

# **The Performing Arts Project (TPAP) Panorama Summer Intensive Company Eight Information Handbook & Code of Conduct**

## **2019 Panorama Important Dates**

**June 1st:** Tuition Balance and All Student Paperwork Due

**July 7th:** Panorama Check-in Day

**July 26th and July 27th:** Panorama Final Weekend Festivities

**July 28th:** Panorama Check-out Day

## **Registration and Refund Information**

The total cost of attending our Panorama Summer Intensive is \$3,975. If a student is reading this handbook, then they have already paid the non-refundable deposit of \$800. The balance of tuition, \$3,175 is due by May 1st. Payments can be made via PayPal on our website in the student login section. If students would prefer to pay by check or money order, please make out the check to “The Performing Arts Project” and mail to 7572 Preservation Rd., Tallahassee, FL 32312.

Students must complete the material in the login section of our website as well as the two mail-in forms by May 1st. No student will be able to check in without a completed file. *Failure to submit paperwork by the due date could cause a student to lose their spot in our summer intensive, so make sure to adhere to the deadlines stated above.* If a student’s plans change and they are no longer able to attend, they may receive a refund of their balance payment. To do so, students must notify us in writing prior to June 1st. PayPal fees will not be refunded. Please be aware that no refunds are possible after June 1st

## **Panorama Arrival, Departure, and Dorm Life**

### **Arrival**

On the designated check-in day, students should arrive at Wake Forest University between the hours of noon and 5pm. Wake Forest University is located at 1834 Wake Forest Road, Winston-Salem, NC 27106. Please note that dorm check-in *will not* be available before noon. There will be signs posted on campus that point the way to the check-in location. Students who drive themselves to campus will be required to surrender their keys upon check-in.

If arriving by plane, students should fly into Piedmont Triad International

Airport (GSO) in Greensboro, North Carolina. This airport is about 40 minutes from Wake Forest University. Students who provide their flight information on our website login section by May 1st will be given free shuttle transportation to the campus. Those who have not entered flight information by this deadline will be responsible for their own transportation. Students flying in with their parents will also be required to provide their own transportation. Students should book flights that arrive between the hours of 11am and 5pm on check-in day. We encourage students to try to arrive before 3pm, so they don't miss any of the evening activities. If a student arrives *after* 5pm, they will be required to provide their own transportation to the Wake Forest University campus. Any students who arrive after 5pm due to arrival day flight delays beyond their control will be picked up by a Performing Arts Project representative at whatever time they arrive. Students who cannot arrive during these hours should consider coming in the night before check-in day. Be aware that no housing will be available before check-in day, so students would need to make their own arrangements. If none of these options are viable, please contact our office to discuss the best arrival option.

Upon arrival, students should go to baggage claim and look for ambassadors who will be wearing The Performing Arts Project shirts. Students arriving prior to 11am should go to the baggage claim at 11am. The Performing Arts Project staff will direct students to the shuttle, which will leave the airport when it is filled to capacity.

Students weighing their travel options may also want to consider flights into Charlotte or Raleigh/Durham. These airports are about an hour and a half from the Wake Forest University campus and might be more cost effective. However, The Performing Arts Project will *not* be providing shuttles from these airports or other alternative means of transportation such as the train or bus. Even with the additional cost of transportation to campus, students might still find these methods more economical.

### **Check-In**

Check-in will be a simple process: At check-in, students will be required to turn in a *cash* key deposit of \$75. This cash deposit will be returned at check out when the key is returned to TPAP staff members. Students will not be able to check in without paying their key deposit and all payments must be made in cash. This key charge is a Wake Forest University requirement.

Students will then receive their room assignment, keys, schedules, and other pertinent information. They can settle in and get comfortable until the evening activities. The evening will be filled with dinner, orientation, and other activities designed to get to know the faculty and fellow students.

### **Residence and Roommates**

Students will be staying in a residence hall on the campus of Wake Forest University. Dorm details can be found at the following link:

<https://conferences.wfu.edu/accommodations/>. Each room is equipped with a micro fridge and students are welcome to bring snacks for their room. Keurig-style coffee makers are also allowed. Please note that other electric cooking devices and candles are not allowed.

All students will be given their room and roommate assignments at check-in. We do not give out roommate information in advance. Roommates will be assigned based on age with students of the same age and/or grade being placed together. At The Performing Arts Project, we are fully committed to creating a cohesive new ensemble of students. Therefore, we feel that it is important for students to room with a student they do not know previously. That is why we do not honor roommate requests.

### **Chaperones**

At The Performing Arts Project, student safety and well-being is of the utmost importance. During our summer intensives, full-time adult chaperones live in the dormitory at Wake Forest University with our students, and enforce curfew in addition to seeing to students' personal needs 24 hours a day. Our chaperones also ensure that students are following the Code of Conduct as well as serve as a sounding board for any problems that may arise.

### **Linens**

The dormitory at Wake Forest University will not provide linens unless they are purchased in advance. Students should bring their own towels and bedding. The beds require extra-long sheets, which are the standard sheets used in dormitories. If students do not already have a set, two flat sheets can be used to make their bed. Linen packages that include a full set of sheets as well as a blanket, pillow, towel and wash cloth may be purchased from Wake Forest University through our website login section. The Wake Forest linen packages are not luxurious. Students who purchase them may still want to bring an additional blanket and towel. Students may also choose to bring a foam mattress pad and/or sleeping bag, as the mattresses are typical dorm mattresses.

### **Laundry**

The dormitory has a full coin-operated laundry facility. Students will be in charge of their own laundry. Current prices are a \$1.50 per wash and a \$1.50 per dry and are subject to change. Please bring quarters to use in these machines. Students should be aware that time is limited and they will not be able to do laundry that often. Therefore, students should bring enough clothing for several days and be prepared to wash dance clothes in their dorm room sink if necessary.

### **Internet/Phone**

The dorms are all equipped with wireless Internet access. Students will be given free access to this wireless service. The dorm rooms are not equipped with standard phone service, so students should plan to use their smartphones. Anyone without a smartphone may request to use The Performing Arts Project's office phone for calls to home only. Daily schedules will be sent out to each student electronically. Students without a smartphone or tablet will be able to pick up a printed copy of the schedule at The Performing Arts Project on-campus office.

### **Mail**

Students may receive packages and mail on the Wake Forest campus. We will be assigned a box number on campus where mail should be sent. We will not be able to get this number from the University until their spring semester is over, so we will send this information out and make it available on our website prior to the start of the summer intensive. Some of our students choose to send items ahead so that they do not have to carry them on the plane. This is acceptable. Students should be aware however that they *will not* have access to these items until Monday afternoon *after* check-in day. Any items needed prior to then should be carried with the student.

### **Meals**

Students and faculty will eat their meals at The Fresh Food Company cafeteria on the Wake Forest University campus. This is a full-service cafeteria catered by Aramark that caters to all food needs. The Fresh Food Company cafeteria serves many healthy choices and options for vegetarians, vegans, and those with all food allergies including gluten and nuts. Students may also choose to eat some of their meals in the Campus Life Center where there are several food court-style restaurants. However, these meals are *not* included in our meal plan, so there will be an extra fee, payable to the establishment upon receipt. There is also a Starbucks located in the library. Students are welcome to partake as long as tardiness to morning classes does not become a problem. At The Performing Arts Project, we believe that mind and body cannot fully function without proper nutrition. Therefore, students are required to attend all meals and encouraged to maintain a well-balanced diet for the duration of the program. More information about campus dining can be found at:

<https://conferences.wfu.edu/planning-an-event/deacon-dining/>.

### **Health Facilities**

Students will have access to local health services as needed. All students are required to have health insurance in order to attend. If a student does not have insurance, they must find a temporary policy to cover them while in attendance. A simple Google search of “temporary health insurance” will provide many cost-effective options.

### **Family Visits**

Family members who would like to visit a student during our summer intensive are welcome to do so as the student’s schedule allows. Meals occur at consistent times in our daily schedule, so they are typically the best time to visit with students. In order to ensure the safety of our students, all comings and goings to-and-from campus by family members and students must be approved by Juliet Gray or Kim Slade (the administration) *only*. Students must check out with the administration prior to leaving with their parents and check back in upon arrival back on campus. Students wishing to leave campus with anyone other than their parents must provide written parental permission. Students who are of legal age do not need parental permission to leave campus, but *must* still check out with either Juliet Gray or Kim Slade prior to leaving and check back in upon their return.

### **Check Out**

Students may check out after the final events on the last day of family weekend (approximately 10pm) or during the morning the next day. All students will be required to turn in their keys and should note that if they do not, their Wake Forest key deposit will not be returned. Students should leave their room clean and undamaged. If Wake Forest assesses any damages to a room, this expense will be passed on to the students who resided in the given room. Any damages that occur should be reported to the TPAP staff and/or administration immediately. Our faculty and staff leave campus at the same time as our students and will not be collecting items left behind. Students should therefore pack carefully and make sure that they have all of their belongings prior to departure. Specific details of the check-out process will be discussed with students prior to departure.

Transportation will be provided from Wake Forest University to the Piedmont Triad International Airport (GSO) between the hours of 5am and 11am on check-out day. Students will be assigned shuttle times and will receive time assignments towards the end of the program. Our shuttles will not be able to provide transportation to family members. All students must be checked out of the dormitory by 11am on check-out day.

## **Panorama Curriculum Information**

At The Performing Arts Project, we refer to our Panorama summer intensive attendees as “company members” or “students” as evidenced throughout this handbook. As this summer’s company members are our eighth group of students, they will be called “Company Eight.”

### **Class Groups**

Students will be placed in a class group based on their age and areas of strength and will attend the majority of their classes with this group. The first full day of Panorama will be spent determining the best group for each company member. Everyone will be asked to learn a dance combination, learn some music to sing in an ensemble, set goals for their time at Panorama, as well as various other activities. This process allows our faculty to get to know the company members and place them in the correct group. It also allows our students to get their bearings and create a plan for success during the three weeks.

### **Classes**

A typical day will consist of classes and rehearsals from 9am to 10:30pm. Each morning, artistic interns will check sign-ins and ensure each company member is present. If a company member is missing, inform administrative team immediately. It is also their responsibility to remind company members in the morning of their assigned individuals. Classes will be held seven days a week with an occasional break scheduled in as needed. Our schedule will depend on which artists are in residence. Students should be ready for daily classes in all disciplines and are required to attend all classes as assigned. Artistic interns are expected to attend classes with their assigned group to provide an example of good classroom decorum and a professional but creative environment. In addition, interns will aid faculty members in class when needed.

Interns should provide a safe space for company members to come to for advice or help when needed. Our goal is to offer a well-rounded curriculum so that company members reach their true potential not only as an artist, but also as a collaborator, leader and citizen. The curriculum page on our website provides lists of the types of classes that students can expect to take during Panorama:

<http://www.performingartsproject.com/curriculum/>. At the end of each day, interns will ensure each space used is returned to original state and cleaned of any trash. At special events/ full company gatherings, interns will help in creating a fun and organized environment.

### **Research & Development**

In the evening, the students are separated into groups with a faculty member for what we call “Research and Development” or “R&D.” This is basically a structured block of time that allows faculty members to take a group of students and work on new material, rep material, or workshops they feel will help develop our company members as artists. Some material is faculty directed and some material is created primarily by company members with faculty supervision. Artistic interns are in charge of facilitating and creating a student driven R&D piece that provides a space for company members to explore creating original work. R&D groups rotate in a three-night cycle, so there are about 10 hours to work on any given piece. At the end of each R&D cycle, we have a company gathering to share the work that has been created. This open rehearsal is a great opportunity for our company members to support each other and learn from each other’s work.

Here is a sample of how a student’s day might look during Panorama:

9:00am - 9:30am	Warm-Up
9:45am - 11:00am	Dance Class
11:15am - 12:30pm	Theater Class
12:30pm - 1:30pm	Lunch
1:45pm - 3:00pm	On-Camera Technique
3:15pm - 4:30pm	Russian Movement
4:45pm - 6:00pm	Vocal Class
6:00pm - 7:15pm	Dinner
7:30pm - 10:30pm	Research & Development

### **College Program**

Although, Panorama is not intended to be a college audition program, we know that many of our students are preparing for their college auditions. For these students, we incorporate as much college preparation as possible into the curriculum. On the final weekend of Panorama, we will also have a session for interested students and their parents on the college selection process.

### **Day of Service**

In order to share the impact of giving back through artistry with our company members, students who are currently attending or have completed college participate in our Day of Service during Panorama. The Day of Service is an outreach program, during which company members split into small faculty-advised groups, build a short set of songs, and then perform them at participating non-profit organizations in Winston-Salem. Day of Service is the artistic interns creative responsibility. As artistic intern you should lead the group assigned to you in creating a beautiful experience for our community outreach groups. Interns will organize and ensure that the performances and/or activities are ready for presentation. Past organizations include the Brenner Children's Hospital, the Ronald McDonald House, and the Williams Adult Day Center, among others. The Day of Service program continues to evolve each year and we will be developing the program even further this summer.

### **Choose-a-palooza**

On a few special days during Panorama, students will be given an array of unique specialty classes from which they can create their own daylong itinerary. Diverse disciplines such as Songwriting, Script Analysis, Storytelling, Viewpoints, Directing, College Audition Prep, Choreography, and Puppetry, all taught by our faculty, are just a few of the options from which the student may be able to choose.

### **Final Weekend**

We invite family members to join us for the last weekend of the program. Beginning after lunch on Friday and throughout the day on Saturday, family members will be able to attend various panels pertinent to the performing arts as well as open rehearsals of material that has been developed throughout the program. We approach this weekend as a series of open rehearsals where students can share what they have been working on with their family members. Some rehearsals will be more intimate than others and will take place at various locations on campus. Artistic interns will aid in showing parent groups where each event on campus is and helping faculty with set-up and taking down for each open rehearsal. At The Performing Arts Project, our focus is process over product. In order to give the students the best learning experience, we will be creating material for these performances throughout our time at. We will not have a final schedule for the weekend until the night before it begins, at which time it will still be subject to change. As much as possible, families should plan to participate in the entire weekend as we consider the two days together one full event. By doing so, they will be able to see the students in the full spectrum of activities and performances in which they are participating. We have included the ticket price in our tuition, so there is no extra cost to attend the rehearsals, panels, or lectures that take place the final weekend. Friends and family members may not stay on campus with the students. There are many hotels close to the Wake Forest University campus. For an extensive list, visit <http://www.wfu.edu/visitors/hotels/>. We hope that many family members will be able to attend this weekend of events.

## **The Performing Arts Project Code of Conduct**

The Performing Arts Project believes that in order for a performer to reach their potential, they must nurture the tools of their trade. These tools include a healthy body and voice as well as an open mind. In order to maintain these instruments and create a comfortable learning environment, students at The Performing Arts Project are expected to follow specific guidelines while attending, no matter their age. Students who continually ignore the expectations set forth by The Performing Arts Project will be subject to dismissal by the administration (Juliet Gray and Kim Slade). Should such an occasion occur, no refunds would be given. All students must agree in writing on their personal website login to the Code of Conduct below in order to attend:

**AS A STUDENT OF THE PERFORMING ARTS PROJECT AND AN ARTIST FOCUSED ON MY CRAFT, I AGREE TO CONDUCT MYSELF IN THE FOLLOWING MANNER:**

- I will always act with respect towards my fellow students and will take into account how my actions affect others as well as the creative process.
- I will support my fellow students and understand that their growth and success is also a positive reflection on me.
- I will stay with members of The Performing Arts Project and travel together to classes, meals, and other program activities.
- I will report to where I am supposed to be in a timely manner.
- I will not fraternize with students outside of The Performing Arts Project students.
- I will never ride in a car, unless I am with an authorized employee of The Performing Arts Project.
- I will not drive my own car, unless I have received prior permission from The Performing Arts Project administration.
- I will stay in my own room after curfew and go to sleep in a timely manner in order to keep my mind and body in top form.
- I will attend all classes as assigned on my schedule.
- I will show respect for the faculty; I will arrive on time, I will silence my cell phone, I will be focused, prepared, and fully participatory in class.
- When I am attending a class, I will not chat, sleep, or otherwise be disruptive or disconnected.



- I will use my cell phone to read my schedule and as a camera or recording device as needed, but will not use it to search the internet, talk, or text message, except during my free time.
  - I will not take part in any of the activities listed below and understand that these activities will result in my automatic dismissal from The Performing Arts Project.
1. *The use or possession of alcoholic beverages, illegal drugs or other mind-altering substances used for the purpose of intoxication, as well as hormonal or other performance-enhancing supplements.*
  2. *The use or possession of weapons.*
  3. *The use or possession of tobacco.*
  4. *Leaving campus without prior permission from the administration. (Even with a parent or family member.)*
  5. *Leaving the dorm after evening check-in without prior permission from the administration.*
  6. *Damaging any property on the Wake Forest University campus. This includes property belonging to The Performing Arts Project as well as other students.*
  7. *Skipping class without prior permission from the administration.*
  8. *Inappropriate sexual activity. (“Inappropriate” is defined as anything that is considered illegal in public, even if the act was done in private at the program.)*

In addition, a student and/or student’s belongings may be searched by members of The Performing Arts Project administrative staff whenever there is reasonable cause to believe that the student has violated or is violating either the law or The Performing Arts Project rules as outlined in this handbook. Any items found in violation of the law or in violation of The Performing Arts Project handbook will be confiscated and the student may be sent home at his/her own expense.

### **Smartphones**

Smartphones are welcome on campus because we understand that most of students use them to communicate with family. Students may also use them to read their schedule, record classes, and take pictures. However, smartphones *will be banned* from The Performing Arts Project studios if they become a problem: i.e. if they ring in class, if students are text messaging or on the internet during class, or if students are late to class because of excessive cell phone use in between classes.

**The Code of Conduct will be in effect upon arrival to our summer intensive and must be adhered to until students have checked out and departed from the our summer intensive.**

### **What to Bring**

We strive to provide as complete a packing list as possible. There will, of course, be items that you decide to add to complete your personal needs.

#### **General**

Backpack/Dance bag

Bedding: Sheets and blanket (unless you purchase linens), optional foam mattress topper

Clothing: Bring every-day, practical clothing that is comfortable and allows freedom of movement

Items to wear for warmth in air-conditioned rooms - Sweatshirt, Sweatpants, Jackets (we promise some of the rooms get cold!)

Tennis shoes

Laundry Detergent

Money:

Cash key deposit of \$75 due at check-in

Quarters for the coin laundry

Spending money: Students should not need much spending money. They will most likely spend money on laundry, snacks, meals (if they chose to eat in the union instead of the cafeteria), Starbucks, and souvenirs. If students have a medical need that arises, they may need money to go to the doctor or purchase medication. There is ATM access on campus.

Medicine: Prescribed and basic over-the-counter medications taken on a regular basis for pain or allergies

Snacks for between meals and dorm rooms (all dorm rooms have micro-fridges)

Robe

Tissues

Toiletries (with something to carry them in to the bathrooms)

Towels

Umbrella

Water Bottle

**For Classes:**

Dance clothes: We do not have specific requirements for the type, color, brand, or style of dancewear. We ask that students look professional and make choices that allow the instructors to see their movement, but there is no specific uniform required.

Dance shoes: Jazz shoes, tap shoes, ballet shoes. (Ballet and tap can be taken in jazz shoes if needed.)

Medical braces if worn on a regular basis for dance.

A songbook: This book should contain a variety of songs in a variety of styles, written by various composers. The more songs a student has in their book, the more options they will have in classes when working. For those who may be creating a book for the first time, there should be a minimum of three full songs: an up-tempo Broadway song, a Broadway ballad, and a pop song. Students should also think about having some songs that they know very well and show them at their best, as well as others that are songs they find challenging and would like to work on in a private lesson. Students should also have 16 and 32 bar cuts available as well as full songs. All students should make sure that their songbook is professionally put together for easy sight-reading in a three-ring binder. Students should also make sure that they have practiced the songs with the sheet music and are not relying on vocal tracks that could be different from the written music.

Two monologues: Students should have a minimum of two contrasting memorized monologues (each under two minutes) for use in classes. There are no specific requirements for types of pieces, except that we do *not* recommend students choose a piece from a monologue book.

Recording device for rehearsals and private lessons. (A smartphone may serve this purpose.)

Headshot/resume (several copies)

A writing instrument and notebook.

Students are encouraged to bring instruments such as guitars, violins, or ukuleles, if they play or compose.

Note: The Wake Forest University campus has a campus store where students may purchase sundries as needed. Chaperones will assist should a student need an item that is not available at the campus store.

**The Performing Arts Project is not responsible for lost or stolen items. We encourage students to leave their valuables at home.**