

Appendix I: Elements of a Working Agreement between Dancers and Choreographers

These elements are the result of the past several days of discussion and ideation involving a particular group of dancers and choreographers mentioned above. It is also the result of years of experience, trial and error, and conversation-based exchange of anecdotes regarding production processes, performance realities, and the various needs of dancers and choreographers within a given context. It is not meant to represent the full extent of possibilities, or the beliefs of every Egyptian dancer and choreographer.

Below are the elements that we determined to be especially relevant and important for everyone involved in a production process, especially dancers and choreographers, to discuss prior to beginning a working relationship. The focus is on the production process from the perspective of the dancer and the choreographer, in relation to how rehearsals and performances are conducted. We hope that all artists can use this chart as a reference to rely on when beginning and building a production agreement.

We believe that the most important thing is that everyone is in agreement about the conditions of a project before it begins. If an artist has any objections to any element of the production process it is important that they have the opportunity to voice their objections. Ideally this makes it possibility for both parties to come to an agreement, but it also presents the opportunity for an artist to turn down a project that they don't feel comfortable committing to.

Issues to be discussed include:

	Terms / elements
Rehearsals	Rehearsal Period:
	working hours per day, evenings, mornings
	Break:
	intervals between the working hours for eating, resting,....etc.
	Warm-up:
	warm-up required for the creation process, either collectively or individually.
	Cool-down:
	stretching, recovering, and closing the working day
	Consecutive working days
	number of working days in a row, off days, leaves and public holidays...etc.
	Spaces:
	location, size, floor, safety, accessibility
	Rehearsal Attendance Policy
	how to deal with absence, tardiness, leaves, excuses
	Rehearsal Preparedness
retention and review of material from previous rehearsals/ physical, mental, and emotional soundness / artistically prepared for each rehearsal	
Rehearsal Etiquette	
eating, chewing gum, chatting, guests of the dancer and choreographer,....etc.	
Fees/salary	
reasonable, corresponding and fair deals to the level of experience, intensity of work, working conditions, safety and all of the aforementioned elements in this sheet	

Performances	Number of presentations
	number of performance commitments are being agreed to
	Presentations per day
	number of times can the work be performed per day (this may change in relation to the length and intensity of the piece, and in relation to the preparation required)
	Duration of the presentation
	length of a single presentation
	Warm-up
	warm-up required for the creation process, either collectively or individually.
	Personal time on day of Presentation
	time for the artists to work on their own needs before presentation
	Cool-Down
	stretching, recovering, and closing the working day
	Run-Through
	on stage on the day of the performance
	General Rehearsals
	on the day of the performance
Technical Rehearsals	
wet and dry rehearsals before the day of presentation	
General Rehearsal	
on stage final rehearsal with all the performance requirements.	
Payment per Performance	
reasonable, corresponding and fair deals to the level of experience, intensity of work, working conditions, safety and all of the mentioned elements in this sheet	
Touring	Number of Cities
	cities, countries, hosting organizations
	Itinerary
	departure time/location, flights, trains and ships, destinations and return time/location
	Residency Activity
	working hours per day (evenings, mornings), fees (if applicable)
	Work on Travel Days
	rehearsing, performing, presentation related activities.
	Days Off during Multi-week Touring
	number of consecutive working days during the touring
	Transportation
	international travel and local transportation from/to place of work, hotel or other accommodations
	Travel Reimbursement
any travel expenses following international travels to get to the working or accommodation space	
Accommodation	
bedrooms, toilets, living spaces, proximity to the work space, facilities, neighborhood..etc.	
Per diem (Food/Health) locally Egypt	
prices for 3 meals per day locally	

	Per diem (Food/Health) international
	prices for 3 meals per day internationally
Outreach either during the rehearsals, presentations or Touring	Classes
	Workshops
	Discussions / conferences
	Demos
	Others