



**Headquarters:**

Dance Repertory  
15 Archer Place  
Tarrytown, NY 10591  
415.225.0934

[dancerepitory@earthlink.net](mailto:dancerepitory@earthlink.net)

Dear Vision Series Dance Day master teacher,

Dance Repertory would like to thank you for becoming an integral part of one of the Bay Area's most established educational events! Many thanks to San Francisco Dance Center and Lines Ballet School for sponsoring this endeavor! We appreciate your expertise in providing such a unique experience in the arts to Bay Area high school youth.

Please read the following information and check the enclosed event schedule. If any conflicts arise or if you have questions, please inform me by phone (415) 225.0934 immediately. We look forward to seeing you and thanks again for your support!

Best Regards,  
Donnette Heath  
Executive Director

**GENERAL MASTER TEACHER NOTES :**

“We need more such programs to prove to educators, administrators, politicians and the public that dance and the arts make for strong people and great performers.”

Joanna Gewertz Harris, Ph.D  
Voice of Dance  
*Vision Series 2004*

“DANCE MAGAZINE has been proud to lend our name to the *Vision Series*... The commitment of Ms. Heath and those who work with her is of the highest standard. I wish that each of our partnerships with the dance community could be as easy and fruitful as this one.”

Sincerely,  
Barbara Paige Kaplan

“Thank you for all the time and faith you have invested in my peers and me. You've contributed to our development as individuals and our position in life...”

Love Always,  
Lauren Nelson, Sequoia H.S.  
*Vision Series 1999-2001*

“I took a dance convention and wanted to say that it was one of the best experiences in dance I have had in a long time.

Donnette is a wonderful choreographer and I hope to be as good as she...”

Amanda McSweeney  
Lamar H.S., Texas

San Francisco Youth Arts  
Festival  
Performing Arts Award 2001

Zellerbach Family Foundation  
Grant 2001-2002, 2004-2008

Fort Mason Foundation  
Grant Recipient  
2000-2002, 2004-2008

1. It is best to discuss class material, so please call me at 415.225.0934, please leave a time to reach you.
2. Please return the enclosed Medical Release and Invoice to Dance Repertory upon your arrival. DO NOT SEND IN THE MAIL. A check for your services will not be issued until we have these forms.
3. Arrival time at the facility is 30 minutes before designated teaching time, check in upon arrival.
4. Please leave adequate time for unexpected traffic delays, commuting by public transportation, etc. We appreciate your promptness. Directions are included for your convenience.
5. FREE METERED PARKING! On Sundays, meters are free and there is generally availability on 7<sup>th</sup> Street as well as Mission Street. The facility is on 7<sup>th</sup> Street, cross street Market. See parking & directions.
6. We also ask that you be prepared to give a brief introduction about yourself and your dance experience to the students at the beginning of class.
7. All classes will take place on 5<sup>th</sup> Floor at San Francisco Dance Center and are designated on the attached schedule. Total Dance Day participants: approximately 70-75, subject to change. All participating schools will divide their kids into 3 groups, class sizes are determined according to class location (approximate sizes: 35 dancers in Studio 1 & 2, 10-12 dancers in Studio 4 for Composition).
8. Director classes will take place in Studio #3, then move to the Conference Room for the afternoon classes.
9. **Please finish classes on time.** Participants have less than 5 minutes to change class and take a quick break.
10. **Content of class material:** Please structure your classes to include an extensive combination, not a series of exercises and ending with a combination. The classes are short and a long combo will allow plenty of time to work on it during the class. The emphasis is leaving them with a substantial combination for the students to take back and work on in their classrooms. We apologize for the short classes, but we are limited on time and space and want participants to take as many styles as possible.
11. **Level of class material:** These workshops were specifically designed for the students to relax and have fun with various dance techniques. Except where noted, class material should be intermediate/beginning advanced level (not quite advanced and not too intermediate), various technical abilities will be attending each class, and where noted are **not** divided according to levels. Please give material appropriate for a vast majority of experience and expertise.
12. **NOTE:** It is better for all of them to be challenged, but most importantly to enjoy the classes. Most attendees have dance experience, but not a strong technical background. Some teachers may decide to take class as well.
13. **LINES Ballet Training Program** will act as demonstrators and guides for students in all classes. Please utilize them in demonstrating and assisting students. In some classes they will be more integrated (i.e. choreography, partnering).
14. Please bring CD's and be able to regulate it yourself. SFDC is equipped to accommodate Mp3 players and iPods. They may or may not have a tape player, so try to bring only CD's.
15. Payment will be administered within 2 weeks of the workshop. However, if dRep has trouble due to funds not available (sometimes we have to wait a couple of weeks for checks from school districts, it can be time consuming), we will contact you and let you know the status.
16. If you do not receive a check or a phone call within 3 weeks after the event, please feel free to contact us at 415.225.0934.



**Dance Repertory  
Vision Series Dance Workshop  
Master Teacher Medical Release and Contract**

Due upon arrival. Note: Must be typed or printed very clearly.  
No teacher is allowed to participate without this form completed.

Name: \_\_\_\_\_

Mailing address & City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_

Phone number(s): \_\_\_\_\_

Relative or other person to be notified in case of emergency: \_\_\_\_\_

Number(s): \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Company & Policy Number: \_\_\_\_\_

Medical Concerns: \_\_\_\_\_

Are you taking any special medication? (please specify):  
\_\_\_\_\_  
\_\_\_\_\_

List Allergies, if any:  
\_\_\_\_\_  
\_\_\_\_\_

If in the judgment of any representative of the participating organizations, the above should need immediate medical care and treatment as a result of any injury or sickness, I do hereby request, authorize and consent to such care and treatment as may be given by any physician, trainer, nurse, or representative of the above organizations. I do hereby agree to indemnify and save harmless the above organizations and its representatives from any claim by any person whomsoever on account of such care and treatment.

And, if emergency treatment is required, may hospital personnel/PMD, administer treatment as necessary? \_\_\_ yes \_\_\_ no

***Convention Terms & Conditions***

As signified by my signature below, I hereby understand and agree to adhere to the following requirements of dRep's Vision Series Dance Day on Sunday, September 14, 2008 at SF Dance Center in San Francisco, California.

1. I have completed and submitted all required medical release information. If not, I understand that any representative(s) of Dance Repertory (dRep) or San Francisco Dance Center and Lines Ballet School is not responsible for any injury or sickness that may occur throughout the event.
2. I understand that the above organizations and any representatives affiliated with them are not responsible for any lost, stolen or damaged items.
3. I give Dance Repertory or San Francisco Dance Center and Lines Ballet School permission to utilize my name, photograph or image in any advertising materials or promotional information about the company or College now or in the future.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Questions? Please call Donnette Heath (415) 225.0934  
More dRep info: Website: [www.dancerepertory.org](http://www.dancerepertory.org) e-mail: [dancerepertory@earthlink.net](mailto:dancerepertory@earthlink.net)  
Mailing address: 15 Archer Place Tarrytown, NY 10591

# Invoice

**To:** Dance Repertory  
15 Archer Place  
Tarrytown, NY 10591  
415.225.0934  
[www.dancerepertory.org](http://www.dancerepertory.org)  
[dancerepertory@earthlink.net](mailto:dancerepertory@earthlink.net)

**From:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State:** \_\_\_\_\_  
**Zip Code:** \_\_\_\_\_  
**Invoice Date:** \_\_\_\_\_  
**Terms:** Upon Receipt

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*Description:*

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**Total Due: \$** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Location

SAN FRANCISCO DANCE CENTER AND LINES BALLET SCHOOL

26 Seventh Street, San Francisco, CA 94103

Main Number if lost: 415-863-3040 (hit zero for the front desk); Emergency dRep phone: 415.225.0934

**BIKES ARE WELCOME!** We have bike racks on the 4th floor where you can safely lock up your bike.

## BART & MUNI Civic Center/UN Plaza Station

We are located directly in front of the Civic Center/UN Plaza BART & MUNI Station. From the station, take the escalator marked 7th and Market to street level, and walk down Seventh Street towards Mission Street. Our offices and studios are half way down the block on the right hand side at 26 7th Street in the Odd Fellows Building.



## Driving & Parking

**From the Peninsula, San Jose** Take 101 North, Continue on I-80 East towards the Bay Bridge/Oakland Take the 7th street/ U.S. 101 North exit towards Downtown Bear left on 7th Street, the San Francisco Dance Center is located on the left hand side at 26 7th Street in the Odd Fellows Building on the fifth floor.

**From the East Bay** Take the I-80 West (Bay Bridge) towards San Francisco Cross the Bridge and take the 5th Street exit towards Golden Gate Bridge Bear right on 5th Street Turn Left on Howard Street then turn right on 7th Street, the San Francisco Dance Center is located on the left hand side at 26 7th Street in the Odd Fellows Building on the fifth floor.

**From Marin** Take 101 South towards Oakland/ San Francisco Cross the Golden Gate Bridge Continue on 101 South turns into Lombard Street Turn Right on Van Ness Ave Turn Left on golden Gate Avenue Turn Right on 6th Street turn right on Mission Street Turn Right on 7th Street, the San Francisco Dance Center is located on the left hand side at 26 7th Street in the Odd Fellows Building on the fifth floor.

## Parking

- The City Park lot at 1054 Mission between 6th and 7th (next to Court of Appeals) is \$10 a day. There are also two less expensive lots on Seventh Street just before Mission.
- The "City-Parking" Garage is beneath Civic Center Plaza. It has entrances on Grove and McAllister and space is available by the hour.
- Street parking is limited but is available during the day for one hour intervals in the area. After 6:00 these are free and unlimited. On Sunday, metered parking is free.
- SOMA Grand Parking Garage, 1160 Mission in between 7th & 8th. \$1/hr for first three hours, \$8 for 4-5 hours and \$10 max.