Department of Dance Auditions, Casting, and Rehearsal Guidelines
Revised August 30, 2017

Mission
To encourage departmental casting practices that include as many dancers in the Department as possible, thereby maximizing opportunities for both choreographers, to select and work with dancers who have varied strengths and experiences, and for students, including roles as performers, understudies, and/or assistants to the choreographer.

Note: For the purpose of this document, these guidelines apply to all Department of Dance-sponsored events, and not to faculty creative research sponsored and/or presented by outside entities.

Productions
FALL CONCERTS: Dance Gala, Collaborative Performance, Graduate/Undergraduate
SPRING CONCERTS: Faculty/Graduate, DIC, Thesis Concerts, BFA Concert

Auditions (for a listing of all audition dates, please see the on-line callboard)
1. Auditions are opportunities for choreographers to assess dancers with regard to the movement materials and collaborative processes that are specific to particular projects and for students to choose projects and processes that advance their own learning objectives. Moreover, auditions allow dancers of varied levels, talents, strengths, and experiences to be seen and selected for projects that expand their range or hone their current skills, thereby casting works to serve both the dancer and also the particular needs of each creative project.
2. All auditions will be offered during the 1st three weeks of classes, with the exception of the Faculty/Graduate concert. An effort will be made to avoid auditions on Labor Day weekend, and the day of the Iowa State game.
3. Gala will have two auditions: The first group of choreographers will audition in the Spring; the second group of choreographers will audition in the first week of the Fall.
4. DIC will have one audition open to sophomores, juniors, seniors, and graduate students. Auditions will occur during the first week of the Fall.
5. Thesis Concerts will have one audition during the first week of the Fall.
6. Graduate/Undergraduate Concert, Collaborative Performance, MFA Independent Projects, and Choreography Courses will have one audition within the first 3 weeks of Fall classes.
7. Faculty/Graduate Concert will have one audition during the month of October. Faculty have the option of using this audition or casting their projects independently.
8. BFA Capstone/Honors Projects, MFA Independent Projects, and Choreography Courses will have one audition set within the first week of Spring classes.

Casting
1. Each dance cast is determined through an audition process with the exception of faculty creative research for the Faculty/Graduate Concert and for non-department-sponsored faculty research and/or productions. Please refer to the Departmental audition dates for your concert’s specific audition.
2. In agreeing to cast a dancer, the choreographer agrees to the conflicts that were listed on the Performer Bank.
3. Dancers must accept or decline their role within 24 hours of casting. In agreeing to accept a part, the dancer agrees to the entire schedule for the project including possible performance in a concert.
4. It is strongly recommended that Freshmen participate in a maximum of 3 dances per semester for the Fall & Spring.
5. It is strongly recommended that Sophomores, Juniors & Seniors participate in a maximum of 4 dances per semester for the Fall & Spring.
6. The Department will register all dancers for performance credit under the name of the concert in which they are cast. Please speak to the Department of Dance Administrator with any questions.
7. Choreographers must inform dancers of all project details and presentation commitments including 1st and 2nd casts, understudy roles, construction site dates, adjudication dates, choreography class showings, and end-of-year events in the first week of rehearsals. This announcement must include any dates when the cast might be performing. These dates, as well as criteria for grading, must also be included on a syllabus to be distributed at the first rehearsal.
8. **Dance Gala:** Dancers, with the exception of graduate students emphasizing Performance, may be cast in a maximum of 2 works for each Dance Gala concert.
9. **DIC:** A dancer cast in DIC may not be cast in Faculty/Grad or any Thesis concert; participation in DIC is limited to 2-years; The Company is only open to sophomores, juniors, seniors, and graduate students.

**Weekly Rehearsals**

1. All rehearsals, except tech/dress rehearsals, should end no later than 10:00 PM. Exceptions must be approved by the DDP and PSM.
2. Rehearsals must not conflict with a dancer’s University classes. Students are only obligated to attend rehearsals that do not conflict with their coursework.
3. Rehearsals must not occur during University breaks or Holidays. The only exception is that DIC, Faculty/Graduate, and Thesis Concerts may return to rehearsals the weekend before Spring Semester classes begin when needed, and faculty can conduct creative research in the Summer with performers participating on a voluntary basis.
4. It is recommended that rehearsals not be held during the first week of Fall classes so as not to conflict with auditions occurring that week.
5. Individuals wishing to reserve more than their weekly allotment for any project may do so after all other requests have been entered but must receive approval from the DDP.
6. Dancers must have 1 dark day the Saturday prior to their 1st day of tech.
7. Each Concert must take 1 dark day per week.

**Technical Rehearsals & Performances**

1. During Tech Week no members of the production team – including dancers, choreographers, stage managers, and technicians – may be called for rehearsal more than 30 hours that week. This week is Sunday through Thursday.
2. All Technical Rehearsals – including notes and post rehearsal business – end no later than 11pm.
3. Technical rehearsals typically last no longer than 8 out of 10 hours. The production team may request a 10- out of 12- hour technical rehearsal – all requests should be submitted to the PSM, DEO, DDP, and PM at least two weeks prior to tech.

**Cast Representative**

1. Each dance must elect one representative at the 1st rehearsal, whose responsibility it will be to assist in the regulation of departmental rules and guidelines and act as an advocate for all of the dancers during the rehearsal and production process for any project.
2. The representative should report all concerns to the DDP. If the problem cannot be solved at that level, it should then be reported to the DEO.
3. The representative for all Choreography projects is the instructor of that class.