to use. The purpose of the “Music Approval Form” is to make sure that all parties (the parents, students, and studio) are informed as to what the theme and content of the song is and that everyone approves of it. Note: Routines should be a maximum of 2 minutes 45 seconds and a minimum of approx. 2 minutes (Note: Pointe and Tap routines might be a little less than two minutes).

Selecting Costume

Students and/or Choreographers need to submit to the Studio for approval the costume they wish to use. We want to make sure that costumes are appropriate and that no one else is using the same costume. A “Costume Approval Form” is included for this purpose (Page 13, 14). Note: if you are buying a new costume from one of the costume companies that we use, it can take up to sixteen weeks to get a costume. We have two dates that we will place orders for Special Number costumes. If you would like the studio to order your costume for you, you must have your Costume Approval Form in by August 22nd or October 1st. Note: an extra processing fee of \$15 per costume will incur if the form is submitted late or if it is a rush order.

Current List of Available Choreographers

Contact the Studio if you would like any of the following teachers to choreograph for you.

The following teachers are available to choreograph Special Numbers (as of July 2020).

- Candice Jewell (Jazz, Contemporary, Tap, Lyrical, Musical Theatre)
- Paul Klocke (Ballet, Pointe)
- Jessica Powell (Jazz, Contemporary, Lyrical)
- Colleen Ryan (Ballet, Pointe, Lyrical, Contemporary Modern, Jazz)

If you are interested in having any of our guest teachers choreograph for you, please let us know and we will get in touch with them to see if they're available.

Note: Their cost may differ from our faculty/staff's prices.

Special Numbers

Commitment to Competence

Paul Klocke Studio of Dance

We ultimately want the students to look competent in routines that the students feel are challenging. We can think of at least two scenarios that could either render a routine less than challenging for a student or make a routine too difficult for the student to perform competently.

1. If the choreographer creates a number exactly to the dancers current ability (which is what they are supposed to do), and they choreograph the number during the summer monthsthis is most likely 9 to10 months before the student may actually perform the number in competition and will not take into account any improvement the student might make over a 9 to 10 month period. A routine choreographed in the summer might be too easy for the student when they actually perform the routine in March or April of the following year.
2. On the other hand, if the choreographer tries to anticipate the student's improvement, and choreographs a routine that is more challenging than the student's current ability, it is possible that the student will not improve to the degree that they need to and will not look competent in the routine.

To address these scenarios, we recommend that choreographers give the students options within the choreography to make a dance either harder and more challenging or easier if it is found to be needed at a later date.

Note to Choreographers:

The studio reserves the right to:

- change choreography to something easier if a student for whatever reason cannot perform their given choreography competently and the choreographer is not available to make changes, and to
- change choreography to make a routine more challenging if the student has progressed and needs a higher level of difficulty and the choreographer is not available to make changes.

Note to Students and Parents:

We usually leave the final decision as to which version of their dance (easier or harder) each student uses. We have noticed, however, that even though the studio's position is that the students should choose the version that they do technically best, the students (in their quest to be more challenged) often choose the versions that are too hard for them to do and that they do not necessarily do well.

We feel the dancer's job is to entertain the audience with what they do well (and not to show the audience how they are simply trying to get through a higher level of steps – judges usually mark down for doing this because it is not entertaining to watch students struggling with steps). If a student looks better doing easier choreography then we feel the easier choreography is what the dancer should choose.

The choreographers typically give about four hours of their time to choreograph the routines. This is enough time to set and clean a dance if the steps given are within the dancer's current ability. Four hours is not enough time for a teacher to introduce and clean steps that are above the dancer's ability. If a student desires to do choreography that is leveled up and they wish to do it well, they either need to practice A LOT on their own, or they need to expect that they will have to pay extra to have teachers assist them. Always be prepared to do the easier choreography if it makes you look better.

Special Number Forms for Students

Process for Special Numbers for Students and Parents

1. Decide for sure if you would like to perform a special number and you can fulfill the requirements as listed above.
2. Decide which style and type of special number you would like to do.
3. Decide who you would like to choreograph the routine for you. (You may do it yourself, have a teacher do so, or have a friend or family member do so.) If you would like a teacher to choreograph your number, you will need to contact the studio via the Performing Group email address and the studio will find out if the teacher is available. Please have a second teacher in mind in the event your first choice is not available. Regardless, you will need to fill out and return to the studio a Special Number Request Form (page 11).
4. If a teacher is available to choreograph, they will contact you directly or we will have an office member contact you.
5. Decide with your choreographer what music you wish to use. CHOOSE WISELY!!! Accomplish this through email, texting, or phone calls, before you meet for your first rehearsal. Note if your teacher wants to meet with you at your first rehearsal to discuss music this will not count as part of your rehearsal hours. If you wish to meet with your teacher at your first rehearsal to discuss music, this will count as part of your rehearsal time. To use time wisely, we recommend that you handle music before you meet through emails, texts, and/or phone calls.
6. Before finalizing your Music, submit your Music Approval form (Page 12) to the studio to make sure that no one else is using your music. Plan to submit your music choices to the studio at least two weeks before your first rehearsal. To speed the process up, if you wish to submit a preliminary music request to the performing group email to see if your music is being used, you may; however, the Music Approval Form must still be submitted to the studio for approval before your music choice can be officially confirmed. This form allows us to double check that no one is using your music and that the music is appropriate for competition (i.e. no overtly sexual or age-inappropriate themes). In addition to music, this form will also have contact information, and state the style and type of special number (solo, duo, trio) you desire. Note: Routines should be a maximum of 2 minutes 45 seconds and a minimum of approx. 2 minutes.. Pointe and Tap routines might be a little less than two minutes).
7. Set up studio space and time to set the choreography, your teacher will help with this. The summer is the best time to work with choreographers – choreographers have more time and the studio has more available rehearsal time. The studio office has a list of when studios are available.
8. At your first rehearsal, you must pay your choreographer for their choreography in full via check or cash (see costs in special number contract).
9. After your choreography is set, send in our optional “Choreography Approval Form” to the Studio to let us know that you are satisfied with your choreography (page 12).
10. Make sure you have videoed your routine so you can practice.
11. Your choreographer should have given you copies of your song with correct edits. There should be one copy for each dancer. Make a copy of your music to 2 CDs (so you have 2 that you can bring with you to the competition) and place a copy of your music on a computer, iPod, etc. in the event your CDs are damaged.
12. Once you have selected a possible Costume, you must send in a “Costume Approval Form” to the Studio (page 13 and 14). Note: Plan for your costume immediately, do not delay this. If you are ordering from a costume company, it can take up to sixteen weeks to receive a costume.
13. After your choreography is set, you must rehearse on your own. Keep rehearsing your routine as much as possible. Make sure you continue to video your practices so you can assess your progress.
14. Schedule one or two clean up rehearsals with your choreographer. You may have as much time with your choreographer as you would like; however, if this time exceeds the maximum listed in cost per

option in the special number contract, it will cost an additional \$60 per hour (the normal private lesson rate).

15. If you have choreographed a routine by yourself, you may schedule some time with a teacher to receive critiques and/or do a clean-up rehearsal. Compensation depends on the amount of time spent and will be determined by the teacher.
16. Parents should assess their child's special number at least 4 weeks before their child's first event and let us know that they are satisfied with the student's progress. Submit to the Studio the optional Special Number "Routine Progress Form" (page 16).
17. At the Competition: There should be two copies of your music somewhere in the building. At our Mandatory Competitions one of our staff will submit to the competition a copy of your music. You should/must have your own copy with you as a backup (the original might be damaged or our staff person could have an emergency and not make it to the event). Bring your Backup Copy!!! If you are attending a competition on your own (without our staff being present), you still need to have two copies. Also Important: Bring all hair and costume accessories, and generally arrive 2 hours before your scheduled start time.
18. After the first competition, let us know how you and your child felt about the process by submitting to the studio our optional Special Number "Follow Up Form" (page 17).
19. PLEASE DO NOT COMPARE your special number to other dancers in the performing group or other studios. Every special number is unique and designed specifically for you!!!
20. If at any time a parent or student has questions or concerns, they should not hesitate to discuss them with the Studio. We want our students to be happy with their Special Numbers.

How Students Keep the Studio Informed

To keep us informed of your music, costume, and that you are satisfied with the progress of your routine and to help us learn what we need to improve, parents and or students must contact us. There are simply too many students performing special numbers for the studio to reach everyone.

We have created six forms. Three of the forms (a request form, a music form, and a costume form) *must* be submitted to the studio. The other three forms are optional. In the case of duos and trios, each dancer must file a copy of the three required forms. Any dancer may file one or more of the optional forms if desired. The forms are as follows:

Initial MANDATORY Forms that must be Submitted by the Student to the Studio

- Special Number Request Form (page 10)
 - to request a Special Number and identify a choreographer.
- Music Approval Form (page 12)
 - to approve music and to make sure that no one else is using your music.
- Costume Approval Form (page 13 and 14)
 - to obtain a costume and make sure that no one else is using your costume.

OPTIONAL Forms that Students may submit to the Studio

- "Choreography Approval Form" (page 15)
 - to let us know that you approve of your initial choreography.
- "Routine Progress Form" (page 16)
 - to let us of your routine's progress four weeks before your first event.
- "Follow Up Form" (page 17)
 - to let us know of your experience after your first event.

NOTE: You must fill out the optional forms if you want the studio to be aware of your routine's progress and for the studio to provide assistance.

Special Numbers

Parent/Student Check Off List

Paul Klocke Studio of Dance

for Students

Below is a Check Off List for Parents or Students.

- _____ Notify the Studio of your interest in a Special Number and who you would like to choreograph your routine by submitting the Special Number Request Form (page 11).
- _____ After the choreographer and I have checked with the Studio to make sure no one else is using my music, I have submitted a "Music Approval Form" (page 12) to the studio at least two weeks in advance of your first scheduled rehearsal (form must be submitted).
- _____ At the first rehearsal, I have paid the choreographer.
- _____ I have made a video of my child's initial choreography, along with any choreographic options to make the dance easier or harder, should the need arise to make the dance easier or harder at a later date.
- _____ I have submitted an initial "Choreography Approval Form" (page 15) to the studio (optional).
- _____ I have submitted a "Costume Approval Form" (page 13 and 14) to the studio (must be submitted).
- _____ I have obtained a correctly edited version of my music from my choreographer, downloaded it to my computer/phone/ipod and made 2 CDs as backup copies for competitions.
- _____ I have scheduled rehearsal time with the studio.
- _____ I have notified the studio, if all the available rehearsal times are taken. The studio will consider opening Sundays.
- _____ My child has regularly filmed their rehearsals to judge their progress.
- _____ I have looked at my child's routine at least 4 weeks before their event, am satisfied with the progress of their routine, and have submitted the (optional) "Routine Progress Form" (page 16) to the studio. I have also notified the studio if I have any concerns about the routine.
- _____ I have practiced my routine in my costume, to make sure everything fits properly and works with the routine.
- _____ I will bring one copy of my music on a CD to the competition (two copies if I am attending without our staff being present). Bring all hair and costume accessories. Generally arrive 1 to 2 hours before your scheduled start time.
- _____ After the first event, I have let the Studio know how I and my child feel about the process by submitting to the studio the optional "Special Number Follow Up Form" (page 17).

Special Number Form Request Form – Mandatory

Paul Klocke Studio of Dance
for Students

If you would like to do a Special Number, please submit this form to the studio.

- Student's Name _____
- Parent's Name _____ Phone _____
- Email _____

What type of dance would you like to do?

- Style of Dance _____
- Solo _____ Duo _____ Trio _____ Other _____
- Option #1 _____ Option #2 _____ Option #3 _____ Option #4 _____

If Duo or Trio, who are you doing the routine with:

Name _____

Name _____

If you are asking a teacher to choreograph a number for you, which teacher would you like to ask? The studio will contact the teacher to see if they are available.

- Teacher's Name (First Choice) _____
- Teacher's Name (Second Choice) _____

Parent/Guardian Signature

_____ I have read and understand the Special Number Contract.

Signed _____ Date _____

By Parent/Guardian

Office Use

- Who received the form _____ Date _____
- Who entered Form into the computer _____ Date _____
- Who entered Form into the Book _____ Date _____
- Was Teacher Notified ___ YES ___ NO _____
- Teacher Response _____
- Was Student Notified ___ YES ___ NO _____

Special Number Form

Music Approval – Mandatory

Paul Klocke Studio of Dance

for Students

Before finalizing your Music, this form must be submitted and approved by the studio to make sure that no one else is using your music. Plan to submit your music choices to the studio at least two weeks before your first rehearsal. To speed the process up, if you wish to submit a preliminary music request to the performing group email to see if your music is being used, you may; however, this completed form must still be submitted to the studio for approval before your music choice can be officially confirmed.

This form and a printed copy of the lyrics (if the song has lyrics) must be submitted to the studio for final approval before the music can be used.

NOTE: Routines should be a maximum of 2 minutes 45 seconds and a minimum of approx. 2 minutes.

- Guidelines - Jazz, Tap, and Pointe Routines are often shorter because they are either harder on the feet (pointe), or use faster music (you can fit in a lot of tap steps in 2 minutes). We have seen pointe and tap routines at 1 minute and 45 seconds (if they are fast). Lyrical and ballet routines might need to be longer because the music used is often slower and you need 2½ minutes to fit all of the steps in. Use your judgment.
- Student's Name _____
- Parent's Name _____ Phone _____
- Choreographer's Name _____ Phone _____
- Style of Dance _____ Solo _____ Duo _____ Trio _____ Other _____
- Song Title _____
- Artist _____
- Version (if applicable) _____
- Will the Music need to be edited? _____
- If Yes, who is doing the editing? _____

Parent/Guardian Signature

_____ I approve of the Music and Lyrics for my child's Routine AND I have read and understand the Special Number Contract.

_____ I have concerns about the Music and Lyrics for my child's routine.

Signed _____ Date _____

By Parent/Guardian

Choreographer and Studio Signature

_____ The Music and Lyrics has been approved by the Choreographer and Studio.

_____ The Music and Lyrics is NOT approved by the Choreographer and Studio.

Signed _____ Date _____

By Choreographer and Studio

Office Use

- Who received the form _____ Date _____
- Who entered Form into the computer _____ Date _____
- Who entered Form into the Book _____ Date _____

Special Number Form

Paul Klocke Studio of Dance

Costume Approval (part 1) – Mandatory for Students

To be submitted by the parent/guardian to the studio before any costumes are finalized. Note: There are two pages to the Costume Form, please fill out both pages.

Note: This Costume Form must be submitted to the studio for final approval before the costume can be used. The studio also uses this form to double check that no one else is using your costume.

- Student's Name _____
- Choreographer's Name _____
- Music _____ Style of Dance _____
- Solo _____ Duo _____ Trio _____ Other _____

Note: You will need to read the next page that describes how to obtain a costume before signing below.

_____ **Reminder - I have paid the choreographer for my child's routine.**

Parent/Guardian Signature

I approve of the Costume Choices for my child's Routine.

Signed _____ Date _____
By Parent/Guardian

Choreographer/Studio Signature

I approve of the Costume Choices for this Routine.

Signed _____ Date _____
By Choreographer/Studio

Note: Please Fill out page 13 and page 14

Office Use

- Who received the form _____ Date _____
- Who entered Form into the computer _____ Date _____
- Who entered Form into the Book _____ Date _____

Special Number Form

Paul Klocke Studio of Dance

Costume Approval (part 2) – Mandatory for Students

Costumes can be obtained in one of three ways: a.) using a costume you already own, have access to, or are going to create; b.) using a costume the studio has in stock, or c.) having the studio purchase a costume from a costume company, at your expense. You have to let us know what your plan is, and the studio has to approve of your plan. For some options below, you may have to talk to the studio first before you can fill out the form below. Is the Student:

_____ **A. Supplying/Ordering their own costume (ordering on own, reusing an old recital costume or making own). If so fill out what you can:**

- Description _____
- Costume Company _____
- Style Number _____ Headpiece Needed _____
- Size _____ Studio Code: _____

_____ **B. Using a costume the Studio has in stock. If so fill out what you can:**

- Description _____
- Style Number _____ Headpiece Needed _____
- Size _____ Studio Code: _____

Note: You will need to return the costume to the studio. We currently do not charge for the use of costumes as long as they are returned in good condition.

_____ **C. Having the Studio Purchase a Costume from a Costume Company.**

To streamline costume ordering, we will be placing orders for costumes on August 20th and October 1st. Some companies can ship the day after ordering, others can take 16 weeks - plan early and get your forms in. Put an "X" below . . . I will have my costume form in by:

_____ August 22nd _____ October 1st (Processing fee of \$15 if late or a rush order)

If so, we need the following information.

- Costume Company _____ Style Number _____
- Measurements: Bust _____ Waist _____ Hips _____ Girth _____
- Costume Size _____ Costume Color _____
- Any other accessories not included in Style Number _____
- _____
- Is there a Headpiece Included? _____
- Amount Student owes Studio _____

Costumes must be paid for before we can order.

- Amount Paid _____ Date _____
- How was amount paid: Cash _____ Check _____ Credit Card _____

Office Use: Posted to Fox _____ Posted to Access _____ Date _____ Who _____

Special Number Form Choreography Approval – Optional

Paul Klocke Studio of Dance

for Students

To be submitted by the parent/guardian to the studio upon completion of the routine.

- Student's Name _____
- Choreographer's Name _____
- Music _____ Style of Dance _____
- Solo _____ Duo _____ Trio _____ Other _____

Parent/Student Check List

- _____ I approve of the Choreography for my child's Routine.
- _____ I have concerns about the Choreography for my child's routine.
- _____ I have a video copy of my child's routine.
- _____ My child has options within their routine to make the routine easier or harder (Yes, No, I don't know).
- _____ I have paid the choreographer for my child's routine.
- _____ I have received a copy of my child's correctly edited music.
- _____ I (or my teacher; or one of my group, if I am doing a duo or trio) have given one copy of my child's correctly edited music to the studio.
- _____ I have copied my child's music onto a computer, iPod, or another music device. In the event my CD is damaged, I will be able to make a replacement copy.

Parent/Guardian Signature

Signed _____ Date _____

By Parent/Guardian

Office Use

- Who received the form _____ Date _____
- Who entered Form into the computer _____ Date _____
- Who entered Form into the Book _____ Date _____

Special Number Form

Routine Progress – Optional

Paul Klocke Studio of Dance

for Students

To be submitted by the parent/guardian to the studio 4 weeks before the first event.

- Student's Name _____
- Choreographer's Name _____
- Music _____ Style of Dance _____
- Solo _____ Duo _____ Trio _____ Other _____

Parent/Student Check List

- _____ I approve of the progress my child has made with their Routine.
- _____ I have concerns about the progress of my child's Routine.
- _____ Once the routine is completed, it is the student's responsibility to check with the front office for studio availability and to schedule rehearsals to rehearse on their own. I have been able to schedule sufficient rehearsal time for my child at the Studio.
- _____ I have notified the studio if I have been unable to schedule enough rehearsal time because all of the available time slots were taken. The studio will open up Sundays for rehearsal if all of the available slots on the studio availability schedule are unavailable.
- _____ My child/or I have continued to video my child's routine during rehearsal to assess the progress of the routine.
- _____ I have obtained my costume, headpiece, and shoes and have danced my routine in my costume to make sure that everything works. I have also videotaped my routine in costume to make sure that everything looks alright.

Parent/Guardian Signature

Signed _____ Date _____
By Parent/Guardian

Note: Please contact the studio after your first event to let us know of your experience. We are always looking to see how we can improve what we do.

Office Use

- Who received the form _____ Date _____
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Special Number Form Follow Up Form – Optional

Paul Klocke Studio of Dance

for Students

To be submitted by the parent/guardian to the studio after the first event.

- Student's Name _____
- Choreographer's Name _____
- Music _____ Style of Dance _____
- Solo _____ Duo _____ Trio _____ Other _____

Please let us know how you and your child feel about the Special Number Process. We are always looking for ways to improve what we do.

In competitions, we do not, as a rule, focus on scoring and trophies, but we know that this can affect the students. We want the students to focus on doing their best and on trying to dance better than the last time they danced, not on whether they win or don't win a trophy.

What did your child feel about the scoring experience?

Parent/Guardian Signature

Signed _____ Date _____

By Parent/Guardian

Office Use

- Who received the form _____ Date _____
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- Who entered Form into the Book _____ Date _____

Special Number Form

Optional Competition Request

Date: _____

DUE DATES:

- **Form due on October 1st** for events in January-May
- **Form due on November 1st** for events in February-May
- **Form due on December 1st** for events in March-May
- **Form due on January 13th** for events in April-May
- **Forms due on or before April 1st** for Nationals

Student's Name: _____

Piece 1: Name of Dance: _____ Style of Dance: _____

Type of Dance (solo, duet, trio): _____ If Duo or Trio, who are you doing the routine with: _____

Piece 2 (if applicable): Name of Dance: _____ Style of Dance: _____

Type of Dance (solo, duet, trio): _____ If Duo or Trio, who are you doing the routine with: _____

Note: Forms handed in after the due date will incur a \$15 Processing Fee per dancer/per event.

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Name of Competition: _____ Location: _____ Dates: _____

- Office use: Cost: _____ Registered: _____

Parent/Guardian Signature

Signed _____ Date _____

Total Amount Billed:	For Office Use			Fox		
	Check #	Cash	CC	Entered	Billing	Payment