

SCGB

South Georgia Ballet

2023-2024
Company Handbook

229.228.9420

www.southgeorgiaballet.org

P.O. Box 1192, Thomasville, Georgia 31799

600 E. Washington Street,

Thomasville, Georgia 31792

General Information

Our Mission Statement – Who We Are:

South Georgia Ballet is dedicated to providing exposure, enrichment, and education of classical dance to Southwest Georgia in order to improve quality of life for our community.

This mission is to enrich the quality of life in Southwest Georgia by expanding the cultural opportunities available to all of its citizens. Created as a regional pre- professional dance training program, SGB now develops and produces original performing arts productions and reaches out to a diverse community with educational and performing arts enrichment experiences including our Outreach Education Programs, Step UP!, Golden Steps & Special Steps. We believe that a thriving arts program can greatly enhance the communities we serve and we seek to bring classical ballet and other forms of dance to audiences of all ages.

We offer the serious dance student additional training and performing opportunities beyond what is offered in most community dance programs. Auditions are held each spring and fall for dancers interested in expanding their training as a member of the South Georgia Ballet. Company dancers typically train and rehearse four days a week, including most Saturdays and perform throughout the year including our own one-week residential summer dance intensive in June. Under the direction of Artistic Director, Melissa June, a comprehensive training program is designed for each dancer, combining their Conservatory and Company class schedule along with their performance opportunities to create a cohesive, methodical and complete dance experience. South Georgia Ballet students also audition and are accepted into prestigious national summer programs.

School Philosophy:

South Georgia Performing Arts School of Dance was founded in Cairo, Georgia in 1998 by Alison Bundrick and in 2011 was renamed South Georgia Ballet Conservatory. In 2017 the School was bought by the Company, now known as South Georgia Ballet School. The goal of the School is to give each dancer a joyful dance experience and professional instruction regardless of the level of the student. The ballet curriculum is based on the Vaganova method and requires a placement class to ensure proper class assignment for each student. Each level typically requires a minimum of two years instruction before moving to the next level.

Our Structure:

South Georgia Ballet is governed by a Board of Directors according to the bylaws. Officers serve for three-year terms, after which time, the Board must either re-authorize their service or choose another individual to fill that role. Advisory Board members are chosen by the Board from the community to serve two-year terms. At-large terms need not be voted on by the Board for extension.

The Board consists of the Chairman, Vice-Chairman, Secretary, Treasurer, and other Board members recommended by the Board Nominating Committee and approved by the voting Board members. In addition, the Board also has a group of Ex-Officio members made up of representatives from programming partners, a number of advisory members drawn from the community and the VIP Parent Volunteer Organization. All Board of Directors with the exception of the Executive Director and Artistic Director may vote on issues brought before the Board. The SGB staff is appointed by the Board and employees are paid with compensation determined annually by the Board.

Board of Directors:

Jami Porter, Chairman
Courtney Williams, Co-Chairman
Vanessa Patz, Secretary
Joshua Sharp, Treasurer

Rita Amission
Rebecca Brinson
Tiffany Davis
Margaret Hardy
Susan Harvard
Caitlyn Lang
Ethan Lovett
Mariam Mirabzadeh
Dylan O'Neal
Carmen Salerno
Cleveland Shy
Julia Singletary

Administration & Faculty:

Melissa June, Artistic Director
(pirouette707@hotmail.com)
Rachel Arnold, Executive Director
(rachel.arnold@southgeorgiaballet.org)
Morgan Rhoden, Office Manager
(morgan.rhoden@southgeorgiaballet.org)
Sydney Ellen Rawlings, Assistant to the Directors
(serawlings17@gmail.com)

Physical Address:

600 E. Washington Street, Thomasville, GA 31792
Direct Line - 229.228.9420

Website: www.southgeorgiaballet.org

Follow us on Instagram (south_georgia_ballet) and Facebook (South Georgia Ballet)

Ex-Officio:

Michele Arwood
Thomasville Center for the Arts
Lisa Billups
Thomasville Community Resource Center
Lee Wagner
Marguerite Neel Williams Boys & Girls Club

Community Advisors:

LaToya Davis, FSU School of Dance
Bonnie Hayes, Main Street & Tourism
Sarah Doolin Roy, Young Actors Theatre

Parent Representative Chairs:

Daphne Tuten
Alison Welch

Mailing Address

P.O. Box 1192
Thomasville, GA 31799

Call Board and Rehearsal Schedule:

Company Dancers and their families should check the website rehearsal schedule and sign up for automatic notices when changes are made to the schedule. The rehearsal schedule on our website is a calendar of our rehearsals that is updated frequently by the Artistic Director. Please make sure you are apart of our REMIND 101 group for all updates. Class code @sgaballet

Performances:

The Nutcracker

This is a classic holiday tradition. All Company dancers perform in this production.

Fuse

An evening of live music, dance and art held at the Thomasville Center for the Arts usually the last Friday or Saturday in January. Upper-level company dancers perform for this evening.

Spring Performance

Held annually, featuring all Company dancers as well as students from the School. This performance is typically held at the Thomasville Municipal Auditorium This production features an original concept show featuring all genres of dance.

Miscellaneous Performances:

Periodically we have other opportunities to perform for community events. Typically, these involve our senior Company dancers. Previous season(s) performances include mini matinee performances of The Nutcracker, Artreach lecture series Rose Shoe Parade, Victorian Christmas.

Other Events:

Placement Auditions for New and Returning Students

Prior participation in South Georgia Ballet as a Company dancer does not guarantee the dancer's spot in subsequent years. All dancers must audition annually. Auditions are held twice a year (Fall/Spring). Dates are published on the website and posted in the main office.

Summer Training

Company members are expected as part of Company Obligation to attend South Georgia Ballet's one week H.O.T. intensive provides an opportunity for our dancers to work with an internationally acclaimed faculty in Thomasville. Sometimes during the Intensive we set Company choreography for upcoming performances. Dancers who do not participate in the summer Intensive are not guaranteed placement in these dance pieces. Additional training opportunities are available throughout the country and we encourage our Company dancers to explore those programs as well. Faculty members can make suggestions of summer training outside of our immediate geographical area that meet your individual goals!

Community Service:

In order for us to meet our mission of engaging the community, we will be asking many members of the community for support. Likewise, we believe in supporting the community and want our dancers to learn the value of giving back to their community.

In addition to our mini-performances, each dancer will be given opportunities throughout the year for community activities which will provide your dancer with wonderful, rewarding opportunities to participate in a variety of worthwhile community events that benefit those in need. SGB will sponsor and coordinate a number of events in which dancers can participate including the Father/Daughter Dance, Lock ins, and summer camp.

Obligations

Annual Company Dues:

Company Annual Fees are due upon receipt of the Company Contract. For your convenience, we offer 3 payment plans (see Company Fees Payment Plan): 1) annual, 2) bi-annual, and 3) monthly. Should a dancer leave the Company for any reason the Company fees are not refundable and must be paid in full per the Company Contract. Your dues must be current in order to participate in any SGB class or activity, including the ability to audition for any show. Bi-annual and monthly dues are considered late if received after the 15th of the month. Dancers whose accounts are past due will be suspended until fees are paid and current.

Corporate Sponsorship and Friends of the Ballet Memberships:

Company dancers are required to obtain a minimum of \$250 combined in Friends of the Ballet memberships and/or corporate sponsorships. Membership forms and corporate contracts are available in the SGB business office. We encourage all dancers to go above and beyond their obligations. Dancers will also be furnished with forms at the beginning of the season. All donations and sponsorships submitted on behalf of your dancer must be received no later than November 1. Donations less than \$250 remain the responsibility of the dancer and must be paid in full by November 1 in order to continue with the Company (unless prior arrangements have been made through the SGB Office).

** Please note that sponsorships help insure the continuation of our programs and monies raised are vital to our overall budget. We appreciate your ability to contribute to SGB in this way.

Costume Rental Fee:

A costume rental fee (included in your Company Dues) is required for rental of all costumes worn in Company performances and is included in your company dues. Costumes are to be cared for appropriately and any damage or issues needing attention should be reported to the Costume Mistress immediately.

Company Jacket and Dance Bag:

Company members may purchase an SGB Company jacket and dance bag. Order forms and costs are available in the administrative office.

Fundraising:

There may be fundraising opportunities throughout the year that help us defray our training and production costs. Each member is required to participate since every member benefits from the dollars raised during these events.

Parent Meetings:

Mandatory parent meetings are held at various times of the year. They are well organized and the length of the meetings is kept to a minimum. At least one parent is required to attend!

Generally speaking, the meetings are held as follows:

- Early Fall before the dance season begins (usually in early September)
- 4-6 weeks before The Nutcracker (Mid-October)
- 4-6 weeks before the spring show (Mid-April)

Policies and Procedures

POLICIES AND PROCEDURES

Attendance:

- Company members are expected to attend all SGB School and Company classes, rehearsals and performances. SGB provides weekly company classes for technique instruction, rehearsal Saturdays for seasonal performances and a one-week Summer Intensive.
- Dancers are expected to arrive at least 5 minutes early – stretched and dressed appropriately.
- Dancers are expected to be on time for all classes, rehearsals and performances.
- Casting is based on talent and attendance to all assigned classes and rehearsals.
- Dancers must attend all rehearsals and performances for any work they are cast in (including understudy roles & Nutcracker Monday Matinees).
- Dancers must attend all photo shoots and are required to wear make up as directed by faculty.

Absences:

- Dancers are personally responsible for notifying the school office prior to an absence due to illness or death in the family. Call 229-228-9420.
- If your dancer is showing signs of COVID 19 – Please do not attend class. Call in advance about absence.
- In the event that classes have been cancelled due to COVID, classes and rehearsals may move to virtual learning.
- COVID Protocol – See attachment
- Dancers must submit their known conflicts on the Dancer Conflict Form twice a year prior to: 1) auditions for Nutcracker and 2) auditions for spring ballet. Dancers are required to submit a form even if no conflicts exist. Any other absences that arise will be handled on an individual basis and may affect casting and are in the sole discretion of the Artistic Director.
- Excused absence: A fever (or if you have had a fever of 100 degrees or more in the last 24 hours), vomiting or diarrhea, a family death, or a school project that is going to be graded and where your attendance is required. Excessive absences may affect casting, result in a dancer being placed on probation or dismissal from the Company.
- Unexcused absence: Any absences that arise outside of what has been reported on the Dancer Conflict Form will be handled on an individual basis and **MUST be submitted in writing at least 2 weeks in advance to Morgan Rhoden (morgan.rhoden@southgeorgiaballet.org). No Text or Emails will be accepted.** Excessive absences from class and/or rehearsals will ultimately affect your level, placement, casting, and ability to keep your roles.
- In the event of a schedule change or absence, dancers will be given an appropriate make up class. Each dancer is required to make up all missed classes.

- Failure to appear for a scheduled dress rehearsal or performance will result in immediate dismissal from the Company.
- In the event of an absence from Company rehearsals, your understudy will dance your part for that rehearsal. It is the dancer's responsibility to learn any material he/she has missed. Should the absence result in your inability to dance the role to the satisfaction of the Artistic Director and/or Choreographer, you will be replaced.

Additional Training:

If a dancer consistently attends your level classes each week, that dancer is eligible to attend an additional ballet class with no increase in dues. A dancer may "dance down" a level for these additional classes, but may not "dance up" a level without an invitation from the Artistic Director.

Casting & Choreography:

All casting and choreographic decisions are of the sole discretion of the Artistic Director. This includes double casting and understudy roles as well as all other casting decisions. Casting changes made by a dancer without the permission of the Artistic Director is grounds for immediate dismissal from the Company.

Conferences:

The Artistic Director is happy to meet with parents and dancers. Appointments may be made by email.

Costumes:

Dancers must take responsibility for company costumes and appropriate measures must be taken to insure the costumes are returned in the same condition in which they were received. Costumes are to be returned at the conclusion of the show/event (during load-out). Any damage to a costume must be reported immediately to the Costume Mistress and/or an SGB administrator. Dancers who fail to report damage to a costume or return a costume at the conclusion of a show/event may be financially responsible for repairing or replacing the costume.

Dancer Expectations:

Members must be prepared to make the necessary time commitment in their schedule to be a part of this performing Company. Company is a year-long commitment of time, energy, attitude and physical effort!

- In the studio, a specific decorum needs to be practiced. A courteous attitude toward the teacher and fellow students means all talking stops when the teacher enters the studio. If the teacher is already in the studio, students must enter quietly and respectfully. If students enter after the class has started, they must explain their lateness and apologize. If students need to leave class early, they must advise the teacher before class begins and they must come up to the teacher to be excused before leaving the studio. If you are late, stand inside the door and wait until teacher invites you in.
- There is no talking during class. However, students are encouraged to ask questions when they do not understand a correction or need an exercise to be clarified.
- When given a correction, students must demonstrate that they understand by performing the motion. When a correction is given while an exercise is in progress, students must acknowledge hearing the correction by making eye contact with the teacher and smiling or saying "thank you."

- Eat healthy and energizing foods and drink plenty of water. Please make sure that you give your body time to rest. Sleep is very important for your muscles and your mind. Lack of sleep is a common cause of injury. Take good care of yourself!
- No gum chewing in the studio.
- Avoid wearing perfume, perfumed oils or body lotions. Many people are allergic to perfumes, and lotions transfer to the floor, creating a slippery surface.
- Please do not attend class if you are contagious or within 24 hours of having a temperature of 100 degrees or higher.
- At the discretion of the teacher, choreographer or Artistic Director, severely late or inappropriately dressed students may be asked to watch class, rather than participating. A dance class proceeds in incremental fashion, warming the muscles and imparting knowledge that will be used in later exercises. Lateness prevents the appropriate warm-up and training necessary for effective rehearsals and classes, as well as disrupting others' learning.
- Company dancers will be assigned one additional ballet class per week. Dancers are responsible for having all necessary supplies to complete class and meet dress code (hairpins, hair ties, band-aids, pointe shoe padding, dance shoes, etc). Please check website for "what's in your bag" checklists.
- Company dancers represent South Georgia Ballet and therefore must ALWAYS conduct themselves appropriately!
- Participation in other dance organizations or performing groups is permitted only if it does not conflict with the Company schedule.
- Costumes, props and headpieces are to be treated with respect and care taken to avoid damage.
- Costumes in transport by dancers must be in a zippered garment bag.
- Parents and Volunteers are to be treated with respect, politeness and gratitude.
- During theater weeks, all costumes should be inventoried and neatly hung up before leaving the theater.
- Dancers must remove costumes before eating or drinking (only water is permitted in the dressing rooms).
- Strike duties after each performance are posted and assigned to each dancer and must be completed before leaving the performance venue.
- See COVID page for details
- SGB has a ZERO tolerance policy regarding illegal substances on SGB Campus, at any SGB or affiliate events, or if a student is wearing any representation of SGB. If found on a dancer, whether in use or not, will result in immediate dismissal. Anything else brought to SGB's attention will be at the discretion of the board.

Dress Code:

- No jewelry is to be worn in class (with the exception of earrings with small posts which are acceptable). No watches, necklaces, chains, rings, or bracelets.
- Pink tights are to be worn inside your ballet/pointe shoes.
- Hair must be in a ballet bun. No bangs.
- Company class and rehearsal attire: pink ballet tights (seamed) and black leotard. Skirts are only allowed at rehearsals at the discretion of the Artistic Director, Choreographer or Ballet Mistress.

- Dance shoes are **NOT** to be worn outside the dance studio.
- Booty shorts are not permitted in class unless authorized by the instructor.
- Class Helpers: please follow the dress code requirement for your own dance classes.

Division Placement/Promotion:

South Georgia Ballet is careful to choose the correct division placement for each student. It is very important to remember that all students are individuals with very different physical talents, skills and ability levels and they will not all progress at the same rate. In the interest of maintaining a high quality of dance education, it is sometimes impossible to keep the same students together in a class year after year. Many students may need extra help and a slightly slower pace to help them master new steps that may come easily to others. This is carefully considered when placing students in a class. The most important thing is that the student enjoys the class and is technically challenged. A positive environment is sure to yield progress. Remember it is very common to see two children of the same age with the same number of years of dance training with extremely different capabilities. Class placement is under the Artistic Director's decision in consultation with the Ballet Mistress.

Students are not automatically moved into the next level at the end of the year. Progression from one level to the next is based solely on, but not limited to, a variety of criteria both objective and subjective.

First Aid:

Dancers and faculty have access to a first-aid kit that is intended for minor injuries. It contains band-aids, cleansing wipes, Ibuprofen, Tylenol and ice packs.

Injuries:

If you have an injury, here are some basic guidelines to follow:

- If there is a medical reason for not participating in class or for participating on a limited basis, students must explain the problem to the teacher before the class begins. In the case of an injury that prevents students from participating for an extended period, a doctor's note is necessary. If unable to dance due to injury, you are required to watch classes and rehearsals.
- Injuries should be reported to Melissa June by phone or e-mail as soon as recognized or diagnosed. If there is a rehabilitation plan, it should be shared in writing with the Artistic Director.

Lost and Found:

SGB faculty, staff, administration or volunteers are NOT responsible for any items that are left in the studios, in the theater, in class or rehearsal. A lost and found is located in the Annex. Do not bring valuables with you to class, rehearsals or into the theater. SGB and its staff or volunteers are not responsible for lost, broken or stolen items. Every effort is made to return items to the rightful owner. It is important to label EVERYTHING with your name. Lost & Found is donated once a quarter.

Parental Responsibilities:

As a parent, the financial support of your dancer is important, but of equal, and perhaps even greater, is the value of your emotional support! Encourage your dancer to be the best that they can be without regard to what others may achieve. In other words – don't compare your child's achievements to someone else's. Dance is an individual art form; each dancer needs to achieve at a pace that is comfortable for them. It is important to encourage your dancer to focus on herself, give her all and be satisfied with her own accomplishments.

Dance education encompasses far more than technique or the steps your dancer will learn. We believe that the discipline of dance training gives people a better understanding of commitment by offering them the chance to learn, experience the spirit of teamwork and understand what hard work can accomplish. Our goal is to educate the minds, bodies and souls of our students and to teach them skills needed for a successful life, whether or not they stay involved in dance. Parents and teachers may look at the dancer's learning from different perspectives; however, we all share a common goal: to assure that every dancer receives the best possible training, both physically and mentally. Mutual respect between our faculty and a dancer's parents provide the dancer with the ultimate care and education. Trust us to make the best decision for your child's dance development.

Private Lessons:

Private lessons with SGB staff are available for those dancers needing extra help or for those who are interested in accelerating and perfecting their technique. Please contact the administrative office if you are interested.

Resignation:

Should you decide, for whatever reason, that you no longer wish to participate in SGB Company, the process for the dancer's resignation is as follows:

- Students who voluntarily choose to leave the program should notify the Artistic Director in writing. Students may not return mid-year.
- Payment in full of any outstanding Company dues will be due upon resignation as stated on the Company contract.

Respect:

Dancers and parents are expected to behave in a professional and respectful manner at all times. Any dancer/parent concerns should be addressed directly to the Artistic Director (Melissa June) via a parent/dancer conference, NOT to other dancers, parents, or staff. Appointments can be made by calling the company office during regular office hours.

Safety:

All students under the age of 12 must be brought into the studio door by a parent or guardian. Students must be picked up from class promptly. For security reasons, no dancer may wait outside the Thomasville Center for the Arts or Annex to be picked up. Please pick your dancer up from the Center at the entrance located off Washington Street. For dancers under the age of 12, parents need to walk in to escort children to their car. Please do NOT park in the circle drive and park in the parking lot provided.

Social Media:

Social Media is a wonderful way to reach out to the community, our friends and family to share our dance experiences. It is also a great way to invite people to our performances and introduce a new audience to the professional, hard working and talented group of dancers who belong to SGB. However, please remember that your dancer represents South Georgia Ballet and everything a dancer and his or her parents post regarding SGB is a direct reflection on our organization.

Therefore, dancers and parents should refrain from posting inappropriate messages and photos on the internet or by email, text or phone messaging. Any negative, hostile, derogatory, inflammatory or otherwise disrespectful postings regarding SGB, its' faculty, staff, dancers, parents and other associates will be grounds for immediate dismissal from the company.

Viewing Privileges:

South Georgia Ballet rehearsals and Dress rehearsals are closed to parents.

Waiting Area and Dressing Rooms:

Many dancers use these areas and we have a very limited amount of space, so it is important to be respectful of others. Please wait for class and rehearsals in assigned areas – no wandering! The waiting area can be used for studying before or between dance classes, stretching before class and as a place to prepare mentally for an upcoming class or rehearsal. Dressing rooms are provided as a convenience to our dancers. Loud talking, running and other disruptive activities are distracting to other students. If you eat or drink something in this area, please pick up after yourself. Trash cans are provided. Be careful that your dance bag is not a trip hazard.

How to Help Your Child Get the Most Out of Dance

1. Encourage your child and express pride in their efforts and accomplishments! Mentor your dancer in appropriate and positive ways to handle disappointment.
2. Make sure your dancer always arrives on time to class and that they attend all scheduled lessons and or rehearsals. Missing class can be discouraging when the dancer returns to class as dancers often have a hard time catching up, especially with choreography. They can become frustrated and anxious when they can't keep up.
3. Encourage your dancer to practice at home, especially when it comes to choreography or new material. The student who retains the choreography or movement from week to week is more confident and enjoys the dance experience more.
4. Each dancer should carry a dance journal to class, rehearsals and performances for corrections regarding technique and/or choreography.
5. Talk to your dancer about dance class; encourage them to show you the new things they learned.
6. Show respect for your dancer's instructor, especially when it comes to disciplinary action.
7. Avoid judgmental statements concerning other dancers, parents and instructors.
8. Be a proud an SGB parent sharing the positive aspect of our programming SGB with all who will listen. If you hear negative comments, concerns, etc. share them with the Artistic Director and VIP President so she can try to dispel or downplay them and refocus on our strengths. We are not perfect, but we all aspire to do what is best for our students and program.
9. Encourage your dancer to be the best they can be, in and outside of the studio.
10. Promptness with tuition and other monetary obligations is essential. Payments should be made on or prior to the due date.
11. Assist your dancer in keeping track of newsletters, rehearsal schedules, hair and make-up requirements – but remember we are partnering with you to teach your dancer to be responsible, on-time, prepared, etc.
12. Ensure that your dancer has enough food and drink to be able to dance with energy, especially when they arrive at the studio directly after school or during long rehearsals that might go through mealtimes!
13. Do not over commit yourself financially or put more into your schedule than time allows.
14. Be proud that your child chose one of the greatest art forms: DANCE!

Support
South Georgia
Ballet

Volunteers:

We rely on volunteers to perform many tasks. We welcome new members to serve on our many active committees. Our volunteers are essential to our continued success – South Georgia Ballet greatly appreciates the army of volunteers who carry out essential duties! **Please note, all parents must work at least 12 pre-show hours and 6 theater week hours for both The Nutcracker and Spring show.**

Committees:

Below is a list of most of our committees and the requirements for each. Each committee is lead by a parent volunteer – find a committee that interests you or try several to find your favorites! Each committee has a unique budget for the season and Committee Chairs must coordinate with Morgan Rhoden prior to each season in determining that budget.

Ballet Boutique:

- Set up available merchandise.
- Responsible for SGB literature and sign-up sheets.
- Be available for selling merchandise before, during intermission and after show.
- Be comfortable making change “in your head”
- Maintain a cash box with money for making change
- Smiling face and patience of a Saint

Backstage:

- Assist with set changes, maintenance of marley flooring, set up/breakdown for warm- ups, special effects, technical support, etc.

Box Office:

- Manage Box Office during scheduled times by selling tickets
- Smiling face and a willing heart

Concessions:

- Prepare space for selling of concession items
- Maintain a cash box and complete financial reporting of sales per show and final
- Beverages are sold before a show, during intermission and after performance
- Secure ice and coolers for beverages to be served cold

Cast Meals

- Organize Catered meal with office
- Assist with meal preparation, serving & clean up
- Secure Ice

Costumes

- Sewing is NOT a requirement
- Able to use hot glue guns for costume and head pieces
- Hours are more on an as-needed basis up until and through performance
- Assist in preparing for costume work days and costume distribution to dancers
- Assist with cleaning and laundering after performances
- Maintain a volunteer log of all hours worked per season and submit to the office after each Performance

Dressing Room:

- Attend the designated dress rehearsal for the assigned performance
- Ensure dancers are ready on time for performance
- With assistant from dancers, clean up area before leaving the performance.
- All volunteers work the opposite night of their child's schedule performance.
- Follow the direction of the directors

Load-In/Load-Out Crew:

- Move props from studio to auditorium
- Assist in setting the stage for performance
- Return props from auditorium back to studio

Matinees

- Suggestions of new groups for solicitation of performances
- Assist in seating assignments of reserved groups
- Assist in traffic flow of unloading buses
- Maintain a cash box with any money being brought day of performance
- Assist in supplying a head count of all attendees to box office.

Guest Artists

- Coordinate hospitality efforts for guests artists: transportation, housing, gift baskets, directions, rehearsal schedules, etc.

Parades & Floats

- Assist in building floats for respective season (Rose Show)
- Assist in creating themes for floats with direction from the Artistic Director
- Several months in advance – check on any needed supplies to be ordered by the staff
- Assist in securing donated items for the float and/or staying within budget
- Ensure floats are safe for all dancers
- Painting, nail guns, hot glue guns and other tasks may be asked
- Assist in locating a truck and generator to be used in parade

Poster Distribution

- Each committee member would help distribute posters to all willing businesses in the designated towns
- Committee head will allocate difference sections of town for each person to cover

Set & Construction for Crew

- This committee is not just men, but new hands and ideas are needed
- Painting of old and new props
- Designs and construction of new set pieces and props in a timely manner
- Maintain a volunteer log of all hours worked per season and submit to the office

Step Up! Liason:

- Committee Chairs will help coordinate with the Step UP! students for transportation to and from classes/rehearsals
- Make sure the Dancers dance wear is clean each week
- Be a positive reinforcement to the Dancer
- Periodically check in with the families and parents for any questions or concerns

Ushers

- Arrive 45 minutes before curtain rises
- Pass out programs, check ticketing, assist with seating
- Monitor patrons for late arrival, recording devices, photography, cellular devices, noise, assistance, etc.

Financial & Other Contributions:

South Georgia Ballet is a tax-exempt public charity under Section 501c(3) of the Internal Revenue Code and is qualified to receive tax-deductible bequests, devises, transfers and gifts. We accept in-kind donations as well as donated items such as office supplies, gently worn dancewear, etc. All donations are acknowledged by a letter from the South Georgia Ballet office. For more information on contributing to the mission of South Georgia Ballet, visit our website at www.southgeorgiaballet.org. For information regarding Corporate Sponsorships, please contact Rachel Arnold at rachel.arnold@southgeorgiaballet.org.

Reimbursement of Expenses:

All purchases made on behalf of SGB are REQUIRED to be pre-approved by the Artistic Director. Reimbursements will only be processed with pre-approval. All reimbursements MUST be accompanied by the original receipts.

Any receipts for purchases made on behalf of SGB that are not accompanied by a completed Check Reimbursement Request Form will be processed as a donation. A tax donation letter will be mailed to the address on file.