

September 17, 2026

Dear Performer:

On behalf of the Debbie Allen Dance Academy (DADA), I am very pleased to extend an offer to you to perform in the Debbie Allen Dance Academy's *The Hot Chocolate Nutcracker*, directed and choreographed by Debbie Allen. Performances are scheduled for Dec. 8th, 9th, 10th, 11th, 12th, & 13th, 2026. Working with Ms. Allen will provide you with a unique and rare opportunity that will not only fortify your technique, but also enhance your professionalism within the performance realm.

In order to make this production a great success, attendance is imperative. If a student is late/ absent more than three times, he/ she jeopardizes his/ her role in the production. Please be sure to email hcnc@debbiealldanceacademy.com, or call (310)280-9145 and ask for Major King III or Delorse Bond (Company Manager), or write a note to me notifying us of your absence in advance and give it to the front desk. We truly appreciate your cooperation.

Regularly check www.hotchocolatenutcrackercallboard.com for announcements and other updates in regards to the rehearsals, performances, etc.

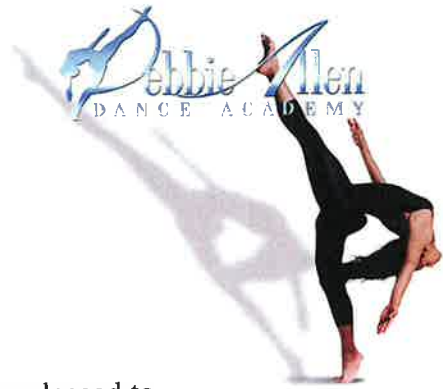
The Performer's Contract is due before you can start rehearsal. This year there is a \$200 production fee (covers cost of costume cleaning, rentals and alterations, and meals) that is due with the contract. We will give you a letter of excusal to give to your school for the days you will need to miss during the performances once the cast has been finalized. You contracts can be emailed to hcnc@debbiealldanceacademy.com or you can drop it off in person.

It is our hope that you will find this opportunity exciting and rewarding. Please feel free to contact me at 310-280-9145 if you have any questions or concerns.

Sincerely,



Major King III
Managing Producer



Debbie Allen
Founder |
Artistic Director

Norman Nixon
Co-Founder | CFO

Vivian Nichole Williams
Executive Director

Karen McDonald
Academy Director

Board of Directors

Rick Barragan

Jill Black

Betsy Borns

Jim Farmer

Jodi Fonfa

Michael Frisby

Sam Haskell

Lori Jones

Inna Poncher

Derek Powell

Phylicia Rashad

Shonda Rhimes

Susan Spanos

Belinda Stith

Crystal Thomas

Denzel Washington

Pauletta Washington

Bill Weidner

Lynn Weidner

David Woroboff

Advisory Board

Suzanne De Passe

Quincy Jones

Arturo Sandoval



PERFORMANCE LETTER AGREEMENT

The Debbie Academy Dance Academy is operated by Debbie Allen Dance Inc., a California 501(c)3 nonprofit organization located at, 1850 S. Manhattan Pl., Los Angeles, CA, 90019 (“DADA”). DADA is pleased to extend our offer of the Ensemble/Performer position in the Debbie Allen Dance Academy’s latest production of The Hot Chocolate Nutcracker, written, directed, and choreographed by Debbie Allen (hereinafter “Performances”).

Rehearsals begin September 19, 2026. The Performances are scheduled for Dec. 8th, 9th, 10th, 11th, 12th, & 13th 2026 at the Redondo Beach Performing Arts Center. Rehearsal Schedules will be posted in the lobby and The Hot Chocolate Nutcracker call board website. Your completed materials are due before you may participate in the rehearsal. Please leave the materials at the DADA front desk, attention to: Major King III, Production Manager.

In order to make this production a great success, attendance is imperative. If a student is late/ absent more than three times, they jeopardize their position in the play. Please be sure to write a note to Major King or Delores Bond, notifying them of your absence.

In connection with your participation in the Performances, DADA agrees to pay you (“Performer”) an educational stipend from \$25.00- \$75.00 after the final performance.

By signing the return receipt copy of this Letter Agreement, you or for performers under the age of eighteen, your parent or legal guardian, hereby represent, warrant and agree as follows:

1. To participate in all rehearsals and/ or Performances.
2. To release DADA, and its directors, officers, employees, agents, successors, assigns, The Hot Chocolate Nutcracker, the instructors, sponsors, and event locations and or/ any parties designated by DADA from any and all liabilities arising out of your participation in any rehearsal and/ or the Performance, or as a result of participating in any activity connected with the Debbie Allen Dance Academy's The Hot Chocolate Nutcracker.
3. You have not entered into and shall not enter into any agreement, whether written or oral, with any third party that conflicts or would conflict with your obligations contained in this Letter Agreement.
4. You hereby irrevocably consent to, and authorize the use and the reproduction by DADA, of any and all photographs, recordings, videotapes and/ or other reproductions of likeness of your person or characteristics, including, but not limited to, use of your, bio, portrait, picture, likeness, and any recordings thereof ("Reproductions") which have been secured by or for DADA, for any purpose whatsoever, without compensation to you. All ownership (including copyright) as well as all other rights, title and interest in and to these Reproductions shall belong exclusively to DADA. Further, you agree to assign and release all rights to the Reproductions and authorize DADA or others authorized by DADA, to exhibit, broadcast, and/ or distribute or otherwise further reproduce said reproductions in whole or in part over in any medium whatsoever, including, without implied limitation, newsletters, radio, newspapers, closed circuit television, film, cable, and television, with or without compensation in perpetuity. You also agree to release, discharge and hold harmless the producers or any persons, or entities, acting under their permission or authority any liability arising from the use of said Reproductions.
5. You authorize DADA or DADA's physician or nurse, if any, to provide or authorize medical care to you as needed or requested. In case of emergency, DADA is authorized to arrange for medical services and consent to appropriate medical and surgical service recommended by licensed medical professionals. You accept full responsibility for all costs of the medical care and any emergency treatments. DADA will not be responsible for the payments for any medical care or emergency treatments but will accept billing in its name only to facilitate submission of medical insurance claims for you.
6. You agree that DADA will not be liable for authorizing your medical treatment as described in paragraph six above and waive all claims whatsoever in connection with such medical treatments.
7. This Letter Agreement constitutes the entire agreement among the parties with respect to the above-mentioned Performances and supersedes all prior oral or written agreements and understandings among the parties relating to such Performances.
8. This Letter Agreement will be governed by and construed in accordance with the laws of the state of California, regardless of the place of its execution or performance. The parties agree that the California courts shall be the proper venue for any causes of action arising under this Agreement.

By: _____

Printed Name: _____

Title: _____

Acknowledgement and Agreement:

I confirm that I have read and understood this Performance Letter Agreement and agree to be bound by its terms and conditions. I also have the right and authority to execute this Agreement or to execute it on my legal guardian's behalf and by signing this I hereby grant permission for the Performer named below to participate in all rehearsals and/ or Performances.

Date: _____

Performer Name: _____

Performer Signature: _____

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____

Phone h: _____ c: _____

Address _____ City _____ State _____ Zip _____

Email: _____

Performer SSN# _____ Performer Date of Birth _____



Code of Conduct

The Code of Conduct helps us make the Hot Chocolate Nutcracker the best show it can be! When everyone follows the same rules, rehearsals are safe, fun, and focused.

- Respect matters – Treating teachers and teammates kindly makes everyone feel welcome.
- Focus helps us learn – Listening and paying attention gives us more time to dance and improve.
- Good habits = strong dancers – Coming prepared and ready to work shows commitment.
- Teamwork makes the show shine – Every dancer is important, and when we all cooperate, the production is amazing.

The Code of Conduct isn't just about rules—it's about making sure every dancer has a positive experience and that together we create something we're proud to perform!

Expectations

- Show respect for all instructors, choreographers, and fellow dancers.
- Be respectful to all cast members
- Demonstrate consistent focus, effort, and self-discipline.
- Refrain from chewing gum or eating in the studio.
- Avoid talking back, side conversations, or any disruptive behavior.
- Arrive prepared.
- Uphold a positive and cooperative attitude at all times.

Consequences for Misconduct

- First offense – verbal warning
- Second Offense – meeting with Parents
- Third offense – Dismissal from production

Acknowledgment

I have read and agree to abide by the Hot Chocolate Nutcracker Code of Conduct.

Student Name (Print): _____ Signature: _____

Parent/Guardian Name (Print): _____ Signature: _____

Date: _____



COSTUME DEPT.

NAME: _____

SCENE(s): _____

Height: _____

Hips: _____

Bust: _____

Waist: _____

Out seam: _____

Shoe Size: _____



September 17, 2026

Dear Principal, Teachers, and School Administrators:

We are so pleased to announce that _____ is an invaluable member of the cast of the Debbie Allen Dance Academy's production of *The Hot Chocolate Nutcracker*, scheduled to take place at Redondo Beach Performing Arts Center Dec. 8 – 13, 2026. In order to share this exhilarating educational experience with young people around the Los Angeles community, we have scheduled school time performances. We will provide ample time for students to complete various academic studies during our production.

Therefore, we are requesting that you excuse _____ from school Dec. 7th, 8th, 9th, 10th, & 11th 2026.

We appreciate your support and understanding, and require that this student fulfill his/her academic requirements as well. If you have any questions or concerns, please feel free to contact me at (310) 280- 9145.

Sincerely,

Major King III
Managing Producer

Debbie Allen
Founder,
Artistic Director

Norm Nixon
Co-Founder,
Executive Director

Karen McDonald
Director

Board of Directors

Betsy Borns
Lisa Chevalier
Suzanne De Passe
Jim Farmer
Jodi Fonfa
Michael Frisby
Derek Gordon
Dr. Lloyd Greig
Dr. Sally Greig
Sam Haskell
Lori Jones
Quincy Jones
Vivian Nixon
Inna Poncher
Phylicia Rashad
Arturo Sandoval
Denzel Washington
Pauletta Washington
Bill Weidner
Lynn Weidner
David Woroboff
Shelley Zalis



Homewood Suites
2340 Marine Ave
Redondo Beach, CA 90278

2 miles from Redondo Beach Performing Arts Center

\$189 (king studio)/ \$199 (double queen studio)

Breakfast included

\$15 parking (normally \$25)

Group Code: **90G**

Booking deadline:

November 1, 2026

Please email Tanya Watson with any questions/concerns

twfillinthegap@gmail.com

Subject line: Hot Chocolate Nutcracker 2026