



Vaud-Villities Volunteer Handbook – Table of Contents

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Vaud-Villities Volunteer Handbook Welcome!

**Congratulations!
Thank you for joining the Vaud-Villities family!**

The purpose of this Volunteer Handbook is to provide information about your participation as a Vaud-Villities Productions volunteer. If you have any questions regarding an area, please be sure to ask your Cast Officers.

INTRODUCTION

The policies and practices contained here are designed to promote a challenging and creative environment for all volunteers, and to reflect the respect that we have for each other. We hope that in your time volunteering with us you will grow both personally and professionally.

Through this handbook the words "organization" and "Vaud-Villities" refer to Vaud-Villities Productions while the word "volunteer" refers to you.

The information included in this handbook supersedes any policies developed or adhered to in the past. As the need arises and conditions change, we reserve the right to modify, amend or terminate these policies, programs or benefits in any manner or under any circumstances as deemed necessary by Vaud-Villities. The information contained in this handbook may not be altered verbally and may only be altered in writing by the Board of Trustees of Vaud-Villities.

The language used in this handbook is not intended to create, or to be construed to constitute a contract between Vaud-Villities and any volunteer for either employment, or to provide any benefit of any other kind.

SECTION I VAUD-VILLITIES VISION, VALUES, MISSION AND HISTORY

Vaud-Villities Productions, Inc., is a non-profit 501 (c) (3) and is certainly the longest running variety show of its kind! We have a proud 75+ year history of delighting our community with variety show performances and community service that you are now a part of! Many volunteers are needed to make Vaud-Villities run! As a non-profit, we are governed by an elected Board of Trustees consisting of five members of the Executive Board, Chairperson, Vice Chairperson, Treasurer, Secretary, and a Member- at-large, nine Board members-at-large, and five members of the Cast Officers.

OUR VISION - We are recognized as the premier performing arts community for all.

OUR VALUES - Community, Respect, Continuous Improvement, Stewardship, Sustainability, Teamwork.

OUR MISSION - to serve the central Ohio community through the sharing of our resources and by showcasing, encouraging, and developing the diverse talents of local and regional performers, artists, designers, stage crew and technical specialists.

Vaud-Villities:

- Produces and presents musical, theatrical, dance and entertainment productions, maintaining and supporting the highest artistic and production standards, including an annual Broadway-style variety show and other performances throughout the year for the enrichment of audiences in central Ohio.
- Supports productions and activities of other performing arts groups and community organizations, including providing volunteer resources to the Northland Performing Arts Center (NPAC) and by sharing the facility, productions systems, sets props, costumes, and other assets.
- Provides and promotes community educational, developmental and performance opportunities, including "Youth Show Camps", dance classes and similar offerings.
- Embraces a policy of non-discrimination among cast and crew in recruiting, casting, marketing, and management.

OUR NON-PROFIT PARTNERS

Over the past 76 years, Vaud-Villities is proud to have contributed volunteer hours to many community events and other non-profit organizations. Vaud-Villities continues to give back to the community through Community Benefit Night. The Community Benefit Night offers a free benefit performance for the mentally and physically challenged in the Columbus community during the spring show. Vaud-Villities volunteers strive to help foster the arts in the community through our summer Youth Show Camp and with volunteering at charitable events in the Columbus area.

HISTORY OF VAUD-VILLITIES PRODUCTIONS



Vaud-Villities ("VV") began in Marble Cliff, in 1943 when Reverend Lowell Riley and 27 singers from the First Community Church men's glee club produced a showcase of their repertoire. They recruited a few other acts and some dancers to form a chorus line and reserved the stage of Upper Arlington High School for the nights of March 12 and 13, 1943.

The audience was so enthusiastic that the encores ran past midnight, which began a tradition of "no encores". Both the cast and audience continued to grow as the show evolved into a song and dance variety show featuring a broad range of music genres and comedy acts - a format that continues to this day. By 1961 it became clear that the high school auditorium could not meet the demand for tickets. In a leap of faith, VV opted to include its final performance at Veterans Memorial Auditorium. Enough tickets were sold to support moving the run of the show downtown the following year for the 20th anniversary production. The cast numbered over 300 and new sets and risers had to be built to fill the huge 70-foot stage. With tickets priced at \$2 to \$3, the biggest challenge was selling enough tickets to cover increased costs. Since 1944, VV had a volunteer orchestra. At Vets, in addition to renting the hall, VV was required to hire union musicians and stagehands. A major publicity campaign was launched which brought good coverage from enthusiastic newspaper columnists who built upon the reputation that VV had achieved as a popular Tri-Village entertainment tradition.

During the 1960's, VV became more professional and newspapers were generous in their praise. The shows featured lavish sets and lighting effects that received high accolades. From 1985 through 2005, the set shop, storage of extensive sets, costumes, and props, and rehearsals were hosted downtown in a warehouse now occupied by BalletMet. VV then moved to the old Northland General Cinema building. This was its home for some four years during which VV established its annual Kids and Senior Show Camps. With the Northland beautification project and plans for a new dog shelter, VV joined in efforts to develop a new performing arts center in the shell of the old Northland JCPenney building.

The annual spring production was hosted at Veteran's Memorial until 2009 when the costs became more than the non-profit could justify. In 2010 VV went back to its roots and performed at Upper Arlington High School while renovations were being made to the Northland Performing Arts Center (NPAC), just a stone's throw from the old movie theatre.

Since the Northland Performance Arts Center (NPAC) opened in 2011, Vaud-Villities has been a key partner in providing volunteers to staff, operate and share this facility and associated systems (stage, sound, lighting, seating and risers, table, chairs) and assets (sets, set shop and tools.). NPAC meets the needs of many other central Ohio performing arts organizations for meetings, auditions, rehearsals, and performances.

In 2012, VV added a second annual production, a holiday show in December. In 2015, it added "Summer Stages", an annual cabaret production that benefits a local charity.

Over the years, VV has groomed and showcased many artists that have gone on to become successful professional actors, singers, dancers, choreographers, directors, and set and lighting designers. VV remains true to its roots and continues to dazzle audiences of all ages, to encourage youth to pursue the arts, and to play a major role in the community through partnerships and volunteerism. With its 75th consecutive annual spring show in April 2017, the VV community produces the longest running show in North America, if not the world.

VV FUN FACT

This is a beauty? Not a posed picture, as you can see – the audience is surely in their seats for the performance of Chorus Line’s “One” during the 2012 Vaud-Villities Productions spring performance, choreographed by Tony Award nominee Randy Skinner.



Section II GOVERNANCE

VAUD-VILLITIES BOARD OF TRUSTEES

The Vaud-Villities organization is governed by a board of trustees. Vaud-Villities cast members and volunteers can run for election to the board. The board currently consists of 19 members. The board governs Vaud-Villities and makes major decisions regarding the organization.

The structure of the Board of Trustees is as follows:

- The Executive Board: consisting of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and one member-at-large.
- Nine additional members-at-large
- The Cast Officers: consisting of Cast President, President Elect, Vice President, Past President and Cast Secretary.

Vaud-Villities governing bylaws are available to any volunteer to review upon request. Board meetings are held on the second Tuesday of each month. Anyone is welcome to attend to observe but must be recognized and called upon by the Chairperson and be on the meeting agenda in advance to address the Board during the meeting.

The Marketing Committee is a vital part of our success and is co-chaired by two members of the Board of Trustees and reports to the Board monthly.

For a current list of Board of Trustees and their contact information, please refer to the Board Members page on the website at www.vvshows.org.

CAST OFFICERS

Cast officers are your representatives to the organization and serve on the Board of Trustees during their term. They intermediate between the cast and crew and the Board of Trustees. Traditionally, the Cast Officer Vice-President, President-Elect, President, and Past President serve a four-year term. Cast members and crew are encouraged to nominate willing candidates from the cast and crew to be reviewed and chosen by the presiding Cast Officers. The officers meet monthly and it is their mission to act as the liaison for questions, concerns, and information from the cast & crew to the Board of Trustees. Other duties include helping build morale, plan the shows kick-offs and afterglows, plan the annual awards banquet, and coordinate all activities such as attendance and audition sign in.

The Membership Committee and the ECC (which oversees fundraising and other special Vaud-Villities events that are held at NPAC), each co-chaired by a board member, report to the Board of Trustees through the Cast Officers.

THE ARTISTIC TEAM

The Artistic Team is currently made up of the Artistic/Music Director, Producer, Costume Managers, Set Designer, Props Manager, and Dance Captains. The Artistic Team is responsible for the creation and execution of each Vaud-Villities production. The Artistic Team reports on a monthly basis to the Board of Trustees.

For a list of the current Artistic Team Members and their contact information, please refer to the VV website at www.vvshows.org.

VV FUN FACT

Did you know that ...” Hi Neighbor” became the traditional opening of Vaud-Villities sung by the men’s glee club as they entered all the doors of the auditorium and streamed down the aisles to the stage waving and shaking hands with the audience who in later years enthusiastically sang with them?

OUR CAST

Performing with Vaud-Villities is on an at-will basis. Performing with Vaud-Villities is open to all experienced adult volunteer performers at least 18 years of age who are accepted through an audition process as determined by the music and dance directors. Non-performing

Administrative Cast is open to any adult volunteer at least 18 years of age. All are encouraged to participate in the running of the organization by joining a committee, promoting the organization and our shows through social media and by helping with the production of Vaud-Villities shows at work sessions and other sanctioned functions.

SECTION III GENERAL CONDUCT AND BEHAVIOR ANTI-DISCRIMINATION POLICY

Vaud-Villities will not tolerate discrimination of member by anyone in the organization, including supervisors, co-workers, volunteers, or contractors. Disciplinary action, up to and including possible elimination from the organization, or any other appropriate action, will be taken against any individual engaging in discrimination. Furthermore, any supervisor or manager who has knowledge of such conduct, yet takes no action to end it, may also be subject to disciplinary action/and, or elimination from the organization.

Any member who feels he or she is the victim of discrimination (or who has reason to believe that someone else has been the subject of discrimination) has an obligation to report the situation or incident to the Vaud-Villiers board, as detailed in the procedure section of this policy.

It is the policy of Vaud-Villities to investigate all discrimination complaints thoroughly and promptly. All individuals are expected to be truthful, accurate, and cooperative during any discrimination investigation by the board. To the fullest extent possible, Vaud-Villities will maintain the confidentiality of individuals involved in the incident or investigation. Retaliation or adverse treatment of any member reporting discrimination based upon a truthful perception of events or providing information related to any such complaint will not be tolerated.

Given the serious nature of discrimination allegations, Vaud-Villities recognizes that false accusations can have serious effects on innocent individuals. False and malicious accusations of discrimination or retaliation will be subject to disciplinary action, up to and including removal from the organization.

The Vaud-Villities discrimination policy applies to all applicants, contract employees, and volunteers and prohibits discrimination and/or retaliation whether engaged in by fellow volunteers, employees, supervisor or manager, or by non-employees (e.g. an outside vendor, consultant or contractor). Conduct prohibited by this policy is unacceptable in any form within any event held in relation to the organization. This includes rehearsals, performances, meetings, and organization related social events.

SEXUAL ASSAULT & HARASSMENT POLICY

Vaud-Villities is committed to providing an environment that is free of sexual assault and sexual harassment. Vaud-Villities not tolerate sexual assault or harassment in the settings it provides. This policy applies to all volunteers, administrators, staff, and performers as well as vendors and others who come into our group with permission.

It is the policy of the board to investigate promptly and fully all complaints of sexual assault and sexual harassment and to take any steps necessary to remedy the situation. All members and employees are expected to cooperate fully with any investigation of sexual assault

and/or harassment.

Information provided during an investigation of sexual assault or harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. Before any hearing held under this policy, the respondent will be informed of the charges against him/her and will be provided all other information available to the board that it determines to be relevant.

A member found to have engaged in sexual assault or harassment is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the organization. An employee found to have engaged in sexual assault or harassment is subject to disciplinary action, up to and including termination of employment. Any retaliation, discrimination, or other adverse action, such as intimidation, threats, or coercion, taken against a member or employee because s/he complains of sexual assault or harassment or assists an investigation of sexual assault or harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the organization.

GENERAL BEHAVIOR POLICY

The following conduct is not allowed while participating in any Vaud-Villities event or activity and is subject to disciplinary action, up to and including immediate elimination from the organization.

Volunteers may be discharged without warning for just cause. Vaud-Villities has the right to request a volunteer to leave immediately.

Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination.
- Being under the influence of alcohol or drugs while performing volunteer assignment including but not limited to performances and rehearsals.
- Theft of property or misuse of agency funds, equipment, or materials.
- Lies or falsification of records.
- Illegal violent or unsafe acts.
- Abuse or mistreatment of volunteers, employees, guests, anyone affiliated with VV.
- Failure to abide by agency policy or procedure.
- Failure to meet physical or mental standards of performance.
- Unwillingness or inability to support and further the mission of the organization and/or the objectives of the program.
- Theft or destruction of public or private property.
- Involvement in sexual misconduct or harassment.
- Possession or use of dangerous weapons or materials.
- Fighting or other acts of violence that endanger the safety of the participant or others.
- Making threatening gestures, comments, harassing, and/or purposely intimidating another member.
- Any other reason the Board of Trustees deems necessary.

POLICY AGAINST VIOLENCE AT VAUD-VILLITIES

Vaud-Villities strongly believes that all volunteers should be treated with dignity and respect. Violence or threats of violence by or against employees/volunteers or visitors in the workplace, at Vaud-Villities functions, or during conducting Vaud-Villities business will not be tolerated. Any instances of violence or threats of violence must be reported to a member of the board. All complaints will be fully investigated.

Vaud-Villities will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

Vaud-Villities volunteers shall not utilize any electronic communication, social media (e.g. Facebook, Twitter), e-mail, text or voice messaging, to connect with, and/or communicate with, another member, volunteer or employee in such a manner that the member perceives the communication as unwelcome, threatening or creates a hostile environment for the member. The inappropriate messaging could occur as either a single incident or may be a repeated occurrence;

Vaud-Villities members shall not utilize any electronic communication, social media (e.g. Facebook, Twitter), e-mail, text or voice messaging, to share any public or private content, make any public or private comment about Vaud-Villities, members and/or volunteers, in such a manner that the member perceives the communication as unwelcome, threatening or creates a hostile environment for the member, or that reflects negatively on the reputation of Vaud-Villities. The inappropriate messaging, comments and posting could occur as either a single incident or may be a repeated occurrence;

Vaud-Villities volunteers must adhere to this policy in both their personal use of social media and electronic media, and also with their interactions with Vaud-Villities managed social media and electronic platforms. In addition, and for clarity, this policy covers communication that can reasonably construed to reference Vaud-Villities and/or member and/or volunteers.

The complaints will be investigated based the impact to the affected members, and if the communications are unwelcome, threatening or creates a hostile environment for the member, or that reflects negatively on the reputation of Vaud-Villities.

COMPLAINTS

All complaints under this section must be brought to the Vaud-Villities Board of Trustees. A board member who receives a complaint of and conduct covered under General Conduct and Behavior is expected to call a full board meeting and to initiate an investigation.

SECTION IV VOLUNTEER OPERATIONAL POLICIES CONFIDENTIALITY POLICY

During your time volunteering with Vaud-Villities you may have access to certain sensitive information about our organization. All Vaud-Villities records and information relating to Vaud-Villities, its contributors, and/or patrons are confidential, and volunteers must, therefore, treat all matters accordingly. No Vaud-Villities-related information, including without limitation,

documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Vaud-Villities may be removed from Vaud-Villities premises without permission from Vaud-Villities. Additionally, the contents of Vaud-Villities records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose. Employees/volunteers must not disclose any confidential information, purposefully or inadvertently through casual conversation), to any unauthorized person inside or outside Vaud-Villities. Volunteers who are unsure about the confidential nature of specific information must ask one of your cast officers for clarification.

Volunteers will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

SECURITY POLICY

Security of Vaud-Villities funds, assets, records and other information is essential. Property of Vaud-Villities must not be removed from the premises without proper authorization, and care should be exercised to avoid damage or destruction of our property. In addition, when a volunteer leaves Vaud-Villities, the volunteer must return to Vaud-Villities has in his/her possession, including without limitation, keys, credit cards, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

WORK PRODUCT OWNERSHIP POLICY

All Vaud-Villities choreographers/volunteers must be aware that Vaud-Villities retains legal ownership of the product of their work, absent a contract with contrary provisions. No work product created while employed/volunteering by Vaud-Villities can be claimed, construed, or presented as property of the individual, even after employment by Vaud-Villities has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for Vaud-Villities regardless of whether the intellectual property is used by Vaud-Villities. Although it is acceptable for an employee/volunteer to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Vaud-Villities.

PERFORMANCE FEES POLICY

Vaud-Villities members are required to pay a performance fee for each show. These fees help defray the cost of the insurance and other expenses for our residence at NPAC. Other costs associated with participating in Vaud-Villities may include costumes, tights, dance shoes, awards, parties ticket, or shirts.

BACKGROUND CHECK POLICY

Vaud-Villities may choose to conduct a background check depending on the nature of the position sought by a volunteer member. This would also be applicable when working with Vaud-Villities Youth Camp that takes place each summer.

VAUD-VILLITIES REHEARSAL & ATTENDANCE POLICY

Vaud-Villities strives to be a polished and professional show. In order for you to help us accomplish this, we ask you to be responsible for attending and being on time for specialty, solo, ensemble and chorus rehearsals. Although you plan to attend all of your rehearsals, you may miss one or two due to unforeseen circumstances. For the good of the show and your fellow cast members, we take attendance at every rehearsal for all of our Vaud-Villities shows.

EXCUSED ABSENCE: If a "life moment" does occur, you **MUST** enter a "Conflict" in VSM (Virtual Stage Management) please see "Entering a Conflict" in your VSM guide. Your "Conflict" must be entered 24 hours in advance and with a brief explanation of why you must miss a rehearsal. If an emergency should occur during the 24 hour period, you will need to notify the Producer as soon as you are able. If you have not entered your "Conflict" in VSM and do not show up for a rehearsal, a member of the artistic team will attempt to call you to make sure that you are all right. If a number of "Conflicts" are entered into VSM showing you will be absent from key rehearsals, you will be contacted by the Producer.

UNEXCUSED ABSENCE: DEFINED If you miss a rehearsal and it is **NOT** entered as a "Conflict" in Virtual Stage Management, then the following may occur:

FIRST UNEXCUSED ABSENCE A member of the Cast Officers will meet with you to discuss the rehearsal attendance policy and to make sure that you are able to access VSM to enter any "Conflict" in the future.

SECOND UNEXCUSED ABSENCE At the discretion of the Artistic team and choreographer, you may be removed from the number.

THIRD OR MORE UNEXCUSED ABSENCE Repeated unexcused absences will result in removal from the number and/or the show.

TARDINESS: DEFINED Tardiness is anytime you are more than 10 minutes late to a rehearsal. If you are considered tardy to a rehearsal, please stay after rehearsal to explain the reason to your rehearsal director. It will be up to the rehearsal director to decide if this constitutes an excused or unexcused absence. If you are tardy to a chorus rehearsal, you will need to find your section leader to explain the reason you are late.

ATTENDANCE SHOW WEEK Please notify the audition panel of any absences for any rehearsals during dress rehearsals and/or performances during show week. Please notify the Producer if you find that you will be missing any rehearsals or performances as soon as you are aware of the situation. It is at the discretion of the Producer, Music Director and the Choreographer (if applicable) whether you can participate in the show depending on your involvement in solos, specialties and ensembles.

INCLEMENT WEATHER POLICY

It may occasionally be necessary to delay or cancel Vaud-Villities activities. Volunteers should follow applicable Vaud-Villities policies that are issued from time to time concerning closings and other weather-related issues. In the event of inclement weather, we suggest members check for an email from VSM.

SECTION V COMMUNICATION PROCEEDURES MEDIA CONTACT

Please direct all inquiries from the media and other outside contacts to the Marketing Committee Co-chairs whose names you will find on the VV website. They are the only authorized spokespersons for Vaud-Villities except the Board of Directors Chairperson and the Artistic Director.

SOCIAL MEDIA

Vaud-Villities uses of social media is an excellent marketing venue for communicating audition and show information to our cast, crew and patrons. We welcome all positive comments on our media sites from cast and volunteers. Vaud-Villities volunteers, cast and crew must refrain from slandering Vaud-Villities or any volunteer members in social media platform. Using this platform for negative comments or slander could result in being asked to leave the organization.

VV FUN FACT

Did you know...Vaud-Villities Youth Show Camp attendees perform a show after their week-long camp? These talented youths have been performing in the spring and holiday shows for the last few years and continually steal the show!

STAGE MANAGEMENT COMMUNICATION SYSTEM

Stage Management (sometimes called VSM for Virtual Stage Management) is the online tool that Vaud-Villities uses to communicate with members to send and receive information for shows, member contact information, download music and to create "conflicts," which is the notification by members when they cannot attend show rehearsals or specialty numbers. When you become a member of Vaud-Villities, you receive a login and password to give you access to the stage management communication tool. You can access Stage Management at www.stagemanagement.com.

"THIS WEEK" INTERNAL NEWSLETTER

Vaud-Villities also offers a weekly e-newsletter to all volunteer members throughout the rehearsal and performance dates of the year. This newsletter, edited by our Artistic Director, offers audition, show and event specific information, candid snapshots and editorial information from the Directors, Cast Officers, Artistic and Marketing Team.

For information about the current "This Week" Newsletter, please refer to the VV website at www.vvshows.org.

SECTION VI VAUD-VILLITIES AUDITION, REHEARSAL AND ATTENDANCE EXPECTATIONS

RETURNING MEMBER AUDITIONS

For Vocalists: Returning members who are not auditioning for ensembles, small groups or solos, will not be required to audition. Returning singers may be asked to audition by the music director for changes in vocal placement. If you are a returning vocalist who has been absent for one or more years, you will need to audition again for vocal placement.

For Dancers: All dancers will need to audition for each show. Dance auditions are usually held with a panel of judges that includes dance coordinators and possibly other members of the artistic team.

A returning member will not be eligible to audition if they have not paid their performance fees from the previous show.

For Vocalists: the panel selecting members able to return to the group will consist of the music committee and may also include an outside person from the music community. For Dancers: The panel selecting members able to return will consist of the dance committee and may also include an outside person.

SOLO/ENSEMBLE AUDITIONS

- Vocalists should bring sheet music, CD or mp3's for their audition.
- An accompanist will be provided.
- Solo and small auditions are typically held in the fall for both the holiday and spring show with the option of a second vocal audition in January.
- Solo auditions are held in front of the music director and members of the Artistic team.
- We strongly encourage all our singers who are interested to try out for ensembles. It is important that we see how your voices blend together. Even if you are not interested in a solo, your chances of being selected for a small ensemble improve by coming to these auditions.
- If you are unable to attend solo/ensemble auditions you may submit an audition via video. This method is only to be used as a last resort and the music director needs to be notified that you intend to audition this way before the audition date. Also, you may be able to request a private audition from the music director if you are not available for the designated dates.

NEW MEMBER DANCE AUDITIONS

New Member Dance Auditions for the holiday and spring show take place in the fall of every year. New members will need to show up to auditions and learn the routines taught. They will be judged by the dance coordinators and members of the Artistic team and will be notified of their acceptance or rejection within 2 weeks. Official styles auditioned may include jazz, tap, contemporary, hip hop and kick line. We will accept all other forms of dance as well but those auditioning need to provide a video of them performing a 2-minute piece in their style.

NEW MEMBER VOCAL AUDITIONS

New member vocal auditions for the holiday and spring show take place in the fall of each year.

Those auditioning to be new vocalists in the group will need to prepare a 2-3 minute piece. They will be judged by the music director and members of the artistic team. Notification of acceptance or rejection will take place within two to three weeks.

OUR REHEARSAL PROCESS

Rehearsal schedules will be available on the Vaud-Villities website and through the links on "This Week," our internal newsletter.

General Rehearsal Information:

- In order to participate in any Vaud-Villities show you must attend all dress rehearsals and all shows.
- You are expected to attend rehearsals every week; however, we understand that unavoidable events will occasionally prevent you from attending. Please take into consideration how much your absence will affect those in the number with you.
- If you are going to miss a rehearsal, you need to create a conflict on Stage Management. If you will miss a rehearsal on the day of the rehearsal please contact your section leader and if you will miss a specialty rehearsal, notify your specialty rehearsal manager. Notification after rehearsal will result in an unexcused absence.
- In order to ensure the quality of our shows, more than 2 unexcused absences for a number could result in your removal from the number.
- In the instance of a cancellation or rehearsal location change, you will be notified by email, phone or text message as soon as possible.

SECTION VII THE VAUD-VILLITIES SEASON

The Vaud-Villities season currently consists of

- The Holiday Show
- The Spring Show
- Youth Show Camp
- Summer Cabaret
- Ad Hoc road shows
- VOCALities

HOLIDAY SHOW



Each December, Vaud-Villities presents a holiday show at the Northland Performing Arts Center. The show is a one act musical event featuring holiday and Christmas related vocal music and dance. This show is held Thursday through Sunday with matinee performances on Saturday and Sunday. Vocal and dance auditions historically take place in October and rehearsals are scheduled for Sunday afternoons.

ANNUAL SPRING SHOW

Every April, Vaud-Villities performs its spring performance at the Northland Performing Arts Center. Rehearsals usually begin in February and run through the April show dates. Each new member must complete our audition process (see Auditions) to participate. Historically, there are 5 live performances with the inclusion of a Community Benefit Night performance that is our dress rehearsal with the live musicians.

Vaud-Villities spring show is a mix of Broadway and classic movie music. The show includes specialty numbers, solos and combined chorus numbers that showcase the vocal and dance talents of our local performers. Vaud-Villities spring show includes two acts and is approximately 2 and ½ hours long including intermission.

Ticket Info: Pre-sale tickets can be purchased online with Tiktz.com on the www.vvshows.org website or by calling 614-266-SHOW.

If tickets are purchased through a cast member, the cast member fills out a ticket order form and returns it to the ticket office or designated box. Purchased tickets can be placed in will-call for pick up or can be delivered to the patron by the person responsible for the sale. Each year we expect each cast member to sell a minimum of 10 tickets, we put on a fantastic show, your friends and family won't want to miss it!

SUMMER STAGES CABARET SHOW

Vaud-Villities has offered a summer show for the past 3 seasons called Summer Stages. This cabaret style show is open to all vocalists and includes solos, duets, trios and small groups performing on two stages in the black box. Performers welcome their guests and serve desserts and drinks before the show and during intermission. Auditions for Summer Stages are held in late spring after the spring show.

YOUTH SHOW CAMP - NEW PROGRAM FOR 2018!

Vaud-Villities Youth Show Camp provides an opportunity for kids to learn about performing on the stage. From stage-directions to dance routines to singing like a Broadway star, this camp is the place-to-be for youth who like to perform. There will be two separate sessions of the Youth Show Camp each summer and the dates are announced on the www.vvshows.org website. Vaud-Villities Youth Show Camp is focused on educating kids about theater/performing, inspiring them to want to do more, and getting them enthused about all aspects of being a performing artist. Kids will learn, produce, and prepare a mini-musical designed just for them with songs and dances they will love. Friday's showcase will feature these two programs and culminate with a show-stopping dance routine featuring all ages! Johnny Steiner, VV Artistic Director, is the camp director. There are two age groups, Juniors 5-10 and Seniors from 11-17. For more information go to www.vvshows.org/youth-show-camp.

COMMUNITY PERFORMANCES AND VOCALITIES

Please bring any opportunity for Vaud-Villities to perform in the community to the attention of the Cast President or the Producer. The casting and performance decisions are the responsibility of the Producer and the Artistic/Music Director.

VOCALities is a “performance ready” vocal ensemble that meets weekly to practice four-part harmony acapella and accompanied music to perform for meetings, conferences, organizations, holiday performances. Auditions are held each fall.

MEMBERSHIP HANDBOOK RECEIPT

A copy of this receipt will be held by Vaud-Villities membership for the duration of the time the below performer is an active member of the Vaud-Villities cast and/or crew.

Welcome to the Vaud-Villities family! We look forward to a long and rewarding relationship with you!

I _____ have received a copy of the Vaud-Villities Membership Handbook and agree to abide by the governing rules and policies of this handbook while a volunteer member of Vaud-Villities Productions.

VV Member Signature

Date

VV Board Member Signature

Date