



THE
CDW
PRODUCTION TEAM HANDBOOK

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1/ Introduction and Communication

It's our absolute pleasure to warmly welcome you into our dance family at Christina's Dance World. Our team is thrilled to see many familiar faces return and even more excited to see some new faces join our Production Team community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need. Also, don't forget that Ms. Christina is always here to help and will happily answer any questions you may have.

Communication is crucial when it comes to classes, performances, attire, and special events. Trying to please so many personality types and the way they like to communicate information can be challenging. Because of this, I will explain how information will be communicated to you, and it will be your responsibility to remain informed:

- Email
- Group text from a **NO REPLY** number
- Personal text from (912) -399-1417
- Videos via text and/or email
- Monthly Newsletter from Mailchimp email server (check your junk folder)
- Your DSP, Dance Studio Pro, **Parent Portal** will store PDFs, videos, and important documents

When informing the entire studio in a blast text, you may see duplicate texts because Production Team members are enrolled in multiple classes.

2/ Production Team

- Aims to recruit dedicated, passionate and gifted dancers who enjoy performing on stage in addition to dancing in the studio
- Our production shows will feature the CDW Production Team in extravagant numbers and throughout the show
- Ms. Christina will use this group to represent CDW in the community for local performances and beyond

3/ Dedication and Requirements for Auditions

Production Team Auditions 2025–2026

Date and Time: May 8, 2025, 4:30 PM - 6:30 PM Ages 8 and up

The Production Team is for the dedicated dancer - To qualify for Production Team auditions, one must be prepared to take at least three classes a week. Dancers will be a mix of ages 8 through 20 and a range of skill levels, willing to collaborate professionally and take on roles which may incorporate character acting, singing, adagio lifts and partner dancing. This will be the group Christina's Dance World will utilize to represent the studio when outside opportunities arise (functions, fundraisers, events, traveling opportunities, etc.). Extra costs may occur throughout the year.

Outside talent such as specialty acts vocalists, actors & acrobats are welcome to audition and terms for being on the team will be discussed individually.

- You must be 8 years old and no older than age 20
- The dancer should have a wonderful attitude
- Appropriate dance attire for auditions and all classes throughout the season is required
- Wear a black leotard and black hot shorts, tan tights for auditions and keep all your dance shoes in your dance bag at all times
- Hair should always be neatly pulled out of the face

****NOTE :** It is important to know not everyone makes the team. Dancers/Talent must meet certain criteria to be accepted. When you attend the audition, you'll be given information about what to expect. There is no obligation if you cannot meet the requirements.*

4/ Attire Requirements for Weekly Classes

- The CDW production team backpack with all dance shoes, extra tights, and an extra dance outfit must be brought to every class by every dancer
- Fitted dance attire only
- Black or solid color leotard and/or Team Gear with Logo
- Black hot shorts and/or skort style skirts

- Nude/Suntan tights must be worn every day and at all times with every outfit for all dance classes (ballet classes can wear Nude/Suntan or Ballet Pink tights)
- Tan jazz shoes
- Hair in bun, twist, braid or ponytails. Hair should be neatly pulled out of the face. Plastic hair clips are not allowed. Ponytail holders and soft hair accessories only.
- Short hair needs to be pinned away from the face.
- Warm up attire: team jacket, leg warmers, ballet sweaters, fitted dance shirts
- No baggy sweatshirts, everyday T-shirts or bare legs allowed

5/ CDW Gear and Costumes

- **MEMBERS OF THE PRODUCTION TEAM:** CDW Team Gear is required for all production team members. Measurements for Team Gear will take place during auditions.

COSTUME FEES:

TBA

The following items should be in every team member's wardrobe:

Refer to: 4/ Attire Requirements for Weekly Classes

6/ Schedule

- We hold Production Teams classes after school on Thursdays
- The Production Team meet from 4:30 to 6:30 p.m.
- You can find the studio's closing dates on our **Class Schedule** page. [CLICK HERE](#)
- Summer Schedule: **TBA**

7/ Performance Itinerary **2025**

- **TBA:** Marsh's Edge
- **TBA:** Alzheimer's Walk
- **TBA:** Vitality
- **November 21 - 23, 2025:** Dance Revolution Showcase & Awards - Orlando, FL.

2026

- TBA

8/ Summer Months

- Production Team members are required to take classes/workshops in June and July.
- Production Team members are required to schedule at least one private lesson with Ms. Christina, or Ms. Keeli during the Summer months.
- Production Team members must also assist with at least two summer classes/workshops during the summer, June and July

9/ Fall Season

- Production Team members who volunteer to be helpers for fall classes must commit to the entire season. It will be August through May.
- Whenever a helper cannot attend a class, they or their parents must contact Ms. Christina via text or phone call in advance so that a replacement can be found.

10/ Rates and Fees

>RATES

- Monthly tuition is based on the current class fees, which are subject to change annually
- **\$400** Approximate cost for Team gear
- **\$300** Approximate cost for show costumes for the season
- **\$145** Required private lesson for one hour in the summer - Book your lesson immediately after auditions
- See Summer schedule to sign up for summer classes
- Orlando fees due in September

11/ Payment Options

Payment options include:

- **Upfront Payment:** You have the option to pay monthly, quarterly, or annually.
- **Auto-Draft Payments:** For your convenience, sign up for auto-draft payments to be deducted automatically each month by signing up in your parent portal or giving Ms. Christina your card information. Convenience fees apply
- **Direct Debit:** You can pay your monthly tuition in your DSP portal
- **Venmo:** @Christina - Godwin - 1
- **Cash and Check:** Of course, we accept both!

**NOTE: You will receive a statement on the 1st of each month and a second reminder.*

Refunds will not be issued for missed classes or holidays – make-up lessons for classes canceled by Christina’s Dance World can be made up by attending a different class of your choice offered throughout the week.

12/ Production Team Parents

- **Ensure proper dance attire daily**
- **Absences must be communicated**
- **Advance notification if a student cannot fulfill helper obligations**
- **Preparation for shows and performances must be thorough and prompt**
- **There will be fundraising activities, and production team members will be required to lead and participate in them**

Parental responsibilities for the Production Team Include ensuring dancers are properly dressed each day for class(es). Team gear as mentioned above in #4 and appropriate dancewear is to be worn for Production Team classes and when assisting with classes, birthday parties and events.

Tights and hotshots and leotards or leggings, must be worn every class, every day for dance. Level 2 Gymnastics class is excused from wearing tights as long as they have hot shorts or leggings (no dressy or gym shorts allowed without tights). Everyday wear such as box cut t-shirts and sweatshirts that are big or baggy and not made for dance are not permitted. Fitted dance/warm-up attire, such as team jackets and ballet sweaters, is recommended. Hair must always be neatly pulled up and away from the face.

13/ Obligations and Responsibilities

- Your CDW Production Team contract acknowledges your respect for our teachers and team members, and you place your Christina's Dance World rehearsals, obligations and performances above all other extracurricular activities.
- We expect the Production Team members to only have three excused absences per season as a first priority
- Production Team members must complete their obligation if they offer to be a helper in a class during the fall season/school year. They cannot drop out halfway through the season
- In the event that your dancer is a helper and cannot attend classes, Ms. Christina must be notified in advance to find a replacement.

14/ Social Media

Christina's Dance World's Social Media Policy refers to all social networking sites and we encourage you to follow and join our social pages. Facebook, Instagram, LinkedIn, YouTube and TikTok.

- Remain mindful that your posts on social media remain in keeping with Christina's Dance World's conduct with modesty and kindness. We try our best to always be tasteful, never reveal too much about any individual. Negativity and profanity of any kind is never a consideration.
- Should you wish to engage on social media while identifying as a studio member, we kindly remind you to do so with integrity and respect!
- Teachers, student teachers and helpers must refrain from creating videos using music with profanity or you will be asked to remove the content from your social media posts. If you do not comply, you will be dismissed from Christina's Dance World.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via social media. We have an open door policy and encourage all communication, complaints

and feedback to be communicated to Ms. Christina directly.

- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to come directly to Ms. Christina to avoid any confusion on facts and details.
- Be careful when identifying information of any featured minors - including names, ages or location - when posting on social media. Let's stay away from too many personal details.
- On a positive note, post, tag Christina's Dance World and have fun with encouraging and positive messages.

15/ Code of Conduct

Any questions or concerns must go directly to Ms. Christina. In the rare case of a parent or student showing disrespect to any parent, teacher or student, a meeting will be called. We thank God everyday that our dance world family does not exude this type of behavior.

16/ Goal

Our goal is to cultivate inclusion and self-confidence, drive and develop strong dance technique and passion for the arts in our students. It is important to us that with daily devotions, prayer, music, and dancing, we create a safe environment for our students.

In our studio, we live by the mottos "Be present, be humble, and be kind" and "Inclusion Infusion". In addition to representing themselves with integrity, dancers learn how to represent their parents and the dance studio, and always place God first.

The choreographed routines and production shows we create are adapted to meet the needs of all ages and abilities, both physically and emotionally. Throughout our work, we promise to remain faithful to staying true to who we are and maintaining a modest costuming style. Having you as a trusted partner is very important to us.

17 / PRODUCTION TEAM ROSTER

Acct. First Name	Acct. Last Name	Email	Guardian 1 Mobile Phone
Christina	Godwin	christinagodwin@christinasdanceworld.com	(912)-399-1417
Keeli	Rigdon	keelirigdon@gmail.com	(912) 278-4506

Christina is responsible for making all final decisions on behalf of Christina's Dance World. Please direct all questions to Christina Godwin regarding production team inquiries.

Thank you for your interest in being a Production Team member and representative of Christina's Dance World.

Much love and God's Blessings, Ms.
Christina and Ms. Keeli