

Appalachian State University

Department of Theatre and Dance

Dance Studies Student Handbook

2013 - 2014

DANCE STUDIES STUDENT HANDBOOK

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ABOUT THE DANCE STUDIES PROGRAM

The Dance Program in the Department of Theatre and Dance offers a [Bachelor of Arts degree in Dance Studies](#), a [Minor in Dance](#), as well as classes and special programs for other individuals wishing to study and participate in dance and related areas. For information on the following headings, click the links.

[MISSION & VISION](#)

[VISION](#)

[CURRICULUM](#)

DANCE STUDIES PROGRAM DESCRIPTIONS

BACHELOR OF ARTS, DANCE STUDIES MAJOR

- The Department of Theatre and Dance offers a Bachelor of Arts in Dance Studies. The Dance Studies degree is designed to meet the needs of today's students, taking an integrative and cross-disciplinary approach to dance training. The Dance Studies major is open to all students. No audition is required to enroll however auditions are held for choreographers and performers.
- The B.A. in Dance Studies requires 45 credit hours in the major as specified on the [Degree Checksheet](#). In addition, the [General Education Core Requirements](#) are required of all ASU Students.

DANCE STUDIES MINOR

- The Dance minor allows students who are not majoring in Dance Studies to continue or begin their dance education and training. The minor is open to all students. No audition is required to enroll however open auditions are held for performances.
- The Dance Minor requires 17 – 18 credit hours as specified on the [Check Sheet For Dance Minors](#). Courses required for the Dance minor are also part of the Dance Studies major curriculum.

ADVISING

ADVISING FOR DANCE STUDIES MAJORS

Students considering pursuit of the Dance Studies major should contact Dance faculty [Susan Lutz](#) or [Emily Daughtridge](#) to schedule an advising appointment immediately.

Advising Notes

- If a course you need is full, please contact the instructor. Students are added to some courses on a case-by-case basis.
- Download the PDF below for Advising Notes used by General College advisors.
- [DAN_GC_AdvisingNotes.pdf](#)

Finish in Four Model Schedule

- Download the PDF below for a model four-year plan for completing this degree.
- [DAN_4yrPlan.pdf](#)

ADVISING FOR DANCE STUDIES MINORS

Students considering pursuit of the Dance minor should contact Dance faculty, [Laurie Atkins](#) or [Sherone Price](#) to schedule an advising appointment and to fill out the appropriate form in order to declare the minor.

COURSES

CORE COURSES

Descriptions of the courses offered in the Dance Studies program can be found at <http://www.registrar.appstate.edu/catalogs/undergraduate.html>

- View the Dance Studies [Degree Checksheet](#)

GENERAL EDUCATION PROGRAM

The General Education Program includes 44 semester hours of courses, plus two courses in the major program that address the General Education goals. To learn more about the General Education Program visit:

<http://generaleducation.appstate.edu>

- View the [General Education Checksheet](#)

CHOREOGRAPHY AND PERFORMANCE OPPORTUNITIES

1ST YEAR SHOWCASE:

A night of theatre and dance featuring freshman and transfer students.

NC DANCE FESTIVAL:

A dance concert featuring both Appalachian student dancers and professional touring artists from across the state.

FALL APPALACHIAN DANCE ENSEMBLE:

A dance concert featuring students performing choreography by faculty and advanced students.

ANNUAL END-OF-SEMESTER INFORMANCE:

An informal showing of finished works, works in progress and/or class projects presented by students and faculty shared at the end of each fall semester.

MOMENTUM SHOWCASE:

A dance concert choreographed and performed by the members of the student dance club, Momentum, and invited guest artists.

SPRING APPALACHIAN DANCE ENSEMBLE:

A dance concert featuring students performing choreography by faculty and advanced students.

CAPSTONE PERFORMANCES:

A series of dance presentations created by senior Dance Studies majors and performed by students.

COLLABORATIVE PRODUCTIONS:

Theatre Productions

School of Music Productions

AUDITIONS & CASTING

Auditions are not required to enroll in the Dance program however auditions are required in order for students to be cast to choreograph or perform for productions. Auditions to choreograph and perform in fall semester productions are held during the first and second weeks of fall semester classes. Auditions for the spring semester productions are held during the last two weeks of fall semester classes.

PARTICIPATION IN PRODUCTION - 2.00 GPA REQUIRED

ACADEMIC POLICY: PRODUCTION AND STUDENT EMPLOYMENT

Academic success is a primary goal for our theatre and dance students, therefore a minimum 2.00 GPA is required for consideration of casting, assignments of production roles and for all departmental student employees.

CHOREOGRAPHER AUDITIONS & CASTING

Choreographer auditions for fall semester productions are held the first or second week of fall semester classes. Choreographer auditions for spring semester productions are held within the last few weeks of the fall semester.

Students auditioning to choreograph will be expected to perform some original phrase material and submit a typed project proposal outlining initial ideas for the project *which may change*, about concept, music, number of dancers, choreographic process, costuming, etc.

Upon completion and presentation, student choreographer works should maximum running time of 6 minutes and minimum running time of 4 minutes.

DANCER AUDITIONS & CASTING

Auditions to perform in fall semester productions are held during the second week of fall semester classes. Auditions to perform in spring semester productions are the last week of fall semester classes.

WHAT TO EXPECT AT DANCER AUDITIONS

Dancers should arrive early at the audition to fill out an information form, get a number and warm-up. Auditionees should come prepared with knowledge of their class, work and any other schedules that might affect availability for rehearsals and performances. Proper attire includes comfortable clothing that does not restrict movement yet allows the line of the body to be seen. Hair should be secured in a fashion that does not interfere with the student's movement or alignment. Auditionees do not need to prepare material or wear special shoes. Featured choreographers will teach the audition group original phrase material.

WHY FRESHMAN DANCERS ARE CAST ONLY IN 1ST YEAR SHOWCASE IN THE FALL

The intent of our audition policy is to be inclusive and give opportunities to as many deserving students as possible to be cast. All 1st year dance students are cast in the showcase so that we can guarantee a role for them their 1st semester. We typically cast 30 freshmen in 4-6 dances that will be created on them by faculty and upper level students.

Our sophomores, juniors and seniors are eligible to audition for Fall Appalachian Dance Ensemble (FADE) (6-8 dances) or NC Dance Festival, (since it is a joint venture with NC Dance project, ASU only presents 3-4 "local" dances in that show). Since we have many students each fall that we are trying to get to know, we feel that the freshman get lost in the larger audition that often has over 100 students vying for roles in 9-12 dances. We typically cast half the dancers that attend this audition.

All students can audition for the student dance club concert, Momentum Showcase; their choreographer and dancer auditions will happen mid September to October. For complete information students should contact the Momentum, club president. The majority of Momentum rehearsals will be later in the semester in preparation for the January performance.

All students can audition for the Spring Appalachian Dance Ensemble; auditions are typically held in late fall. The bulk of the rehearsals will be in the spring. We really try to cast 1st year dancers wisely their first semester to help keep them active and in good academic standing. Most dancers at any level are only cast in one concert in the fall, simply to try to spread the roles around and to encourage them to keep academic standards high.

STUDENT RESPONSIBILITY WHEN AUDITIONING:

It is the student's full responsibility to make complete disclosure of all commitments on the audition form at the time of auditions; giving incomplete or false information is a form of academic dishonesty. If a student does not make full disclosure of all commitments at the time of casting, this irresponsible behavior is grounds for replacement as it demonstrates a lack of ability to see how an individual must embrace a common standard for the good of the ensemble production.

MULTIPLE COMMITMENTS

Students are responsible for learning how to balance classes, homework, social life, jobs and rehearsal commitments. Over committing one's self may lead to illness, injury, poor academic performance, and a diminished reputation if responsibilities are not met. Students should understand that activities carrying course credit, generally take precedence over non-credit activities, and production related commitments take precedence over extra curricular and social activities.

IF YOU ARE NOT CAST...

Although we choose choreographers and dancers with a diversity of student roles in mind, we cannot cast everyone who auditions every semester. In keeping with the practices of performing artists, it is important to remember that roles are not always divided equally. We encourage all students to talk directly with the faculty regarding casting decisions to receive feedback and make the audition process a valuable learning experience.

CHANGES IN THE CAST

In rare circumstance a change in the cast may be needed. Choreography students should discuss any potential cast replacements with the instructor before changes are made. Once a change has been made to the cast the choreographer should notify the appropriate people in the design, publicity and production areas.

PRODUCTION CONDUCT

SCHEDULING REHEARSALS

- Rehearsal schedules for program productions are agreed upon before auditions and casting.
- Students should not change their officially scheduled rehearsal days or times.
- If extenuating circumstances arise requiring a schedule change, the student must do the following:
 - 1) Study the schedule for each studio, talk with the cast and find an available time.
 - 2) Approve the change with the instructor.
 - 3) Upon instructor approval contact the program assistant (Holly Roark roarkhd@appstate.edu) to make the new request. Requests should be made at least one week in advance and are not guaranteed. Dance Program and faculty needs have first priority, followed by Department productions in the order of scheduled opening.
 - 4) Once the request has been granted notify the instructor, costume designer and lighting designer.

ATTENDANCE

A rehearsal requires the active participation of many individuals. The absence of anyone can waste the time of all the others.

- Promptness

It is expected that everyone involved in the rehearsal or performance will be on time and prepared to begin the activity at the scheduled time.

- If an emergency requires an absence from rehearsal it is the responsibility of the dancer or to notify the choreographer as soon as possible. Likewise if an emergency requires an absence from a technical rehearsal or performance it is the responsibility of the dancer to notify the choreographer and stage manager immediately.
- No one should leave a rehearsal until dismissed by the choreographer.

MEETING PRODUCTION DEADLINES

Student choreographers are responsible for meeting deadlines related to costumes, publicity, lighting, sound and other production elements.

TECH WEEK AND PERFORMANCE PROTOCOL

SIGN IN: Immediately upon arrival to technical and dress rehearsal and performances all dancers should locate and initial the cast call sheet.

COSTUME & PROP CHECK

- After signing in, check costumes and props. Make sure everything is there and in performance condition.
- Do not warm up in your costume.
- Do not eat in your costume.
- During dress rehearsal and performances do not enter the house in your costume.

GREEN ROOM CONDUCT

During final rehearsals and performances the Green Room is a place for the participants in the production to wait for and prepare for their entrance or activity. It is necessary for those involved to concentrate upon their function in the production—other activities should be avoided. Keeping the Green Room clean is a responsibility of those using the Green Room. No food or drinks are allowed during dress rehearsals or performance.

PHOTO CALL

Prior to the photo call student choreographers will select 4 moments from their choreography to be photographed. In addition, student choreographers will talk with lighting and costume designers to see if there are any particular images that they may want to represent their designs. Before the photo session begins, choreographers will make a combined list of the desired shots in the order they happen within the dance and give a copy of the list to the stage manager so the appropriate lighting cues can quickly be called for each shot. The choreographer will ask the dancers to stage these moments quickly and quietly in order to keep the photo call moving and to make efficient use of the photographer's time as well as that of the cast and crew.

COMPLIMENTARY TICKET POLICY

As an academic program, we strive to support each other's artistic endeavors by regular attendance at all departmental productions. Therefore, *whenever it is possible*,* all faculty, staff, and selected students (cast, crew, directors, designers and choreographers) will get 1 complimentary ticket per run of the show or concert. Due to the number of student employees (who may or may not work on a given show) and the recent budget cuts, we can no longer offer student employees complimentary tickets to each show.

* For instance, it is no longer possible to give the cast or crew complimentary tickets when large cast shows, (ex: 1st year Student Showcase) are produced in small venues such as the IG Greer Arena Theatre.

Updated and adopted 2011-12.

FACILITIES

Dance studios are open for use only by students enrolled in Dance Studies program courses and by the Dance faculty.

USING THE DANCE STUDIOS

- When you use a studio, PLEASE SIGN IN on the sign-in sheet posted on the door.
- Students are responsible for providing their own sound equipment for rehearsals.
- Only bare feet or clean, soft-soled dance shoes are allowed on studio floors.
- No food or drink inside the studio except for water in closed bottles.
- The studio should be left as it was found, or better.
- When leaving the studio turn off all lights and fans, dispose of all trash and close doors.
- Open studios are available on a first come first serve basis and students are encouraged to share the space with one another.

- If the studio is locked at the time of an officially scheduled rehearsal call Non-Emergency Security at 2150, but please allow time and plan ahead so that calling security does not become a habit.

- In case of Emergency dial 8000.

RESERVING STUDIOS FOR REHEARSAL

Individual students or groups wishing to schedule use of a studio at available times must make a reservation request at least 1 week in advance with Dance program assistant, Holly Roark: roarkhd@appstate.edu. Requests are not guaranteed.

Dance Studies program and faculty needs have first priority, followed by those of departmental productions in the order of scheduled opening, Dance Studies majors working on projects for academic credit and then other students enrolled in Dance courses.

LOCKERS

Lockers in the Varsity Gym Dance Studies hallway are available for checkout on a first come, first serve basis with priority given to upperclassmen. Students may claim an empty locker by placing a combination lock on it and submitting the locker number and lock combination to the program assistant (Holly Roark). Students should remove their locks on the last day of classes. After final exams unclaimed locks and contents of lockers will become property of the Dance program.

RESPONSIBILITY AND WITHHELD GRADES

Students enrolled in Department of Theatre and Dance courses or enrolled in department sponsored productions are given the privilege of using Department of Theatre and Dance facilities and resources. Failure to return facilities and materials in proper condition, to the proper location on time may result in the student's grade being withheld until these requirements are met and could result in a failing grade for the course.

SPECIAL PROGRAMS

The [Dance Studies Program](#) offers a variety of additional opportunities for our students and community members to study and participate in dance and related areas. These include:

[Summer Dance Series](#) is a four to six weeks run of dance classes offered two to three days a week every summer. Dance teachers from ASU and local communities offer classes in a wide range of dance styles and somatic bodywork. There is no fee or registration to attend. Donations are welcome and help fund our Visiting Artist Fund and Dance Scholarship. For more information for next summer's series and to be included on Summer Dance Series email list, contact dance faculty member, Regina James at Jamesrg@appstate.edu

[Now & Next Dance Mentoring Project](#): Each summer the Dance Studies program hosts the Now & Next Dance Mentoring Project that offers weeklong summer dance workshops that facilitate physical, artistic, and leadership development in college dancers, adolescent girls, and dance artists.

[Classical Pilates Teacher Training Program](#): The dance faculty from the Department of Theatre & Dance offers a comprehensive teacher-training program in Pilates. The emphasis of the program is to produce quality teachers who are trained in the authentic, classical, style of Joseph Pilates. This unique program combines 6 hours of academic coursework in Pilates with a spring/summer intensive, exams, and an apprenticeship training program.

[Performing Arts Medicine Program](#): The Performing Arts Medicine program at Appalachian State University was started to provide dancers and actors with access to medical professionals trained in the specific injuries of the performing artist.

Master Classes with Guest Artists

STUDENT DANCE CLUB - MOMENTUM

Momentum is a student organization that is open to all students on campus who are interested in dance. The Club sponsors the annual Momentum Showcase, a dance concert choreographed, performed and adjudicated by students. Proceeds from the Showcase go to fund master classes with guest artists and support students in expanding their dance experience.

For information about teaching or taking a Momentum open class, or for information about auditioning to choreograph or perform in the Momentum Showcase, please visit: <http://theatre.appstate.edu/students/student-organizations/momentum-student-dance-club>

DANCE FACULTY AND ADDITIONAL IMPORTANT PEOPLE TO KNOW

[Department of Theatre and Dance Faculty and Staff Directory](#)

Athletic Trainer/Performing Arts Medicine: Eric Bengston
Email: bengtsonen@appstate.edu

ADDITIONAL IMPORTANT CONTACT INFORMATION

Security/Campus Police Department non-emergency: 262-2150

Campus Police Department EMERGENCY: 262-8000

Counseling and Psychological Services Center: 262-3180

The Office of Disability Services (ODS) at <http://www.ods.appstate.edu/> or call 828-262-3056

Writing Center: a free service available M-Th 9-6pm and F 9-1pm, located in new Belk Library, room 008, phone 262-3144 or visit: www.writingcenter.appstate.edu

Computer Help Line: 262-8324

FORMS

The following forms can be found on the subsequent pages of this handbook:

- Request for Permission to Use Recorded Music for a University Dance Concert...
- Dance Costume Checkout Form
- Authorization To Photograph or Record Copyright-Protected Work (*for choreographers*)
- Release For Taking and Use of Videos and Photographs (*for dancers*)

Request for Permission to Use Recorded Music for a University Dance Concert

Form to be sent to music publisher at earliest possible date before a production, preferably 6-8 weeks prior to performance date.

Information about Performance

1. Faculty/Student University Concert: Appalachian State University, Theatre and Dance Department, Appalachian State University, Boone, NC 28608
2. ASU is a Public State Institution, Tickets are \$__ students, \$__ for adults, all proceeds generated go towards supporting the next departmental production
3. Dates of Concert _____
4. Typically the dance concert consists of 7-10 pieces, with faculty works ranging from 8-15 minutes and student works limited to 6 minutes.
5. All works are dance performances.

Information about Song, Proposed Use of Song, and Owners of Rights

1. Name of song requested _____
2. Artist who performed the song _____
3. Who wrote the song _____
4. Album/CD title _____
5. Record Company
Name _____
Address _____
Telephone _____
6. How much of song (in minutes and seconds) to be used in performance?

7. Title of dance in which song (or portion of song) will be used _____
8. Will song be edited or will portions of song combined with portions of one or more other songs? ____ If yes, explain. _____

9. Permission is requested to film the original performance of this play with the above-described music included in the audio portion, for Departmental Archives and critique, educational use or promotional clips. We ask permission to make only one departmental copy and will not reproduce. Is video/film permission granted? ____

Please keep a copy for your records, file request and response in the departmental office.

DANCE COSTUME CHECKOUT FORM

Name _____

Email _____

Phone _____

Date costumes checked out _____

Planned date of return _____

*****DO NOT TAKE INVENTORY TAGS OR HANGERS!***
LEAVE THEM IN THE LAUNDRY BASKET IN THE CLOSET.**

Identify costumes borrowed:

<u>Inventory</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>
<u>Group number</u>	<u>(tops, sets, etc.)</u>	<u>taken</u>	
<i>Example:</i> #2	pants	2	coral
		3	burgundy

NOTE: Costume pieces MUST BE signed out of dance storage.

REHEARSAL BORROWING, INDEPENDENT PROJECTS, CAPSTONE PROJECTS, MOMENTUM SHOWCASE: It is your responsibility as the choreographer to keep track of costumes, gather them back up from the dancers, and return them. The Costume Shop will take care of them from there.

1ST YEAR SHOWCASE, NCDF, FADE, SADE: Costumes used in these productions will be returned to the shop by the costume crew.

AUTHORIZATION TO PHOTOGRAPH OR RECORD COPYRIGHT-PROTECTED WORK

- I. I am the author, choreographer or otherwise copyright owner of a work entitled _____ (the "Work"), and I own all intellectual property rights in the Work, including the rights provided in the Copyright Act (United States Code, Title 17). On or about _____ [date(s)], and pursuant to a license agreement with me or my licensing agent, the Work will be performed at Appalachian State University ("ASU" or the "University") under the auspices of the University's Department of Theatre and Dance (the "Department"). It is my understanding that Appalachian State University ("ASU" or the "University") desires to create derivative works by making photographs or audio-visual recordings (individually and collectively, "Derivative Works") of performances and/or rehearsals of the Work for a variety of purposes, including, but not limited to, instruction, archiving, publicity, recruitment, and fund-raising. I recognize that, in addition to the benefits to ASU and the Department, such Derivative Works will benefit me by publicizing me and my Work to a broader audience, and I consider this benefit sufficient consideration for the authorization set out below.
- II. I hereby authorize the University and its employees, legal representatives and assigns, and those acting with either of their permission (hereinafter "Authorized Persons"), to do the following:
- A. _____ Record (using digital or analog media) one or more entire performances or rehearsals of the Work;
 - B. _____ Record (using digital or analog media) one or more portions of performances or rehearsals of the Work;
 - C. _____ Photograph individual scenes from one or more performances or rehearsals of the Work;
 - D. _____ Other: _____
- III. With respect to any rights I may have in the Derivative Works made or created pursuant to this authorization, I hereby assign such rights in their entirety to the University, including, but not limited to, the rights to use and/or copyright, reuse and/or publish, display, republish, and/or perform the Derivative Works described above, or reproductions or derivatives thereof, in color or black and white, made through any media by Authorized Persons, for any purposes, including the use of any printed matter in conjunction therewith.
- IV. I hereby waive any right to inspect or approve the finished Films or Photographs, or any copy or printed matter that may be used in conjunction therewith, or their eventual use.
- V. I hereby release, discharge and agree to save harmless the State of North Carolina, the University of North Carolina, ASU, and their respective employees, representatives, assigns, or any person or persons, corporation or other entity, acting under their permission or authority, or any person, persons, corporation or other entity, for whom any of them might be acting, including any firm publishing and/or distributing the Derivative Works, in whole or in part, from and against any liability arising from any distortion, blurring, or alteration, optical illusion, or use in separate or composite form, either intentionally or otherwise, that may occur or be produced in the making, processing or reproduction of the Derivative Works, or their publication or distribution, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

I HAVE READ THE FOREGOING AUTHORIZATION AND RELEASE BEFORE AFFIXING MY SIGNATURE BELOW, AND WARRANT THAT I FULLY UNDERSTAND THE CONTENTS THEREOF.

Author/Copyright Owner

Date

RELEASE FOR TAKING AND USE OF VIDEOS AND PHOTOGRAPHS

It is my understanding that the faculty and staff of the Dance Faculty of Appalachian State University ("ASU" or the "University") desire to take videos and/or photographs of participants in [specify program or function] for purposes of: (1); (2)

In consideration of being permitted to participate in [the program or function] I hereby grant to ASU and to the ASU Dance Faculty the absolute and irrevocable right and unrestricted permission in respect of videos or pictures that they have taken of me or in which I may be included with others, to use, reuse, publish, and republish the same in whole or in part, individually or in any and all media now or hereafter known, and for any purpose whatsoever, for class lecture, illustration, promotion, art, editorial, advertising, and trade, or any other purpose whatsoever without restriction as to alteration; and to use my name in connection therewith if he ASU/ASU Dance Faculty so chooses.

I hereby waive any right to inspect or approve the finished video or photograph or copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release, discharge and agree to save harmless the State of North Carolina, the University of North Carolina, ASU, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom it might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any claims for defamation or violation of any right of publicity or privacy, as well as any liability as a result of any distortion, blurring, or alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

I hereby warrant that I am over eighteen years of age, and competent to contract in my own name insofar as the above is concerned. This release shall be binding upon me and my heirs, legal representatives, and assigns.

I HAVE READ THE FOREGOING RELEASE, AUTHORIZATION AND AGREEMENT, BEFORE AFFIXING MY SIGNATURE BELOW, AND WARRANT THAT I FULLY UNDERSTAND THE CONTENTS THEREOF.

Witness

Name

Address

Address

Date

Date

If under the age of eighteen, parent must sign below:

I hereby certify that I am the parent and/or guardian of _____, an infant under the age of eighteen years, and I hereby consent that any photographs which have been or are about to be taken may be used by the parties for the purposes set forth in the release hereinabove, signed by the infant, with the same force and effect as if executed by me.

Parent or Guardian _____

Address _____