

Associated Dance Teachers of NJ, Inc.

Workshop Guidelines

Thank you for your support of our organization and your dedication to promoting dance education to your students. In order help make this workshop a positive dance experience, we are asking that everyone follow these simple guidelines:

REGISTRATION and ASSEMBLY OF STUDENTS:

- 1) The Teacher/Studio Owner, or Studio Rep in charge for the day, must arrive prior to their students, check in at the Registration Desk and proceed to the Studio Assembly Area. Only Teacher/Studio Owner should check in at desk. No individual students/parents should be checking in at the Registration Desk.
- 2) At the same time, students will be directed to the Studio Assembly Area, where they will wait for their Teacher/Studio Owner. Signs will be posted, with studio names, to indicate your meeting area. Teacher/Studio Owner should gather all students, distribute bracelets and take students to their classrooms.

STUDENT DANCEWEAR and CONDUCT GUIDELINES:

- **ABSOLUTELY NO OUTSIDE FOOD OR DRINK IS ALLOWED IN THE HOTEL!**
- *Proper dancewear is expected and required at this workshop. Acceptable attire includes: Leotard, tights, dance skirt or dance shorts or dance pants over the leotard. No street wear, pajama style attire, oversized tee shirts are permitted while taking class. Dancewear should be form fitting.*
- *Proper dance shoes and hair pulled back off face and neck. Minimal jewelry and no hoop earrings permitted.*
- *Students must adhere to the expected conduct in a Master Class. No gum chewing permitted. Cell phones should be on “manner mode”. No acro or gymnastics permitted on the dance floor. If a Master Teacher asks a student to discontinue the dance class due to misbehavior, Studio Owner/Teacher will be notified immediately.*
- *No students permitted to leave classroom during workshop except for vendor visit during break or use of restroom.*
- *Students not permitted to roam hallways or lobby of hotel during any portion of the workshop*
- *ADTNJ reserves the right to remove a student from class for improper dancewear or improper conduct. Studio Owner/Teacher will be asked to take responsibility for this student for the remainder of the workshop. No refund will be issued.*

Safety and Liability Issues:

- For safety issues, no child or infant, unless a registered participant in the workshop, will be permitted in any dance classroom.
- Teachers are permitted as Observers Only in the Junior, Teen & Senior Classroom and should not be on the dance floor participating in the class.
- No video taping of any classes by use of a video recorder or cell phone video is permitted.
- All students must be able to handle the pace of the master class and we ask teacher discretion in class placement.
- Any photos taken by ADTNJ may be used for publicity or advertisement, inclusive of, but not limited to, print and website.



DISMISSAL: (Safety is our No. 1 Priority)

- 1) **JR Room:** No JR student will be permitted to be dismissed without a parent/ teacher. After the last class, parents/ teacher will enter the JR Room to pick up.
- 2) **Teen Room:** Teen students will assemble with their studio and a representative will escort them to their parents.
- 3) **SR Room:** All SR Students will be dismissed into the hallway after the last class of the day. Parents/ teachers should wait in the hallway outside the room.

ADTNJ thanks you for your continued support and cooperation. We are so happy you are here.