



***Purpose:** This handbook includes pertinent information relating to both Youth Artist and parent/support network. It is required that all intending to participate in a season with Alberta Dance Theatre carefully read the handbook and thoroughly understand the accountabilities and policies relating to their participation before confirming your membership.*

*If you have any questions please feel free to contact the Parent Liaison at [parentliaison.adt@gmail.com](mailto:parentliaison.adt@gmail.com)*



# TABLE OF CONTENTS

---

3	Aspiration Statement
3	Our Story
5	An Introduction to the Creative Process
7	Organizational Structure
11	Commitment of the Dancer/Dancer Participation Policy
12	Commitment of the Parent/Parent Participation Policy
14	Tuition Payments
19	ADT Behind the Scenes
21	Rehearsal & Show Information
22	Schedule
23	Parent Checklist
24	Dancer Checklist

# Aspiration Statement

---

Alberta Dance Theatre provides an outstanding and unique program to dancers, theatre enthusiasts and creatives in grades 1 - 12 in Calgary through an intense 12-week program where dancers engage in a creative process alongside professional dance artists. It is through this educational experience that dancers not only learn to create choreography and gain performance training, but also develop skills such as creative problem solving, healthy risk taking, collaboration, and leadership. Professional theatre artists, composers and designers elevate the vision of the Youth Artists. The rehearsal period culminates in a professional production presenting a theatre and dance adaptation of a piece of children's literature with an original score.

*"ADT fuelled [our children's] passion for dance, helped them build amazing friendships and allowed them to learn valuable lessons in dance and life ... Moreover, these kids are not merely dancers, they quickly become friends who feel more like family!" - ADT Parent*

## Our Story

---

Alberta Dance Theatre (formerly Children in Dance) is a nonprofit, charitable creative dance company established in 1979 to provide an opportunity for children with dance training to perform within a creative atmosphere. The founders, Gayda Errett and the late Eleanor Laisley, modeled the company after the internationally renowned Creative Dance School at the University of Utah and directed the company through its formative years. The company's first performances, movement interpretations of nursery rhymes, were performed by 18 dancers in local libraries.

Under the guidance of dedicated parent volunteers and a number of outstanding Artistic Directors, Alberta Dance Theatre has grown from an amateur-based group to a production company supported by professional artists from the dance community. The creative visions of the Artistic Directors have provided a variety of wonderful performances ranging from adaptations of traditional stories to completely original productions, aimed at audiences of all ages. The cast has grown significantly ranging from 20 to 50 youth artists each season.

Works of the company have been performed around the world in Brazil and The Netherlands, and province-wide in Edmonton, Banff and Lethbridge.



## ***Past Performances***

YEAR	TITLE	ARTISTIC DIRECTOR
1980	3 Nursery Rhymes	Gayda Errett
1981	Rainbow Goblins	Gayda Errett
1982	Ting-A Ling & the 5 Magicians	Shirley Murray
1983	How the Birds Got Their Colors & the Enchanted Drum	Shirley Murray
1984	4 + 1 Dance is Fun & the Magic Stones	Shirley Murray
1985	Alice in Wonderland	Shirley Murray
1986	Once Upon Our Land	Susan Maitland
1987	Simply Child's Play	Judith Maxwell
1988	Stories from the Golden Box	Judith Maxwell
1989	The Raven Steals the Light	Nicole Mion
1990	Spindizzy	Nicole Mion
1991	Jungle Book	Nicole Mion
1992	Munsch Moves	Nicole Mion
1993	The Nut Cracks	Nicole Mion
1994	The Mystical Wheel	Joanne Birtz
1995	Anatomy: The Heartbeat Adventures of Every Body	Barbara Lisek
1997	Alice's Adventure Through 'The Looking Glass'	Emily Forrest
1998	'Twas the Night Before Christmas	Emily Forrest
1999	James and the Giant Peach	Emily Forrest
2000	The Visit of the Sea Queen	Emily Forrest
2001	Redwall:Adventures of Martin the Warrior	Emily Forrest
2002	Writes of Passage and the celebration of every single	Emily Forrest
2003	'Twas the Night Before Christmas	Emily Forrest
2004	Voyage of the Dawn Treader - from the Chronicles of Narnia	Emily Forrest



2005	Lost in Space	Emily Forrest
2006	James and the Giant Peach	Emily Forrest
2007	Harry Potter and the Philosopher's Stone	Emily Forrest
2008	Fairytale Fiascos - The Untold Stories	Jason Stroh Christie Preston
2009	The Jungle Book	Christie Preston Jason Stroh
2010	Alice in Wonderland	Christie Preston
2011	Charlie And The Chocolate Factory	Christie Preston. Associate AD Alison Bryan
2012	Frightmare Before Christmas	Christie Preston Alison Bryan
2013	Never Never Land	Deanne Walsh
2014	The Wonderful Wizard of Oz	Deanne Walsh
2015	Tales of the Brothers Grimm	Deanne Walsh
2016	Curious George	Mark Erikson
2017	An Impossible Question Means a Journey	Jennifer Mahood
2018	A League of Monsters	Jennifer Mahood
2019	Enchanted Toy Shop	Jessalyn Britton, Alicia Ward
2020	Deck The Halls	Jessalyn Britton, Alicia Ward
2021	Circus Mirandus	Jessalyn Britton, Alicia Ward
2023	Sneaks	Jessalyn Britton, Alicia Ward

# An Introduction to the Creative Process

*Alberta Dance Theatre is not a dance school which means instead of focusing on training we focus on creation and performance. The guide below will introduce you to some key terms. We highly recommend Youth Artists actively take dance classes while they participate in the Alberta Dance Theatre process to give the dancer a strong technical foundation to create from.*

Rehearsal	Production	Show Week
Dedicated time in the studio to create and practice material for the annual production. Students work alongside professional artists. Our rehearsal period is short for what we accomplish.	The show! ADT creates a dance and theatre adaptation of a piece of children's literature with music, lights, costumes, and props that is presented to public audiences.	Sunday to Saturday. Involves "load in" of the props/costumes to the theatre, "tech rehearsal" to set the lights, "dress rehearsal" to practice the full show without an audience, and 5 shows for public audiences.

Collaboration	Training	Choreography
<p>Every Youth Artist equally participates in creating movement, script, character and generating ideas for our production. It's not about accepting every idea but contributing in action and discussion to find an exciting idea.</p>	<p>Dance training involves learning various genres and styles of dance from those more experienced in that genre on a consistent basis. We recognise that every genre has its own technique that is held in equal high regard at ADT.</p>	<p>The Dance! We create choreography through a mix of improvisation (unplanned movement), working together to create movement, or learning movement from the professional choreographer. Choreography needs to be retained and practiced from week to week.</p>

*"The fact that my ideas were heard and taken on board felt so powerful and so amazing. I really enjoyed being a part of that process ... [ADT] taught me just how much I love dance and how much I wanted it to be part of my life going forwards and just to have confidence in myself. Those are really important lessons!" - Krista White, ADT Alumni & Choreographer*

Alberta Dance Theatre believes in equal opportunity casting though some dancers may receive more stage time than others. We create entertaining, inspiring and imaginative shows that are one to one and a half hours long. We endeavour to be fair but given these time constraints alongside our goal to create a quality artistic product, and the Youth Artists' attendance at rehearsal, the stage time may differ between participants. The Artistic Directors are happy to provide feedback when asked about why rehearsal or casting choices were made.

Youth Artists will be placed in weekly rehearsals with company members of a mix of ages and dance experiences. Youth Artists can expect to create and perform two to three small group dances and one to two full company dances.

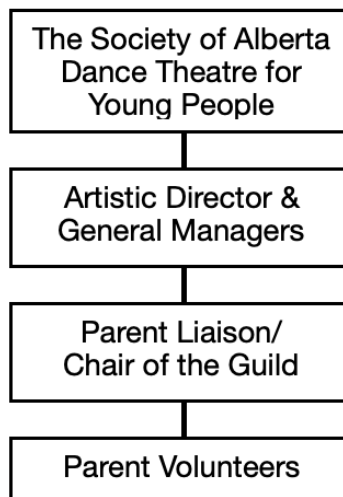
A limited number of speaking roles are offered annually. Youth Artists can choose to audition for these roles. Additional rehearsals may be required.

Graduating grade 12 dancers will receive a special opportunity to create and perform duets or solos in the annual production. Additional rehearsals will be required.



# Organizational Structure

---



**The Board of Directors** of Alberta Dance Theatre is the legal authority for the Society. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. Directors serve for a minimum term of one year but are expected to stand for re-election for additional terms.

## 2023 Board of Directors

<b>Role</b>	<b>Current</b>	<b>Upcoming for Election</b>
<b>Chair</b>	Vivian Krauchek	
<b>Vice Chair</b>	Allison Zwozdesky	
<b>Treasurer</b>	Joe Anderson	
<b>Secretary</b>	Heide Stauffer - Hill	
<b>Past Chair</b>	Sherrie Bosch	
<b>Parent Liaison (Chair of the Guild)</b>	Irina Charania	
<b>Members</b>	Rhonda Dupuis	

\*A new slate of Board of Director members will be voted in at our Annual General Meeting every September/October.

### **The Board has the following functions:**

Guided by the Aspiration Statement, determine the strategic direction of the association.

Ensure the financial stability and effective, efficient administration of the organization.

Maintain and support the by-laws.

Approve the hiring and release of the Artistic Director, General Manager and Administrator.

# Artistic Directors & General Managers

---



Our Artistic Directors and General Managers are **Alicia Ward** and **Jessalyn Britton**.

**The Artistic Directors (AD)** choose the story/content for the annual production. The ADs create the storyboard for the performance and are responsible for all the artistic and organizational requirements to create the annual show. This includes: an audition to select the performing members; selecting and collaborating with the artistic and technical professionals; determining schedules; liaising with community partners and media; delegating to and working with volunteers; and communicating with the Board and Parent Liaison.

**The General Managers (GM)** oversee the general operations of Alberta Dance Theatre. This includes: general office duties (mail, website, bill payments, membership list); completion of grant applications; theatre bookings and logistics; tour planning and managing; media communication; programme advertising; coordination of graphic design and print materials; maintaining the history of the association; adhering to budget; reviewing of financial information; maintaining local, provincial and national relations and accountabilities; representative spokesperson; and numerous other duties.

## Administrator

---

Our Administrator is **Sherri Rau**. The role of the Administrator is to ensure the integrity of the company is maintained. This includes; completing and filing all government information returns accurately and on time; issuing contracts; reviewing insurance coverages; collection of fees; bookkeeping and financial statement preparation; and other clerical duties as required. The Administrator will also act as Casino Chair, organizing the casino volunteers, applying for subsequent casinos and filing all required reports with the Alberta Gaming and Liquor Commission.

# Membership

---

The Alberta Dance Theatre membership is made up of the **Performing Members (dancers)** and the **Parent Guild** (parents/guardians of the performing members).

## Parent Liaison (Chair of the Guild)

---

The Parent Liaison (Chair of the Guild) is a member of the Board of Directors and represents the membership. The Parent Liaison acts as the liaison between the members, the Artistic Directors and the Board of Directors. They act as an unbiased contact person for all members for all Alberta Dance Theatre issues, and should be the first point of contact if you have any concerns or questions, which are not directly committee work related. (The latter is directed to the Committee Head).

Other accountabilities include:

- Chairs meetings of the Guild; (Typically held 4-5 times throughout fall)
- Ensures the General Managers maintain and update contact/medical information;
- Assists in gathering volunteers and delegating duties;
- Assists the Artistic Directors in delegating duties to the volunteers;
- Assists volunteers with issues related to membership; and
- Ensures pertinent information is communicated effectively to the membership.



# Commitment of the Dancer/ Dancer Participation Policy

---

<b>Attendance</b>	Attendance at all rehearsals, Weekend Intensive and performances is mandatory. Due to the short rehearsal time for the show and the necessity to have all cast members present, in the event that the dancer is incapable of rehearsing, they are expected to observe the rehearsal. Absences must be approved and are suspect to be reviewed by the Board. More than one absence may result in dismissal from choreography. More than two absences may result in dismissal from the company. <b>No requests for schedule changes or special accommodations will be entertained</b>
<b>Tardiness</b>	Arriving late/leaving early from rehearsals is not acceptable. Being late three times will be considered as one missed rehearsal.
<b>Attitude</b>	Dancers are expected to bring to rehearsals an attitude conducive to creative work and a willingness to work. An uncooperative attitude or inattention may result in dismissal from the company.
<b>Respect</b>	Dancers are expected to show respect to rehearsal/performance space, choreographers, parents and other dancers at all times during rehearsals and/or performances. Dancers are expected to wait quietly outside the rehearsal spaces and not to disrupt the rehearsal in progress. Loudness, running or littering is not acceptable.
<b>Performances</b>	Dancers are expected to participate in public relations activities when requested. i.e. photo session; interviews.
<b>Apparel</b>	Dance apparel at rehearsals is mandatory. Bare feet or appropriate indoor shoes and close fitting active wear/dance wear should be worn. Hair should be secured off the face.
<b>Choreography</b>	Dancers are responsible for remembering material learned from rehearsal to rehearsal. This may mean reviewing at home and arriving prepared to rehearse the material.
<b>Training</b>	Dancers are required to be actively training in some capacity. Actively training in dance could include dancing at a studio, school dance program, or virtual programs.
<b>Age Requirement</b>	Dancers must be between grades 1- 12 to participate. Proof of age may be required at the audition. Adult narrators or musicians may be used on or off stage. Adult dancers are not used in the production.

<b>Touring</b>	For liability, artistic and organizational reasons, all dancers will stay with the group at all times while on tour. Dancers will carry themselves in a manner consistent with the guidelines in the Handbook at all times – contrary behaviour may result in dismissal in which case a parent will be required to pick up their child. Dancers will conduct themselves with respect to others in every location while on tour.
<b>Board of Directors</b>	The Board of Directors sets the fee for registration and ensures all policies are upheld.

# Commitment of the Parents/ Parent Participation Policy

---

Parental involvement is vital and compulsory for a successful production. Therefore, parental participation is an integral part of a child’s participation in the company. This volunteer role can be filled by any person in the dancer's support network but will hereafter be referred to as “parent”. If a dancer needs help fulfilling this commitment please refer to our annual Scholarships.

<b>Volunteering</b>	A minimum of ten hours of parent volunteer work is required by all. Parents have the option of volunteering in a variety of roles in addition to their 10 hours to subsidize tuition costs.
<b>Fundraising</b>	All members are required to participate in fundraising activities OR take the Buyout Option. Parents have the option to participate in fundraising activities to subsidize tuition costs.
<b>Casino</b>	Parents must volunteer for a fundraising casino. These are often scheduled outside of the production season taking place approximately once every 18 months. A deposit is required by the start of the season and will be returned upon completion of the casino shift.
<b>Respect</b>	Parents are expected to show respect to the rehearsal and performance space, choreographers, dancers, other parents, board members and ADT staff at all times during rehearsals and/or performances. Please respect each other's roles and responsibilities, and trust the decisions made by committee heads, ADT staff or creative team members.
<b>Attitude</b>	Parents are expected to upholding a calm, positive, pleasant working environment for everyone. Encourage and help your child to arrive to rehearsals and shows healthy, on time, prepared and with a positive mindset as well.

<b>Contact</b>	One parent from each family is required to be designated as the primary contact for the purpose of phone messages and mail-outs. It is the responsibility of each family to notify the General Managers of any changes in contact information.
<b>Meetings</b>	Parents are required to attend Guild meetings or send a representative in their place. Meetings are generally once a month and the information distributed at these meetings is very important. It is the responsibility of the parents to ensure they have received all the pertinent information.
<b>Viewing</b>	In order to optimize rehearsal productivity, parents and siblings are not permitted to observe rehearsals.
<b>Schedules</b>	Parents are responsible for ensuring they are aware of the upcoming rehearsal schedule and transporting dancers to and from rehearsals/performances at the appropriate times.
<b>Sign In/Sign Out</b>	Parents are expected to pick up their dancer(s) and sign them out promptly at the end of rehearsal and immediately leave the rehearsal building. Dancers over the age of 10 may sign in /sign out on their own with written parental consent.
<b>Touring</b>	With the consent of a parent or guardian, when required, prescription and non-prescription medicine will be distributed/administered consistent with Alberta Dance Theatre's guidelines. Parents will conduct themselves with respect to others in every location while on tour i.e. hotel, theatre, bus etc. Not all parents will be able to join the tour as a chaperone; chaperones are chosen at the discretion of the Parent Liaison (Chair of the Guild) and the Artistic Director, in consultation with the Committee Heads and the Chair of the Board. Chaperone's must submit a criminal record check for vulnerable populations at least eight weeks prior to the tour dates.
<b>Tickets</b>	Each dancer is recommended to sell 10 tickets to the December Production. Tickets sales do not contribute to personal fundraising goals.
<b>Show</b>	In attempts to avoid inequities, hard feelings and dressing rooms crowded with gifts, we encourage any flowers and gift giving to be done privately at home and not at the theatre.
<b>Board of Directors</b>	The Board of Directors sets the fee for registration and ensures all policies are upheld. At the Annual General Meeting, members will elect a minimum of four Board members and the Parent Liaison (Chair of the Guild).
<b>Feedback</b>	Parents will inform the Parent Liaison of any concerns regarding dancers or other members of the group if an issue is perceived to compromise the safety and well being of other members, the production, or the reputation of Alberta Dance Theatre. Confidentiality will be respected. End of season surveys formally collect feedback to inform the future of ADT, this is the best time to offer your ideas and feedback.

# Tuition Payments

---

Alberta Dance Theatre remains deeply committed to offering an accessible program for every family. Below are three engagement and tuition payment options for our 2023-2024 season.

Fundraising and volunteering are a crucial part of our programming and vibrant community. ADT has thrived thanks to the energy, enthusiasm and time spent by many past volunteers and the vigour of our community to fundraise above and beyond their tuition commitment. Families choosing our alternative payment options are still welcome to take on volunteer tasks and fundraising as they feel able to commit to. Families choosing the alternative payment options are still required to attend parent meetings.

Tuition payments include the bulk of the ADT season that occurs from September to December but also professional development and community building opportunities year round. The Board of Directors and Staff valued the ADT 2023 program at \$1350 per dancer.

Engagement & Payment Options	Accountabilities
<b>Standard Payment Option</b>	<ul style="list-style-type: none"><li>● Tuition Cost \$710</li><li>● \$400 raised through fundraisers</li><li>● 50 - 60 volunteer hours</li><li>● one casino shift</li></ul>
<b>Alternative Payment Option 1</b>	<ul style="list-style-type: none"><li>● Tuition Cost \$950</li><li>● \$400 raised through fundraisers</li><li>● 10 volunteer hours</li><li>● one casino shift</li></ul>
<b>Alternative Payment Option 2</b>	<ul style="list-style-type: none"><li>● Tuition Cost \$1350</li><li>● 10 volunteer hours</li><li>● one casino shift</li></ul>

## ***Tuition Benefits***

Tuition Benefits	Cost Breakdown
Create alongside professional choreographers and theatre artists over the course of 10-12 weeks.	Your child's time in the studio working with local professionals is a \$32 per dancer per week cost or \$8.50 per hour.
Weekend Intensive	A \$195 per dancer cost that includes 2 nights, meals, activities and rehearsal space at an out of town camp.
Performance costumes (all costumes will remain property of ADT)	A minimum \$64 per dancer cost.
Performance props and set (all props and set will remain property of ADT)	A minimum \$56 per dancer cost.
Cast Party and other cast perks (Red Carpet Gala, welcome packages, a copy of the book we're adapting, etc.)	\$50 per dancer.
Two off-season workshops (between January to May)	The space rentals, staffing and activities are \$17 per dancer.
Perform a fully designed production in a professional venue with original music and professional lighting design	Our creative team, staff and theatre venue cost for production week is \$445 per dancer.
A T-Shirt with an original design based off of each season's show	T-shirts average \$35 per dancer
A video link of our show captured and edited by a professional videographer.	\$56 per dancer

Rights to use a book as inspiration for our production

These fees go to the author's representation and are \$14 per dancer.

### Season Extras

- Potential pop-up performance opportunities at seniors homes and local festivals
- Potential to work with professional artists in multiple fields to create artistic elements of our production (puppeteers, stilt walkers, etc.)
- Professionally printed headshot and bio presented in the theatre lobby
- Commemorative cast photo, gift and show poster
- High school dancers have the opportunity to mentor younger dancers and learn about the behind the scenes of the an arts company
- Graduating dancers receive a featured moment in the production and a reference letter upon request

In additional to our above expenses, we have staff and administrative costs that add up to an operating budget for 2023-2024 of \$116,095. We've been extremely fiscally responsible, maintaining surplus budgets even through a global pandemic. We'd love to tell you more at our Annual General Meeting every fall.

**A tuition deposit of \$355, a Casino deposit of \$150, your signed “ADT Code of Conduct Checklist” and your payment option selection is due by July 1, 2023 to reserve your spot in the ADT company for Fall 2023.** Tuition deposits are non-refundable. Full tuition payments are due September 10, 2023 at our first rehearsal. Casino deposits will be held until you fulfil your casino shift obligations.

**Scholarships are available! Information and applications are released every spring and due in summer. All applicants will find out the results before the season begins.**

*"The ADT scholarship support made me proud as a mother, and my daughters got the platform to continue their artistic growth. This scholarship support is therapeutic, gives a sense of pride, and creates belongingness here in this new city as a newcomer. I genuinely appreciate the ADT's teamwork, teachings, sincerity, punctuality and discipline. ADT's scholarship support greatly impacted my family and my daughter's mental health."*

*- ADT Parent*





## ***Volunteering***

Alberta Dance Theatre is a family commitment. While the dancers are busy rehearsing and dedicating themselves to performance, the support network surrounding the dancers ensures that each season is a success by contributing volunteer hours. The ADT volunteers are responsible for creating costumes, props, set and working backstage during our production to ensure we have a visually captivating and smooth running show. Volunteers also participate in supervision throughout our rehearsals and at our Weekend Intensive. Each opportunity gives volunteers a chance to express their own creativity, a peek into the creative process, a chance to work alongside our creative team and Youth Artists to bring our vision to life, and enliven the ADT community. We also have a number of box office, cast events, fundraising, marketing, and administrative volunteer tasks to ensure our season fulfils our ambitions.

ADT is known for being a welcoming and vibrant dance family! Your presence and energy make this happen! Volunteers are encouraged to take on tasks that best fit with their schedule and skills. You'll be given many volunteer tasks to choose from. Families choosing the "Standard Payment Option" are expected to fulfil 50 - 60 volunteer hours.

ADT staff will circulate a Volunteer To Do List to all volunteers. This list will have the task's description, deadline, who to report to with questions, and the number of hours that will be counted toward your volunteer hour total.

## ***Fundraising***

Alberta Dance Theatre relies on fundraising efforts! We are only able to offer our Youth Artists ample time to bond and create, professional development opportunities, and all the bells and whistles of a fully designed production because of our fundraising. Each season ADT staff have a number of wish list items (replacing costumes in storage, initiatives to grow the organization,

plans to increase our capacity for running great artistic programming, etc.). Fundraising gives us the chance to keep dreaming!

ADT staff are responsible for researching, organising and communicating fundraisers for parents to participate in from May to December. Parents can choose what fundraisers they wish to participate in. Families choosing "Alternative Payment Option 1" and "Alternative Payment Option 2" are expected to fundraise a minimum of \$400.

Past Fundraising Initiatives	Amount Contributed to ADT's Fundraising Goals
Purdy's Chocolates	September to December - over \$3 500
Hanging Baskets and Plants through Growing Smiles	April to May - over \$600
Raffle Tickets	September to December - \$7 500 - \$10 000
Online Shopping and Gift Card Purchases through FlipGive	Year Round - \$300 - \$800
Bottle, Clothing and Electronic Recycling through Skip the Depot	Year Round - \$275 - \$500
Fill Your Freezer and Food Purchases through TeamFund	September to December - over \$1 400

## ***Casino***

In Alberta; charities are given the opportunity to staff select casinos with volunteers under the guidance of Casino Advisors. Each charity volunteers for two days roughly every 18 months. In return; each charity volunteering in that quarter splits an allotment of the casino's earnings. This can be upward of \$60 000 per charity and is a significant portion of our annual operating budget for two years that we depend on to deliver the ADT program.

In order to receive this funding we must submit an application to the AGLC who approves what expenses we can spend casino money on. This excludes many administrative and staff expenses but can be spent on our artistic programming directly improving the Youth Artist experience.

We must fill all 40 volunteer positions in order to remain eligible year after year. We can only achieve this through the help of the membership. Every Youth Artist must have a representative over 18 years of age work at least one volunteer casino shift. Volunteers cannot be compensated or paid but anyone within the Youth Artists' support network can take on this responsibility. All training for the casino shift roles are done on site. It's very easy and a great chance to socialise with others in the ADT community!

*There are many intricacies that go into planning and staffing a Casino.*

*Please email our Administrator Sherri Rau at [alberta.dance@gmail.com](mailto:alberta.dance@gmail.com) with your questions.*



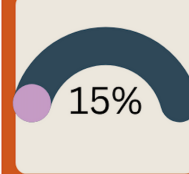
## ADT Behind the Scenes

---

# ADT REVENUE HIGHLIGHTS



**ANNUAL REVENUE**  
**\$114 909**



**GRANTS**  
 Provincial and municipal grants provide around 20% of yearly revenue

**CASINO**

Casino funds provide the largest single source of revenue. We cannot get these funds without everyone volunteering.

29%

**DANCER TUITION**

20%

**DANCER FUNDRAISING**

13%

11%

**DONATIONS**  
 Including personal, corporate and in-kind donations

12%

**OTHER EARNED**

# ADT EXPENDITURES HIGHLIGHTS



**ANNUAL EXPENDITURES**  
**\$114 595**

**ARTISTIC**

Includes Artistic Directors and all other professional salaries, workshops, weekend intensive, costumes, etc.

51%

49%

**ADMINISTRATION**

Includes General Managers and Administrator salaries, office expenses, facility rentals, marketing and fundraising



To ensure the sustainable growth of the Alberta Dance Theatre program the ADT Staff and Board set tuition payments considering our annual budget, plans for the future and the communities we serve. We are transparent with our strategic goals and financials at our Annual General Meeting every fall.

Being a non-for-profit does not mean that our balance sheet should be at or below \$0 in any given year. It means that any funds we collect in a given year are reinvested in ADT to ensure sustainability and continued growth for our program. We are not aiming to make a profit that would be externally distributed.

Feedback about our programming can be communicated to the Co-Artistic Directors, Administrator, Board Chair or Parent Liaison year round. A formal survey for parent and Youth Artists is circulated at the end of every season prior to the annual Look Back conducted by the Board of Directors and staff.

## Rehearsal & Show Information

---

Unless otherwise specified, all regular rehearsals are at DJD Dance Centre located at 111 – 12 Avenue SE.

Regular rehearsals will generally be scheduled within these time frames:

**Sunday's 10:30am 4:00pm**

**Saturdays (November) 4:00 - 6:30pm.**

Changes to the schedule can occur. To the best of our abilities, we will keep a consistent rehearsal schedule and give more than 2 weeks notice if that schedule changes. Please be aware some additional time may be required on some of the later scheduled rehearsals.



# Tentative 2023 Schedule

---

Date	Time	Location	Notes
August 22-24	TBA	TBA	Summer Intensive
August 27	TBA	TBA	Meet and Greet
September 10	10:30am - 3:30pm	DJD	Company Rehearsal
	10:00am - 12:00pm	DJD	Parent Meeting/ AGM
September 17	10:30am - 3:30pm	DJD	Company Rehearsal
September 24	10:30am - 3:30pm	DJD	Company Rehearsal
October 1	10:30am - 3:30pm	DJD	Company Rehearsal
October 8	NO REHEARSAL	N/A	Happy Thanksgiving
October 15	10:30am - 3:30pm	DJD	Company Rehearsal
October 20	~6pm Drop Off	TBA	Weekend Intensive
October 21	All day	TBA	Weekend Intensive
October 22	~1pm Pick Up	TBA	Weekend Intensive
October 29	10:30am - 3:30pm	DJD	Company Rehearsal
November 4	3:30 - 6:30pm	DJD	Company Rehearsal
November 5	10:30am - 3:30pm	DJD	Company Rehearsal
November 11	3:30 - 6:30pm	DJD	Company Rehearsal
November 12	10:30am - 3:30pm	DJD	Company Rehearsal
November 18	3:30 - 6:30pm	DJD	Company Rehearsal
November 19	10:30am - 3:30pm	DJD	Company Rehearsal
November 26	4:00 - 8:00pm	Theatre	Light Walking
	10:00am - 2:00pm	Theatre	Load in
November 27	3:30 - 8:30pm	Theatre	Q-Q
	3:30 - 8:30pm	Theatre	Backstage/ Supervision
November 28	3:30 - 8:30pm	Theatre	Tech Rehearsal
	3:30 - 8:30pm	Theatre	Backstage/ Supervision
November 29	3:30 - 8:30pm	Theatre	Dress Rehearsal
	3:30 - 8:30pm	Theatre	Backstage/ Supervision
November 30	3:30 - 8:30pm	Theatre	Show #1
	3:30 - 8:30pm	Theatre	Backstage/ Supervision
December 1	10:00am - 3:00pm	Theatre	School Shows and Pictures
	10:00am - 1:30pm	Theatre	Backstage/ Supervision
	5:30 - 9:00pm	Theatre	Show #2
	Post Show	Theatre	Gala & Fundraiser
December 2	2:30 - 9:00pm	Theatre	Show #3 and Show #4



December 2	2:30 - 9:00pm	Theatre	Backstage/ Supervision
	9:00pm	Theatre	Load out



# Parent Checklist

- I have read the ADT 2023-2024 Handbook.
- I understand that as part of my dancer's enrolment in Alberta Dance Theatre, I will be required to fundraise \$400 in addition to the tuition, OR take the Buyout Option. This does not include ticket sales to the production. I understand that this is to support the high caliber production ADT offers every year.
- I understand that as part of my dancer's enrolment in Alberta Dance Theatre, I will be required to fulfill a minimum of 10 volunteer hours regardless of my tuition payment option. If I am not able to fulfil these volunteer hours, I will find someone who can. This helps bond the families of ADT, creates a unique intergenerational creative work experience, and give me a unique look at the behind the scenes of a professional performance arts company.
- I understand I must volunteer for a fundraising casino and that the casino deposit in the amount of \$150 will not be refunded if I am unable to attend a Casino shift.
- With such a short rehearsal period coupled with great performance expectations, I understand that attendance at rehearsals, parent meetings, the Weekend Intensive and all shows is mandatory. I will encourage my dancer to practice ADT material throughout the week and encourage their positive participation in ADT group settings. I understand that all absences must be communicated to the Parent Liaison and approved by the AD's and missed rehearsals may result in the dismissal from choreography and/or the ADT company with no refund.
- I agree to be generous with my attention and care throughout the ADT process. I promise to be respectful in my interactions with dancers, staff, fellow parents, volunteers and creative team members. I understand that if my actions are not conducive to a positive, collaborative environment my family and dancer will be removed from the company.
- I understand that I am not responsible for all the work that goes into an ADT show. If I feel I need more time, knowledge, skills or support, I will reach out to the ADT Staff and Parent Liaison to source a solution. I will act in a timely manner.

I have read and agreed to the above statements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Dancer Checklist

---

- I have read the ADT 2023-2024 Handbook.
- I understand that ADT is a collaborative rehearsal process where I get out as much as I put in. I will rise to the challenge of participating in all rehearsal activities and allow space for others to participate equally.
- With such a short rehearsal period coupled with great performance expectations, I understand that attendance at all rehearsals, the Weekend Intensive and all shows is mandatory. I will organize my schedule in order to not arrive late or leave early from rehearsals. If a conflict does arise, I will act in a timely manner in order to notify the Parent Liaison and try to find a solution. I understand that missing rehearsals may result in dismissal from choreography and/or the ADT company.
- I agree to be generous with my attention and care throughout the ADT process. I promise to be respectful in my interactions with fellow dancers, staff, parents, volunteers and creative team members. I understand that if my actions are not conducive to a positive, collaborative environment my family and I will be removed from the company.

I have read and agreed to the above statements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_